



Newent Community School and Sixth Form Centre

Striving for Excellence

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Work Experience for Year 10 students

19th – 23rd June 2017

This week provides invaluable experience and brings many other benefits. Students gain confidence and an understanding of the working environment, they see working relationships and structures in action and realise how health and safety issues are dealt with in the work place. Importantly, they become equipped to think about their future role in work and the experience adds context to the work they do at school.

Aims of Work Experience

Work Experience aims to give students:

- The opportunity to recognise, develop and apply their skills for employability
- Experience of tasks and activities set in the workplace to help to prepare them for the transition from school to work.
- A wider understanding of the tasks and activities in the working world.
- Increased self-confidence and independence.
- Enhanced communication skills.
- Improved capacity to work in co-operation with others.
- Awareness of their own potential.
- The opportunity to learn about how and why businesses operate.
- The experience of real life working practices.

Work Experience consists of three main parts:

- Preparation for Work Experience – when students think about issues such as personal qualities and Health and Safety in relation to the world of work.
- A structured placement with an employer lasting one week during which students observe and participate in real work activities and record their observations and findings in a diary.
- Post Work Experience Conference where students reflect on their placement and identify which elements e.g. learned skills they should include in their CV and personal statement.
- Students are encouraged to find their own placements.
- A database of past placements can be found on the W Drive: Careers: Work Experience: Database of past placements. The information therein should be used as guide only and employers who have taken students in the past may not be in a position to take someone this time around but it might be worth a visit, letter, phone call or e-mail.
- All students must complete and return **an application form**.