

Student Guide to Work Experience (WEX)

Work Experience will be between Tuesday 8th July and Friday 11th July 2025

How to find a placement?

- You need to think about what you would like to do and why, talk to your tutor about this. Think about what you are interested in and what your job aspirations are.
- You then need to research local employers in your chosen job sector. Please note:
 - You cannot work alone with an employer
 - The placement needs to help develop your employability skills; you should not just be making coffee.
 - All employers will be health and safety checked
 - Be prepared for the employer to say no but there will always be another place to try.

How school are supporting you

During term 2 students will receive PSHE Work experience careers lessons.

These sessions include-

- How to find a placement.
- Writing a CV and a session to type this up.
- Writing a personal statement / cover letter.
- A discussion on how to conduct yourselves at work and your presentation on social media which employers can check.

Once you feel confident, write an email to the employer to enquire about a placement or you could visit the company if you have permission from your parents. Always use your school email address.

- Ask someone to check your letter and CV for spelling and grammar before sending it out.
- If your letter and CV are successful you may be asked to come in for an interview.
- Practice some questions with your tutor, peers or someone at home.
- If you are successful collect a Work Experience Agreement form from Miss Martin, your tutor or HOY. This will need to be filled out by the employer, parent / carer and yourself. Return this to your tutor for checking.
- The deadline for completed placements Work Experience Agreement forms is 14th February 2025.

- No student can go on work experience without the placement being agreed and checked by the school and safeguarding lead.
- If students cannot find a placement, then normal lessons will be available at school that week.