

TOTTINGTON HIGH SCHOOL

YEAR 10 – WORK EXPERIENCE

What is Work Experience?

Work Experience is an opportunity for you to do exactly what it says - Experience Work! It's a chance for you to better understand the 'world of work' whilst still in full time education.

The things you learn will be very useful in the future. It is hoped the experience will help you to gain a much better picture of what work is really about; the different levels of jobs and why school and college qualifications are important.

By 'sampling' a job you may be helped in making a decision about your choice of career.

Work Experience can help in building up your confidence. Your placement should help you have a clearer idea about how different areas of work are run, how people are supervised and how discipline is most important at work. You will also learn about the importance of health and safety procedures in the workplace.

You will be treated, as far as possible, as a new worker with the usual working conditions and hours. You will be given real jobs to do, **as far as can be arranged**.

The time you have to choose your placement and fill in the application form is very short. You will be doing this during your PSHCE lessons and you will only have limited lessons to do this in. It is very important therefore that if you miss a PSHCE lesson because you are ill or have a medical appointment that you go to see Mrs Bird in the Learning Support office as soon as possible so that we can complete what you may have missed.

At the time we are arranging placements many other high schools in the borough will be doing the same thing - this means other students will be looking to obtain a placement which you would like - it is therefore very important that we get your choices in quickly to avoid disappointment, (although you should be prepared for this just in case).

The hours you will be expected to work will probably differ from school hours - check this when you are doing your placement search - it's important. You will have to take this into consideration for travelling to and from your work placement. Make sure your parents are aware that you may have to leave earlier in the morning and may be home later in the day.



Please note, once your placement has been chosen and accepted by the employer it cannot be changed! So please think very carefully about your choices!

Choosing a Placement

Your PSHCE tutor will give you more information about using the on-line system to make your choice.



Sport and Leisure Placements

These are very popular choices and are very limited in supply. You need to check the actual duties expected of you - they may not be what you think!

Animal Welfare Placements

These too are very popular choices and demand is very high, some are booked well in advance.

Medical Placements

These are usually restricted to students over 16 years of age.

Garage/Workshop Placements

If you suffer from asthma you will not be accepted.

The Work Experience placement you obtain does not have to be directly related to a career path you have in mind. If you have a specific career in mind we will try to place you appropriately but the main object of Work Experience is to experience the workplace.

This means arriving punctually (on time), presenting yourself in the best possible way, being polite, courteous, dressing appropriately for the job you are doing, listening to and abiding by instructions and information given to you. It will also give you the chance to meet and work with new people. You should also remember that you represent your school whilst on these placements; Tottington High School has a good reputation with employers who take students. It is up to you to maintain this reputation.

Self Placements

If you cannot find a suitable placement on the school system it is sometimes possible for you to have what we call a 'self placement'. Health and safety checks, the relevant insurances and suitability of the placement need to be



checked out by Bolton and Bury Education Business Partnership before you will be permitted to go on a self placement. The information needs to go to Bolton and Bury EBP **three months** before your placement date.

You can get the most out of your placement by:

- Trying as many activities as are available to you
- Looking around you and seeing what is going on
- Talking to workmates and bosses
- Keeping a record of what you do. You will be given a skills diary to help with this
- Talking to other students, teachers and parents about what you have learned, whilst being careful about confidentiality.

Visits

During your placement a member of the teaching staff from Tottington High School will visit you at your place of work. They will make sure things are OK for everyone and will have a form to complete for you.

Illness



If you are ill and need to leave your work placement firstly speak to the contact person at the workplace. When you arrive home please let Mrs Bird at school know what is happening. Similarly if you cannot go to your workplace because you are ill please let the employer and Mrs Bird know.

Any questions?

If you have any questions, queries or problems please come to see Mrs Bird at the Learning Support Office (upstairs in the Taylor Building), I will be available at break and after school and at the main school office at lunchtime. The sooner you come to me the quicker we can try and sort things. I will do my best to help you with any problems but we have to work together so if in doubt ask me!