

Year 10
Getting Ready for Work Experience

Thursday 4th July 2024

Why work experience?



Work experience is most likely the first contact you will have with the world of work.

It forms part of your careers education and allows you to observe and learn without having to have the necessary skills and experience in the first place.

What are the benefits of work experience?

- provides a valuable insight into the **skills** required for a particular job
- is an opportunity to test out a job to see if you really **like** it

- can broaden your **knowledge** of jobs that you may have never considered
- will increase your awareness of your own skills and **strengths**
- helps you understand how the **subjects** you study in school link to certain jobs

- provides an insight into what the world of work is really like and what **employers expectations** are
- increase your **motivation** to do well in school
- is an opportunity to make **contacts** with potential employers
- gives you experience which can be useful for your **CV** and provide **referees**
- will help you appreciate the skills needed to succeed in the **labour market**

Things to Check Beforehand

You should ensure you double check:

- **The address and postcode-** have you definitely got the correct location and do you know how long it will take you to get there? (double check times of public transport if you are using bus or train)
- **What time you need to arrive-** punctuality is extremely important – it does not look good blaming the bus, or others, for being late!
Aim to arrive 30 minutes BEFORE the agree start time!
- **Who you need to report to-** who do you need to ask for when you arrive?
- **What's the dress code** – what do you need to wear?

During Your Work Experience Week

- Please Inform the placement employer AND school if you are ill and cannot attend your placement
- You can do this by calling the school office (please speak to them and ask to leave a message for Mrs Cast or emailing Mrs Cast kcast@wgsb.co.uk)
- Contact Mrs Cast or Mrs Walker if you have any issues you are concerned about via email or phone via the school office as ask to speak to us urgently
- Contact your parent and Mrs Cast or Mrs Walker if you feel at risk of harm (as above)
- We will phone ALL employers to check you are there and may even visit you!

During Your Work Experience Week

- Pay close attention to instructions and safety guidelines.
- Focus on safety at all times and do not undertake tasks you are not trained for
- Be polite and respectful at all times.

REMEMBER

You are representing yourself, your parents & your school at all times

- Be aware that you may have to undertake quite basic tasks but your time in the workplace will allow you to see how a business operates.
- If you have spare time – talk to people and find out more about them or their job, interviewing someone in the workplace.
- If the employer allows – take some PHOTOS and send them to Mrs Cast
- At the end of the week - ask if the EMPLOYER would be willing to be a referee on your CV – or if they would give you a quote to add to your CV

Other things to remember

There may be important and confidential information shared between colleagues while you are on your work experience placement.

It's very important that you don't share this information outside of work.

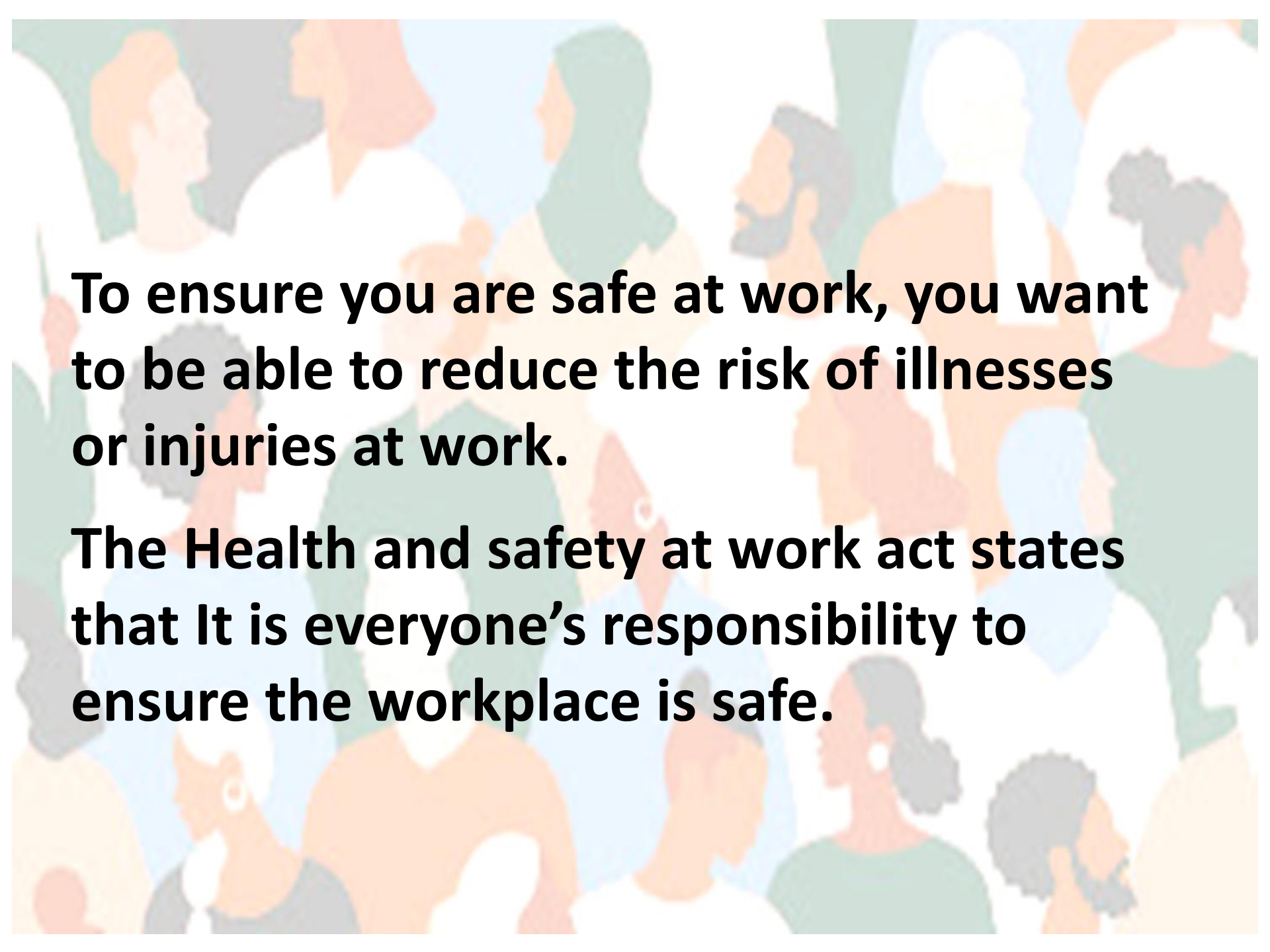
- Your work experience employer may also have **rules about using mobile phones and social media such as**
- When you are allowed to go on your mobile phones / or social media (usually just breaks and at lunchtime)
- **CHECK** whether or not you are allowed to post on social media about your work experience placement. **If you aren't sure, just ask!**

After Your Work Experience Week

1. We ask students to review their placement after returning to school (via Unifrog)
2. Your EMPLOYER will also give us feedback on **YOU** via the Unifrog tool.
3. Often interviewers ask candidates what they have learnt from their work experience so it is important that you reflect on your placement.
4. If you have a quote or reference from your employer you can also add this to your CV.
5. You should add details of your work experience placement to your CV.



**SAFETY
FIRST**



To ensure you are safe at work, you want to be able to reduce the risk of illnesses or injuries at work.

The Health and safety at work act states that It is everyone's responsibility to ensure the workplace is safe.

Here are the 6 most common hazards in
the workplace.....



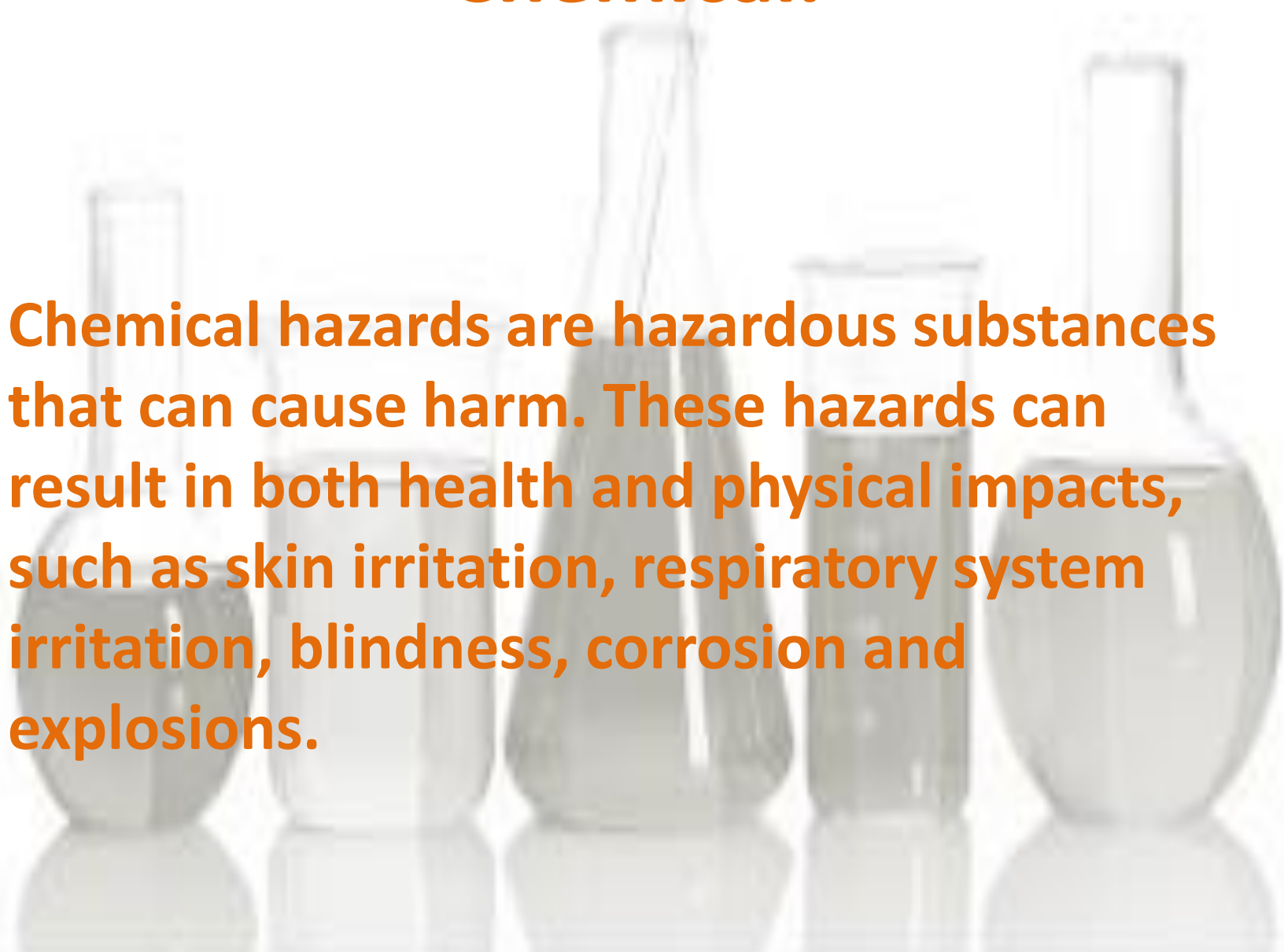


Biological.

Biological hazards include viruses, bacteria, insects, animals, etc., that can cause adverse health impacts. For example, mould, blood and other bodily fluids, harmful plants, sewage, dust and vermin.

Chemical.

Chemical hazards are hazardous substances that can cause harm. These hazards can result in both health and physical impacts, such as skin irritation, respiratory system irritation, blindness, corrosion and explosions.



Physical.

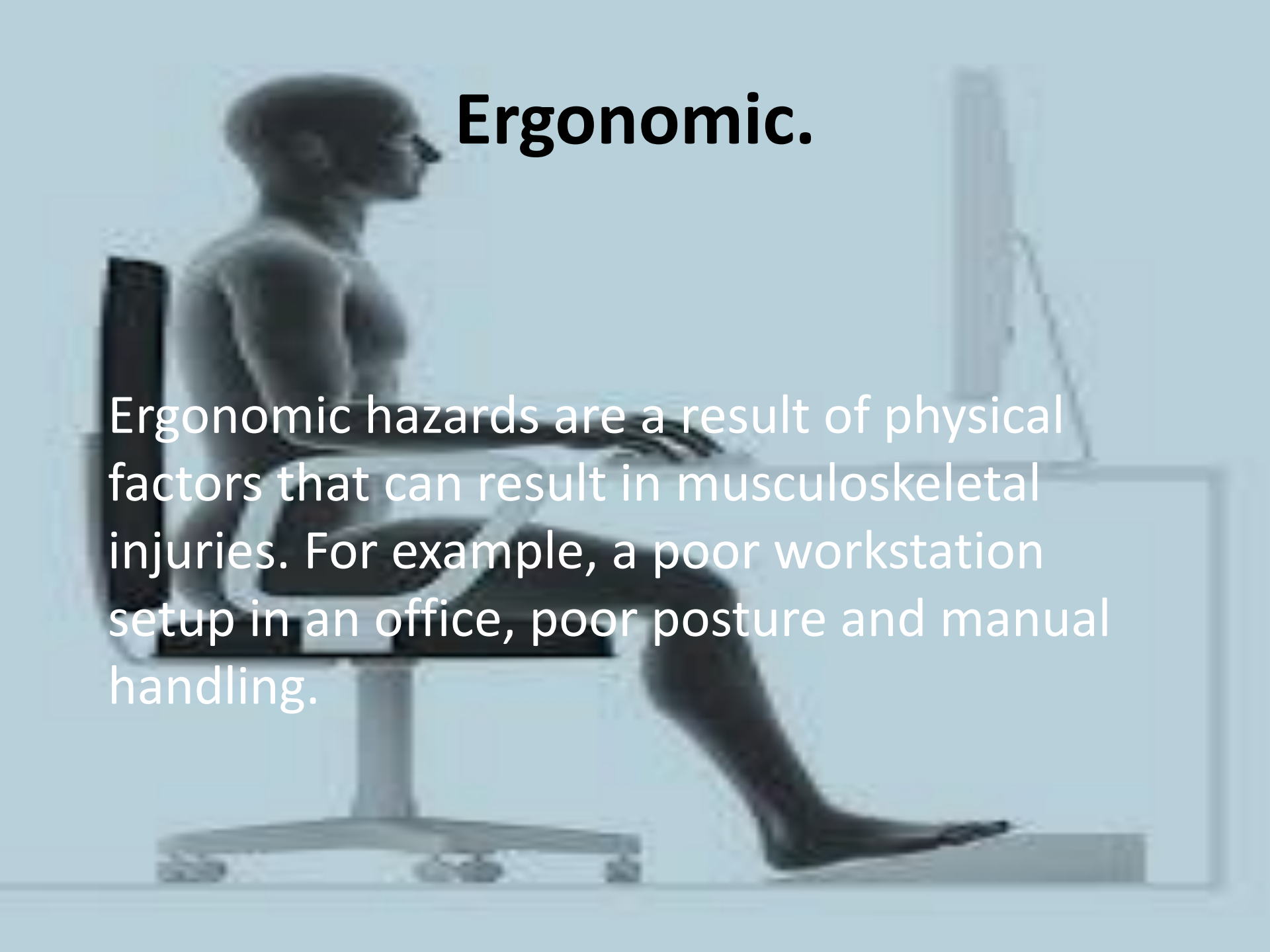
Physical hazards are environmental factors that can harm an employee without necessarily touching them, including heights, noise, radiation and pressure.

Safety.

These are hazards that create unsafe working conditions. For example, exposed wires or a damaged carpet might result in a tripping hazard. These are sometimes included under the category of physical hazards.

Ergonomic.

Ergonomic hazards are a result of physical factors that can result in musculoskeletal injuries. For example, a poor workstation setup in an office, poor posture and manual handling.



A glowing blue brain is centered within a faint, light blue silhouette of a human head. The brain's gyri and sulci are highlighted with a bright, ethereal light, giving it a three-dimensional, almost translucent appearance. The overall color palette is a range of blues, from light sky blue to a deeper, more saturated blue.

Psychosocial.

Psychosocial hazards include those that can have an adverse effect on an employee's mental health or wellbeing. For example, sexual harassment, victimisation, stress and workplace violence.

Know your signs

It is vitally important that we understand risks to our health when we are at work. Draw lines from the list of signs below to correctly identify what each one means.

| | | |
|---|---|---------------------|
|  | ← | Mandatory Sign |
|  | ← | First aid Sign |
|  | ← | Fire Equipment Sign |
|  | ← | Emergency exit sign |
|  | ← | Prohibition sign |
|  | ← | Warning Sign |
|  | ← | Disability Act Sign |

**Enjoy your week and we look forward to
hearing all about it when you get back!**