

Please detach and return to:

Mrs S Ireson - Work Experience Coordinator
The Stourport High School & VIth Form College
Minster Road
Stourport-on-Severn
Worcestershire
DY13 8AX



Projected Timeline

| Month | Objective |
|-----------|---|
| December | <ul style="list-style-type: none">CVs to be completed.Launch Assembly.Students to focus on sourcing their own placements. |
| January | <ul style="list-style-type: none">Closing date for sourcing own placement.Pre-arranged placement choice opens for those students unable to find their own. |
| February | Placement agreement & consent forms to be completed by Parents/Carers. |
| March | Health and safety placement checks Completed. |
| April/May | Very important - students should make contact with their placement provider early as the company may want to meet the student prior to starting. |
| June | Preparation for work experience. |
| July | Work experience placement. |

If you have any questions about the placement process please do not hesitate to contact:

Mrs S Ireson on 01299 872950

The Stourport High School & VIth Form College
Work Experience Programme

**Information Leaflet
2018 - 2019**



Work Experience 2018 - 2019

This year there are two options available:

1. If you wish to go on any Creativity trips then you will need to find your own placement for the week commencing Monday 8 July 2019, please note that the work placement can be for one OR two weeks.
2. If you do not find your own work placement then you can choose from a selection of pre-arranged placements, however these will only be available:

- OR
- week commencing Monday 8 July 2019,
 - week commencing Monday 15 July 2019.

We cannot guarantee which week will be available therefore you may not be able to take part in a Creativity trip.

If your parent/carer, or someone else you know, is able to offer you or another student a placement at a company or their workplace please complete the attached form and **return it to us by Tuesday 8 January 2019**. Placements will only be accepted if they fulfill the following criteria:

- Manager/Owner has agreed the placement **prior** to the form being returned.
- Company holds current and up to date insurances.
- Company is willing to have the required health and safety checks carried out by Worcestershire EBP Ltd.

***** For placements outside the Worcestershire area these checks require a minimum of 16 weeks before commencement of the placement ***.**

All other pre-arranged placements will be on display (venue and date to be arranged) and students will be encouraged to choose a vacancy that relates to their studies or interests. Parents/Carers will be informed of your placement choice, this will enable them to contact us if they have any worries or concerns before we go ahead and make the final booking arrangements. When the placements are approved we then enter them on the Work Related Learning Database for health and safety checks to be carried out by Worcestershire EBP Ltd.

Students' Responsibility

- Find a work placement **OR** view the pre-arranged placements if you have not secured your own.
- Choose an appropriate placement, however remember this is an experience of work and **not** a trial for a potential career.
- Complete your **Curriculum Vitae (CV) by Tuesday 8 January 2019**.
- Send your CV to: wex@shs.worcs.sch.uk
- **Contact your placement** prior to the commencement date.
- You may have to attend an interview at your placement. Ensure you do this if requested.
- Complete and return any paperwork on time.

At your Placement

- Be punctual.
- Wear the correct clothing.
- Be polite.
- Enjoy the experience!

Parent/Carers' Responsibility

- Talk to your son/daughter about their placement.
- Contact school immediately if you are concerned about the placement.
- Return the completed Consent Form on time.
- **Arrange transport to & from your son/daughter's placement.**

Work Experience Placement

| | | |
|--|--|--------------------------|
| Company Name: | | |
| Address & Postcode: | | |
| | | |
| | | |
| | | |
| Telephone: | | |
| Contact Name: | | |
| Placement Department: | | |
| Student's Name: | | |
| Tutor Group: | | |
| Placement Date/s (please tick chosen week/s): | w/c Monday 8 July 2019 | <input type="checkbox"/> |
| | w/c Monday 15 July 2019 | <input type="checkbox"/> |
| | The Placement is for BOTH weeks (please tick) | <input type="checkbox"/> |
| I have the manager/proprietor's permission to offer a placement to the student named: | Yes | <input type="checkbox"/> |
| | No | <input type="checkbox"/> |
| We are interested in offering extra placements: | Yes | <input type="checkbox"/> |
| | No | <input type="checkbox"/> |

**PLEASE RETURN BY
TUESDAY 8 JANUARY 2019**

