

YEAR 10 WORK EXPERIENCE

1st – 5th July 2024

AIMS

- Purpose of Work Experience (WEX)
- Procedure
- Student Own Placements

Great reasons for doing Work Experience!

- Fantastic opportunity to learn new skills
- See what a real workplace is like and gain confidence.
- **It helps students identify a career**

- **Skills Development** - WEX lets students learn valuable skills like communication, problem-solving and people skills
- Research often says that school leavers lack ‘soft skills’
- The skills employers say they seek are:

Teamwork

Communication
skills

Making
decisions

Ability to
plan

Obtain and
process data

Create and
edit reports

Ability to
prioritise

Computer
software
programs

Ability to sell
and
influence

PROCEDURE:

- **ALL** Year 10 students are required to take part
- Start now to think about job areas of interest and skills required
- Students find their own placement after looking at the database

STUDENT OWN PLACEMENTS (SOP's)

- Employer must **NOT** be on the Veryan Database
- A “SOP” form needs to be completed
- Deadline for returning completed forms: **31st Jan 2024**
- Employers must have “Employer’s Liability” and “Public Liability” Insurance
- If you organise a SOP outside of Cambridgeshire please be aware that there will be a financial cost to this

PROCEDURE:

- **ALL** Year 10 students are required to take part
- Start now to think about job areas of interest and skills required
- Students find their own placement after looking at the database
- Veryan Database will open for choices **8th January 2024**
- Talk to parents – choices/transport (students need to be able to get to their placement)
- 3 choices (if using database) and a statement for each
- Completion date: **30th April 2024**

Next Step:

- Allocation of Placements – **NOT** on a first come, first serve basis, allocation done from April 2024
- Students/Parents notified of placements – job description and 2-way agreement sent.
 - SOP's only job description sent
- 2-way agreement to employers
- WEX preparation in PSHE lessons
- Interview with employers

During Placements:

- Problems
- Appointment/Holidays
- Staff visits (in person or remote)

Feedback:

- Evaluation forms completed – tutor time
- Certificate of Excellence

INFORMATION PACK

- Work Experience Guide
- Veryan Booklet and Log-in details – Pin Number on front.
- Student Own Placement Form
- Employer Information

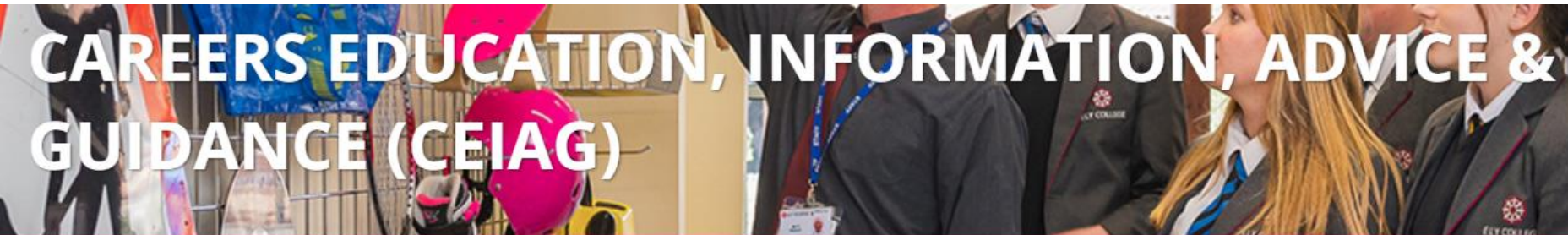
For any questions about WEX, please contact:

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WEX on the website



Home > Students > Careers Education, Information, Advice & Guidance (CEIAG)

Next Steps – Beyond Years 11 and 13

Finding and Applying for Apprenticeships

Work Experience

Labour Market Information

Newsletters and Careers Publications

Provider Access Policy

Unifrog

Student Careers Education and Next Steps

We are committed to ensuring careers education is embedded within the curriculum of Year 7, and that at all stages students are encouraged to consider their future as guidance is available at our Parents' Evenings and most of the local colleges visit at PLEDGES and Futures Days. We have many visitors who come into school to talk at learning, apprenticeships and other relevant topics. We also encourage students to of the college and explore work experience opportunities.

The careers programme for 2023-24 can be found by [clicking here](#).

For a copy of our CEIAG strategy for the year 2022-23 please [click here](#). This will be 2023 once the evaluation of previous year's career programme has taken place.

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Possible Costs to home

- Travel to and from the placement
- Any specific clothing/uniform required
- Out of Cambs SOPs. Cost between £30-£80

Important dates to remember...

- Parent Information Evening: **21st Nov 2023**
- Database open to view: **22nd Nov 2023**
- Database opens for choosing an employer: **8th Jan 2024**
- Deadline for returning Student Own Placement Forms: **31st Jan 2024**
- Deadline for choosing an employer from the database: **28th March 2024**
- **Completed Student Paperwork Deadline: 30th April 2024**
- **Employer contacted with paperwork signed off: 17th May 2024**
- Work Experience Preparation Sessions: **Summer Term**
- Placement Dates: **1st – 5th July 2024**