



# Work Experience 2021

Monday 5 July –  
Friday 9 July 2021



# Why does work experience matter?

Work Experience is just:-

- Making cups of tea
- Making photocopies
- Sweeping the floor
- Cleaning the toilets

**WRONG!**

# Why do work experience?

- Increase confidence and independence
  - exposure to new people and situations
- Help you decide what your career ambitions may be
  - opportunity to observe & experience the realities of work
- Increase motivation and sense of purpose
  - develop understanding of links between school subjects and the world of work
- Develop Vocational Skills

# Why do work experience?

- Discover and develop personal qualities
  - talents and interests that you may not yet know about yourself!
- Help to make you stand out from your peers
- Gives you the edge when applying for jobs
- Obtain evidence for interviews and Further Education applications
  - great CV material
- Develop skills valued in all workplaces
  - planning, organising, time keeping, interacting with people, following instructions....

# Rules about Work Experience

- All placements must have a current health & safety risk assessment and liability insurances in place
- Parental contribution of £25 requested (school is subsidising)
- Placements outside West Sussex are more expensive for H &S (around £50 parental contribution)
- Need to arrange own transport – think about how you will get there when choosing placement
- Very few prohibited placements & activities – we try not to say no
- Not compulsory, strongly recommended

# How do I get a placement?

- This week your parents will receive the booklet:  
'Work Experience Week 2021: A Guide for Parents and Students'
- By Friday 29 January complete and return  
Work Experience Intentions Reply Slip  
Medical Questionnaire

## AND EITHER:

Own Placement Details Form

If you have your own placement – expected option

## OR:

Work Experience Preference Form

If you would like the school to place you

# Own Placements 2021

- Family, friends excellent source of opportunities
- Many companies only take known people, e.g., Gatwick Airport
- Beware – sole traders: must have Employers Liability Insurance or you CANNOT go unless close family relative

# School Placements 2021

- Cannot guarantee to place everyone but that is my goal. To achieve this we will need YOU to meet deadlines and be realistic about your expectations
- Job types are ranked category 1, 2 or 3. Ensure you select at least 1 area in category 3.
- First come first served
- Special arrangements for HDC and Police, Army & RAF
- Be realistic – Stephen Spielberg and Tim Peake don't work in Horsham
- Try to be as flexible as you can regarding travel
- Confirmation of placement through tutor packs



# Job Areas & Categories

- Admin, Business, Office 2
- Building and Construction 2
- Catering and Hospitality 3
- Computers and IT 2
- Education and Training 3
- Engineering, manufacturing & production 2
- Environment, animals, plants 2
- Financial Services 2
- Health Care 1
- Social Care 3
- Leisure, Sport and Tourism 1
- Marketing, Media, Print and Publishing 1
- Retail, sales and customer services 2

# Horsham District Council

If you would like to work for HDC you need to apply online by 31.01.21 for jobs in -

- Parks & Countryside
- Capitol Theatre
- Leisure Link
- Horsham Museum
- Building Control
- Most Council Departments

# Sussex Police and The Army

Sussex Police run a fantastic programme showing various different departments within the police force.

The Army and RAF have a work experience scheme.

**SPACES VERY LIMITED – IF YOU APPLY  
YOU WILL NEED A BACK UP**

# Work Experience: Where will you go? What will you gain? Its up to you!



# Health & Safety Agreement

- Must have this and must be signed by you and your parent/guardian or you CANNOT go
- Premises will be inspected by qualified assessors
- H & S training in school before you go – if you are assessed at risk you CANNOT go

# Health and Safety in the Work Place

- When you arrive you should receive H & S training on the premises
- You have a duty of care to ensure your own safety and that of others in the workplace
- If employers views you as dangerous you will be sent back to school

# If something doesn't look right it's probably not!

- Don't walk past and think it will never happen



# Remember – don't

- Think of this as a weeks holiday – you will be expected to work their hours, and work hard
- Take time off – we will monitor your attendance
- See this as a chance to go off in a small group together – most employers will only take one student
- Think we forget you – you will be visited



# And finally do

- Have a brilliant time
- Come back and share
- Enjoy yourself