

## WORK EXPERIENCE GENERAL INSTRUCTION SHEET

The following information will help students to organise their work experience placement, and for parents to help support this. Students complete 4 lessons in PSHE to prepare them for applying for work experience.

Students have been given two forms to complete in order to confirm their placement:

- Work Experience Agreement Form (Yellow)
- Medical Form (Pink)

To apply for a placement, students must carry out several important steps outlined below:

1. Choose an appropriate organisation at which they would like to do their work experience.

To help in this important choice, students will need to speak to parents, family and friends and also look at the WEX ideas spreadsheet. This is a good starting point to see places where LCS pupils have gone in the past (this is NOT a list of available placements).

The Careers Library is open Monday-Thursday lunch time to support students in making their choice and applications.

2. Contact the organisation to see if it will be possible to do work experience during the allocated week. It is better to make a phone call before sending an email or letter. Emails and letters can be checked by Mrs Oversby or their PSHE teacher before being sent.
3. If the reply is negative then try again with another employer. Only apply to one place at a time.
4. If a positive reply is received, arrange and attend a meeting with the organisation to confirm placement details and to complete the work experience agreement form (yellow). This can be done by post if the company wishes.
5. Give the completed Medical Form (pink) to the employer.
6. Return the signed agreement form (yellow) to Mrs Oversby in S16 as soon as possible but by Friday 14<sup>th</sup> February 2020 at the latest. It is important this form is returned to Mrs Oversby by the above date. **Meeting this deadline is an important part of the application process and gets students ready for future applications.** The deadline is set in order for us to process all placement paperwork and to ensure students get the best possible placements.

## Answers to frequently asked questions

---

- Students will only be able to go on work experience during the week that they have been allocated. Ensure that you apply for the correct week.
- If a placement is closed for half a day or a full day e.g. a hairdresser is closed on a Monday, the student will use that as study time at home and will **not** be required to come to school.
- Students are not required to work on a Saturday or Sunday as the school is not able to provide emergency support.
- No work experience placements are available with any of the armed forces, the police or other emergency services.
- Applications to Rolls Royce, Derby Royal Hospital, Bombardier and Toyota are highly sort after. All these have a specific application process and students will be given full details of these.
- All pupils go on work experience and the sooner they can arrange their placement the better.
- All work experience paperwork can be found on the school website.