

NORTHGATE

High School

Year 10 Work Experience Information Evening

This Evening

- Welcome and Introduction
- Work Experience at Northgate
- Work Experience from an Employer's Perspective
- Work Experience from a Student's Perspective
- Questions
- Paperwork



Work Experience at Northgate High School

Victoria Calder
Careers Leader



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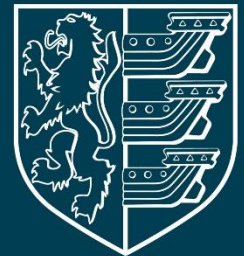
Year 10 Careers Programme

- Focus on the changing world of work and individual Career Action Planning
- Explored through:
 - Careers lessons – throughout the year
 - Assemblies – throughout the year
 - Careers Fair – 3rd December 2019
 - Workplace visits – Autumn-Spring Term
 - Work experience week – 13th-17th July 2020
 - Enterprise days – 10th July & 20th July 2020



Why Do Work Experience

- Opportunity to explore the 'world of work'
- Help decide future plans
- Put theory learnt at school into practice
- Learn new skills
- Build confidence and self-reliance
- Gain extra knowledge that can be applied to school work
- Enhance CV and employment opportunities
- Preparation for demands and expectations of the working world



Benefits of Work Experience

- Personal reward
- Improve soft skills
- Develop technical skills
- Gain industry insights
- Try before you buy
- Prove you're motivated
- Grow your network
- Find employment
- Impress at interview
- Life experience



Student Feedback

I wish that work experience was longer!

I had lots of jobs to do and learnt new skills

Great to know what it would be like to have a proper job.

Developed my communication skills

It helped me to decide my career

I enjoyed having the responsibility of being given actual work tasks to do.



Work Experience at Northgate

- Source own Work Experience placement
- Apply for Work Experience placement sourced by the school – Job Board
- Out of county placements
- Health and safety checks
- Employer Liability Insurance
- Parental Consent Form
- Employer Placement Form
- Northgate staff monitoring visit/call



Applying Directly for Work Experience

- List of companies interested in contacting for work experience
- Contact companies directly – CV and cover letter
- See Mrs Fawkner-Simpson for additional support
- Certain industries have age restrictions, so have a broad range of ideas
- List of organisations not to contact – on website



Secured Own Work Experience Placement

- We must have details:
 - Company name
 - Address
 - Telephone number
 - Named contact at the company
- Write this information on the Green Card
- The employer will need to fill in an Employer Placement Form
- H&S check will be completed



Applying for a Vacancy on the Job Board

- Look at vacancies on the Job Board in Middle School – goes live 26th February
- Fill in Green Card with 1st, 2nd and 3rd choice of work experience placements
- Return Green Card to Mrs Fawkner-Simpson/ Mrs Calder in the Careers Suite
- Notified of placement allocated and given details of what to do next
- May not get first choice of placement, but still valuable experience



Preparing for Work Experience

- CV
- Telephone employer
 - introduce yourself
 - thank them for placement
- Questions to ask
- Informal pre-placement interview
- Plan how to get to work
- Plan what is suitable to wear
- Arrangements for lunch



Getting the most out of Work Experience

- Arrive on time appropriately dressed
- Be happy to be there and be polite
- Be willing to have a go at new things
- Make the most of all of the opportunities offered
- Show enthusiasm and interest
- Take pride in the job
- Be prepared for some quieter periods
- Complete the Work Experience Logbook



Key Dates

- Year 10 Work Experience Week
 - Monday 13th July – Friday 17th July 2020
- Parental Consent Form returned
 - 24th January 2020
- Deadline for return of Employer Placement Forms
 - 4th May 2020
- Allocations of Work Experience placements
 - By 22nd May 2020
- Work Experience Enterprise Review Day
 - Monday 20th July 2020



Work Experience from an Employer's Perspective

Noel Crowther
Orwell Truck and Van



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Work Experience from a Student's Perspective

Katie Squirrell
Zakaria Al Mamun



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Thank you for coming

All of our speakers will be available to answer
any additional questions

Parental Consent Forms and Employer
Placement Forms are available



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