

SJWMS



Year 12 Work Experience 4-8th July 2022

Mrs Hill- Work Experience coordinator

July 4th -8th 2022

Attendance this week is compulsory!

Work Experience Week is administered
for us by:



Medway Education Business partnership



Why is work experience important?

- Discover if you really do want to progress along a certain career path.
- Gain real experience of work.
- Discover what qualities employers are looking for.
- Relate school studies to the world of employment.
- Develop employability skills.
- Provide positive evidence to future interviewers: employers, college, university, apprenticeships, etc.



Benefits- real examples

- You may get part-time work or summer internships as a result of WEX. 4 students offered summer jobs
- 5 students invited to apply for company apprenticeship schemes.
- One student went to work for an accountancy firm and realised by the end of the week that accounting was not for her! Another got offered a placement on their Degree apprenticeship and accepted.
- Most got work experience that confirmed that they are going down the right career path.



Benefits- real examples cont...

- In 2020, 65% of Students organised own placements, some specifically to support their chosen career path and University Application
- Students who took fairly basic WEX placements realised that certain sectors are definitely not for them. They needed more of a challenge!
- Some commuted up to London for the week, realised how hard this can be and decided to source local employment



It is a Positive Experience!

- All work experience is useful and gives you something to talk about at an interview, or market in a CV or a Personal Statement.
- Shadowing someone is very relevant. Market the employability skills from the experience e.g. resilience, problem solving, teamwork etc.



There are Two different ways of you organising your work experience

Own Placement – organised solely by you. (Not by your parents but you may network **via** them).

MEBP placement - organised by MEBP but selected by you on the MEBP *Webview* after 23rd May



Own Placement - organise



You will need to

- Research, select which companies to approach-Communicate with them

In person

Telephone them -

Personal letter or email

(There will be supporting information on the google classroom for all methods)

Be prepared – the very worst they can say is

No!

Own Placement- provide information

Complete the Own Placement form on the Work Experience google classroom. You must complete all the boxes

- **Name, address and nature of company.**
- **Name, telephone number and email of person** with whom you confirmed the placement – **IMPORTANT**. Get it in writing if you can - School can provide a reference if you need one
- **Check they have Employers Liability Insurance? IMPORTANT.**

I then organise and give the information to MEBP so they can complete the Health & Safety checking, and organise a job description



Health and Safety checking

Pay a voluntary donation of £30 via
Wise pay.(in the Shop section)

Why?

Covers the cost of the extra checking for own placements,
currently £35-£70 per head!

MEBP placements WEX costs the school **£7210** -

Own placement health and safety checks add approx. **£7500**
to the total cost = **£14710**



Own Placement- Deadlines

Outside Kent (London or elsewhere)
**Friday 29th April 2022 (2 weeks after
Easter)**

Within Kent
Friday 13th May 2022



Own Placement - Local companies

- BAE - there is an online application form on their website The window for 2022 applications is not currently open. Keep checking back. Make your applications excellent.
- Banks:(Look at web Sites)
- Police go to Kent police website. **Or ask PC David Patterson , on Thursday 3rd February in 603 at lunchtime.**
- Medway Hospital /Darent Valley –Look at the websites, make sure all of your vaccinations are up to date and provide evidence of this. If you were born abroad this may pose some issues. May be limited to what you can do
- Kent County Council Physical Activity Service, Kings Hill
- They offer some Sport and activity placements- check their website
- Consider - You might need PPE for some placements



If you approach an organisation already on MEBP's books...

Let me know and I may be able to do something about it!



MEBP placements – How to

- You will receive a PIN card with a code and details on how to access the MEBP *Webview* in May
- From 23rd May you log on and select **four** opportunities on *Webview*.
- Placements will generally be allocated on a first come, first served basis
- MEBP will confirm student names to employers and health and safety check the placement



MEBP placements- deadlines

**To select an MEBP Placement
Between 23rd May - 3rd June 2022**

**You have a two week window
Places are allocated
on a first come first served basis**



Own placements v MEBP

- Get something relevant to you that you are really interested in.
- Shadowing someone is useful.
- Make a contact that you have organised yourself.

- Have to take an MEBP placement.
- Choice selection may not be what you want.
- May not get first choice, could end up in a shop shelf stacking (builds resilience!).

Turning up for one day , saying its not for you
and then not returning
IS NOT AN OPTION!
You must attend.



Before WEX week there will be another assembly

And back up information on the WEX Google classroom

You will be taken through

- **Completing the log book**
- **How to receive an Excellence Award**
- **How to make a good impression**
- **Coping with routine tasks**
- **Making the most of the experience i.e. the skills learned**
- **Being an ambassador for the school**

You may have to contact the host employers to arrange a pre-placement interview, re introduce yourself, check first day attendance information, etc.

IF YOU ARE NOT SURE OF ANYTHING COME AND TALK TO ME!



Advice to a future student- quotes from previous WEX students

- *Be confident in your abilities and take the initiative-*
- *I have a greater understanding of what the career consists of, what future skills I need- overall a great experience.*
- *Remain positive and show you can work as part of a team*
- *Ensure you select somewhere relevant to your interests – don't just pick anything for an easy ride, it doesn't work!*
- *Listen to everyone- my knowledge of the different roles and sectors in a bank is the biggest thing I took away from my WEX and has definitely helped in my career plans*

