

# **SJWMS**

# **Year 12 Work Experience**

# **8-12<sup>th</sup> July 2024**

Mrs Hill- Work Experience coordinator

# July 8th-12th 2024

**Attendance to a placement is compulsory**

**N.B. School foundation day is Saturday 6th July**

**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.
- Provides positive evidence for personal statements /references for University/apprenticeship applications.



# The Expectation is that you will organise your Own WEX Placement

**Own Placement** – organised solely by you. (Not by your parents but you may network **via** them). You input details to a google form by Friday 22nd March deadline

**MEBP placement** - Back up placements provided by MEBP but selected by you on the MEBP *WebView* page. You select from 10th May **BUT** there is a limited choice



**You are only allowed one week of  
school time, in year 12,  
to attend Work Experience.**

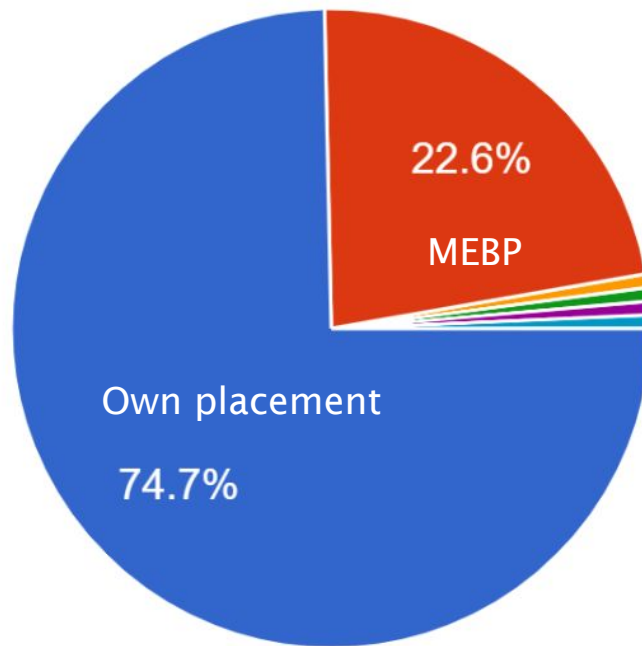
**Further Work experience must be organised within  
your own time**

**But there is no limit to how much you can arrange.**

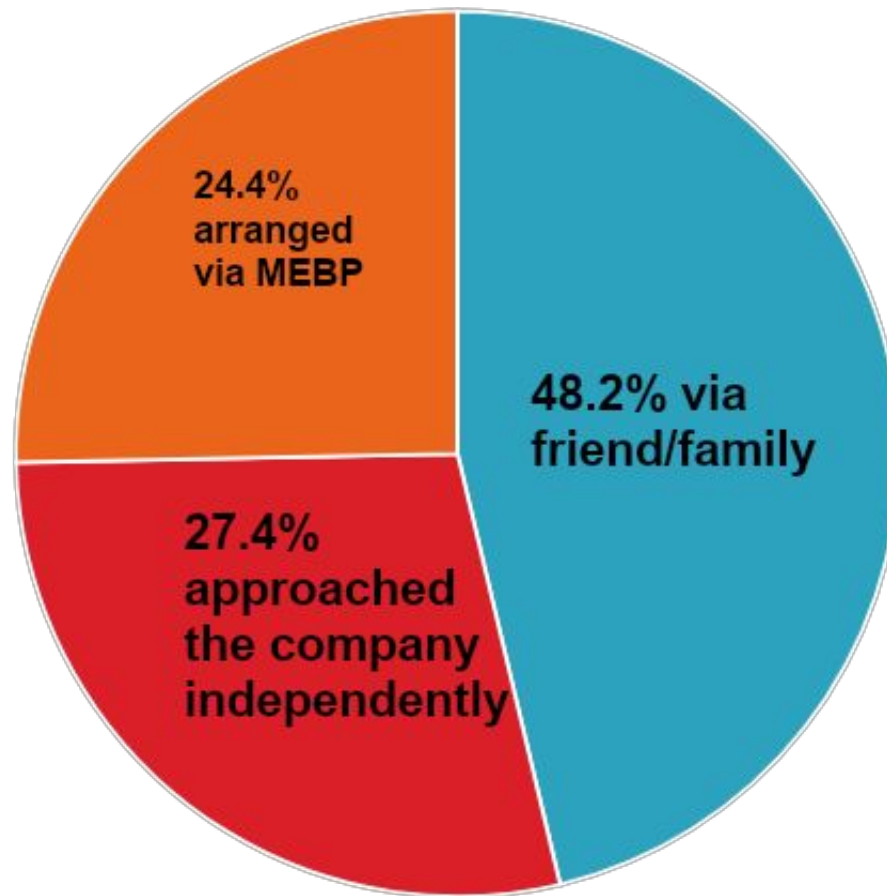


# Yr. 13 WEX survey Results 2023

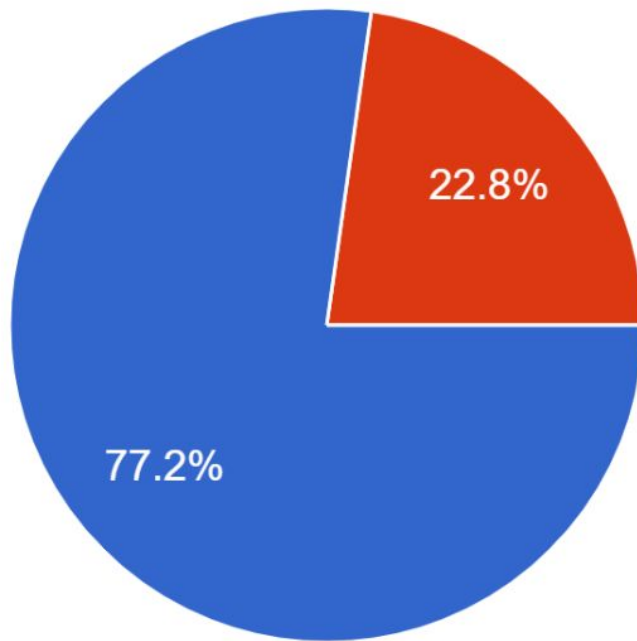
? What sort of placement did you attend?



# How did you obtain the placement?



# DID YOU ENJOY THE PLACEMENT?



- Yes I really enjoyed it
- It was ok
- No, I hated every minute of it



- Did it help inform you about a possible career choice?

**81% Yes**

- Did you make contacts useful to your future?

**60% YES**


- Were you invited to apply for a summer job/ WEX placement/ future Internship/ apprenticeship/ full time job.... with the business

**27% YES 54 people!**



**Do not underestimate the  
importance of getting a  
good Work Experience  
placement**

You get out what you put in!  
It can be a very  
Positive Experience



# Own Placement - organise



You will need to

- Research and select which companies to approach, local or in London. Remember you will have to travel to them!

Contact them

- In person
- Telephone them - follow up with a
- 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 all the boxes on the **Own Placement Form** in the WEX Google classroom.

- **Name, address and nature of company.**
- **Name, telephone number and email of person you confirmed the placement with. IMPORTANT. (Get it in writing if you can)**
- **Check that they have Employers Liability Insurance. IMPORTANT.**



# **Health and Safety checking**

**Every set of placement details you provide, gets Health and Safety checked , a job description written and the placement organised by MEBP on our behalf**

**This will cost the school £8580 this year**



# Own Placement- Deadlines

Own placement details must be on the  
WEX Google form by

**Friday 22nd March**  
**BEFORE THE EASTER BREAK**

**18 Weeks time!**



# Own Placement - Local companies

- BAE - there is an online application form on their website The window for 2024 applications is not currently open. Keep checking back. Make your applications **excellent**.
- Banks: Look at individual company websites
- Medical WEX. I held a separate meeting about this recently, keep your eye on Mr Barleys' Yr 12 Medical Applicants classroom
- 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 pre-allocate  
you to it

Always consider how you can  
travel independently to your  
placement





# Back up MEBP placements – How to

- You will receive a PIN card with a code and details on how to access the MEBP *Webview* in May
- You can then log on and select **four** opportunities on *Webview*. Window is Open for 2 weeks.
- Placements will 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

**Their window is open 10<sup>th</sup> – 24<sup>th</sup> May**

**If you have failed to organise an own  
placement  
you have to select and attend an  
MEBP placement**



# Own placements v MEBP placements

- You get something relevant to you that you are really interested in.
  - Even shadowing someone is useful.
  - Make a contact that you have organised yourself, and the life skill experience that you approached them independently.
- You have to take an MEBP placement if you don't organise one yourself .
  - The choice selection may not be what you want.
  - You may not get your 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.**



# Work Experience 2023/24

## Google classroom

- You will all been sent a joining invitation, please accept ASAP.
- As well as the **WEX Own Placement Information form**, there will be Supporting letters and handouts posted
  - and this powerpoint
- There will be another WEX Assembly in March/April
  - **Thursday Study Centre support desk**
  - Will run P3 or P4 shortly to answer any queries
  - **If you need help ASK ME!**

# What advice would you now give, with hindsight , to future Yr. 12's about Work Experience?

- **Organise it yourself so you know you will enjoy it!**
- *Make sure you start looking for a placement early. Send lots of emails and don't lose motivation if you get rejected or ignored by most.*
- **Choose something challenging, you'll learn more about yourself/world of work**
- *Sort one out yourself and make sure it's relevant. It shows uni isn't the only option.*
- **Don't dread that you have to go to work experience. You will learn a lot about yourself.**
- *Make sure to apply as soon as opportunities come out so you get the placement you want.*
- **If there are lots of companies/businesses that you think you would like to go to for Work Experience, apply to all of them, not just one or two!**
- *Don't give up when faced with rejection, keep on persevering*
- **Take the opportunities when they come to you because before you know it you'll be writing personal statements and you need to have achievements at the ready to include so that you are able to stand out from the rest.**
- *Take an open approach to the work experience week even if you don't end up in a placement you enjoy as there will always be skills that you can develop, and*
- **Putting yourself somewhere out of your comfort will help develop personal character.**

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