

Year 10 Work Experience 2020 Key information

When is work experience?

Monday 8th – Friday 19th June 2020

(Saturday 20th for some)

2 weeks of work experience

What do I need to do?

1. Return your consent form by Oct half term

2. Find a placement

- What are you interested in doing?
Search online/ local area
- Who can you ask? Family, friends, colleagues?
- Do you know anyone who has done it before? Where did they go?
- Any experience is good experience and will give you transferable skills

3. Complete a form and hand it in as soon as possible. Deadline is Christmas.

Forms available from: Mrs Witting, the school website, your form tutor, library desk

How can I find work experience?

- Do your **research** first! Take time to find out more about the employer, what their business is, how they work, who the key people are.
- Choose a quiet space to make the call
- You might have to leave a message; make sure you have your number so that you can ask them to call back
- Try to ask for your employer by name
- Be friendly and polite, speak clearly
- If you need any help, please ask Mrs Witting



Work Experience Timeline 2019 – 2020

18th October	Consent form must be returned before the half term break
13th December	Placement forms returned to allow time for pre-placement checks
24th February	Support for students still searching for a placement - Application letter writing in English - Work Experience Clinics
13th March	Final deadline for supported placements
15th May	Placement confirmation & guidance on contacting your employer
2nd June	Orientation afternoon. Students visit their chosen workplace
8th – 20th June	Work Experience Fortnight