



William Farr

Work Experience 2023/24

PERSEVERANCE

RESPECT

RESPONSIBILITY

FRIENDSHIP

WISDOM

COMPASSION



Why complete work experience

- Gain experience of the workplace
- Meet people doing different jobs, have the opportunity to observe and talk to them
- Get a feel whether a certain job is right for you... Or not!
- Better understand your own skills, talents and interests
- Understand links between subjects studied and possible future roles
- Confidence

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Expectation

- You are expected to complete work experience this year
- There are two ways in which you can do this

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Face to Face Placement



- In a place of work – “on site”
- Between 1 and 5 days in length
- In your holidays or in school time
- It can be any time during the year – except first week in July (mocks!)
- *YOU* arrange the placement
- We need a minimum of 5 weeks between you arranging the placement and the start date

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Face to Face Placement



Your employer will expect you to:

- Be punctual
- Be appropriately dressed
- Comply with **Health and Safety Regulations**
- Show respect to colleagues and customers
- Display interest and enthusiasm
- Ask for help when you need it

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Face to Face Placement



Health and Safety Executive: Advice for Young People at Work

- Your employer is responsible for workplace health and safety. But as an employee, a young person has a duty to take care of their own health and safety and that of others who may be affected by their actions.
- This includes cooperating with your employer by:
 - listening carefully and following instructions
 - using any safety equipment that has been provided
 - taking part in relevant training (you should not do anything that you have not been trained for)
- You should raise any concerns with the school and report any accidents or illness which you think may be related to work.
- If, at any time, you do not feel safe in your work environment, you should not return to the placement and advise the school immediately

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Confidentiality/Social Media

- Your employer may give you guidance on their expectations about confidentiality
- **BUT**, if not, assume that all information that you come into contact with during your placement **IS CONFIDENTIAL**
- Ask permission from your employer to post any information relating to your job online and, if in doubt, don't do it!

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Face to Face Placement



How do I find a Face to Face Placement?

- Look at the Safety Measures database for ideas
- Speak to friends and family
- Google local companies
- Send a polite email
 - who you are and why you are interested in them
- **Follow it up with a phone call - or two!**
- **Talent Academy - NHS**

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Virtual Placement



- Virtual placement is exactly what it sounds like – work experience conducted online
- **Benefits of virtual work experience =**
- *Many of us work virtually some/all of the time now*
- *Hard to find face to face opportunities in some sectors*
- *Virtual work experience can be combined with face to face to build a really impressive CV*
- *There are 1000s of virtual work experience placements. I will send details of sites.*

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How Does it Work?

- You CAN take time off school to do virtual work experience, but with provisos
- You CAN'T just watch a recording. To qualify virtual work experience must:
- Be interactive; you must interact with the employers running the placement
- Involve a task/piece of work and feedback from the employer (certificate etc)

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And more

- You **must** inform me in advance so I can tell Attendance that you will be absent
- You **must** tell your tutor and ALL your teachers
- You will need to send me proof of your participation (certificate of completion/email)
- If you are not sure if a placement qualifies – ask me!

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FAQs



- Does my part time job count?
- Can I do more than one placement?
- Can I combine face to face and virtual work experience?
- If I do work experience in my own time, does it count? And do I still need to tell the school?
- What about any work experience completed already?
- What if I have a genuine reason for not undertaking work experience?

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And finally



Remember:

- 5 weeks notice to approve face to face placements, so it's a good idea to get started straightaway
- You **must** do work experience, we have tried to make the experience as flexible as possible but you are expected to arrange it – and complete it!
- You must **not** book work experience (face to face or virtual) during the first week in July.

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