

YEAR 10 WORK EXPERIENCE GUIDE

You will have received all the details about your placement from the Careers Department. If you have any queries or concerns about anything related to your work experience, please see Mrs Calder in the Careers Suite. Make sure that you read the following information carefully and follow any guidance given.

Before You Start

Whether your employer wishes to see you or not, it is your responsibility to contact them before your placement starts to thank them for the placement and to introduce yourself.

Pre-Placement Phone Call

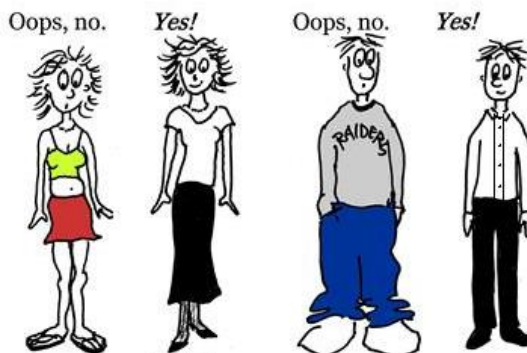
Be brave and pick up the phone. Phoning an employer is different to phoning a friend so work out what you want to say and practice before you phone.

Make the call in plenty of time before your placement begins. Make sure that you have plenty of call time or charge if you are calling from a mobile phone. Find a quiet space to make the call and have a pen and paper ready to take notes. During your phone call remember to speak clearly and to be polite.



Here are some of the questions you will need to ask:

- Where should I report to on my first day e.g. reception or a particular entrance?
- Who should I report to on my first day?
- What time should I arrive and what time will I be expected to finish work? *Check the bus/train timetables to see how this fits in with your start and finish times. If it's going to be a problem, then talk to the employer and let them know your concerns around travel.*
- What type of clothing should I wear?
- Will I require any specialist equipment or protective clothing? If so, who will be providing me with any Personal Protective Equipment (PPE) such as steel toe-capped boots or waterproofs?
- Think about what you will do for lunch. Is there a canteen onsite or will you need to bring a packed lunch? Will you be able to go offsite at lunchtime? *Some employers may need parent/carer permission before allowing you to do this.*
- Do they expect you to have any particular skills?
- Do not forget to tell them if you have any health problems that may affect your work experience.
- Do they want to see you for interview or need a copy of your CV? *If so, please make appropriate arrangements with the employer.*



Employers are aware that you will be contacting them and will notify me of the outcomes of your contact with them. ***If you do not make contact, you may jeopardise your placement***, so please make sure you do it as soon as possible, unless you have been instructed otherwise by the school.

Pre-Placement Interview



If you are required to attend an informal meeting/interview, please contact your employer to arrange a convenient time to do this. You are welcome to use the telephone in the Careers Suite when Mrs Calder is in the office. **Interview appointments should be made before/after school or during the school holidays** to minimise the impact on your school work. You will only be allowed to attend an interview during school time if your employer is unable to make an appointment outside of school time. If this is the case, please speak with Mrs Calder to confirm arrangements.

You only get one chance to make a good impression, so go through the Pre-Placement Interview checklist below to make sure it is a good one!

- Plan what you want to ask and prepare some good, confident answers to questions they might ask you, for example, 'What do you want to do when you leave school?' or 'Why did you choose this work experience placement?'
- Have a look at the employer's website, if they have one, and familiarise yourself with their business. This will help you construct some good questions for later in the interview.
- Work out your travel arrangements, leaving a bit of extra time in case there are delays. Arrive a few minutes early so you can compose yourself and not appear flustered.
- Dress smartly and appropriately.
- When you arrive, say who you are and who you have come to see.
- Turn off your mobile phone or put it onto silent and keep it out of sight.
- Be polite. Say 'please' and 'thank you' where appropriate and smile!
- Shake hands with the person you are meeting.
- Give full answers to any questions you are asked and not just 'yes' or 'no' answers.
- Be positive and show the employer that you are interested in working for their company.
- Don't be afraid to ask questions yourself.
- Write down any information you are given rather than relying on your memory.



Health, Safety and Welfare



Your health, safety and welfare is of paramount importance, so the placement offered is subject to the employer having valid Employer Liability Insurance (ELI) and appropriate risk assessments in place. We have already requested this information from the employer so you do not need to do anything. If the placement is rejected for any reason you will be notified and we will work with you to find a solution or an alternative placement.

If you encounter any problems during your work experience **you must raise it** with your supervisor as soon as possible. If you are unable to resolve any issues you have, **please contact the Careers department at Northgate** on 01473 210123 ext 216 or 217 and we will be able to help.

During work experience, your employer will be responsible for your welfare and will be aware of child protection and safeguarding issues. They should have a safeguarding lead that you can talk to about any issues or concerns you may have and will inform you of this person's details during your induction.

If you are unable to speak to the safeguarding lead at your placement, please call the school safeguarding team: Mr Tunaley, who is our Designated Safeguarding Lead; Ms Harvey, our Safeguarding Manager or Ms Wright, our Safeguarding Practitioner. They can be contacted via the school reception on 01473 210123.

Representing Yourself and Northgate

Whilst on work experience you are a representative of Northgate High School as well as yourself! As such, we expect the highest standards of punctuality, attendance, good manners, behaviour and reliability. It is recommended that you read the information in the **Work Experience Guide** about behaviour and expectations with your parent/carer to ensure that you understand what the school expects of you whilst you are on your placement. It can be found on the Northgate website at <https://www.northgate.suffolk.sch.uk/students/careers/year-10-work-experience>.



- Make sure that you arrive at your placement on time each day looking clean, tidy and ready to work hard.
- Always try your best and take pride in the job you are doing.
- Show enthusiasm and interest in what is going on.
- Make an effort to get along with people by making eye contact and being polite to those you meet.
- Listen carefully and ask questions if you do not understand something.

You may see or hear personal, sensitive or confidential information during the course of your job. You will be trusted not to disclose it to anyone else without the employer's permission. Ensure your mobile phone is switched off during working hours and do not post any comments or pictures regarding your work experience on social media sites.

Attendance

You are expected to fully complete the duration of work experience with your employer and participate in a variety of different tasks, some being more interesting than others but equally as important. If you are unable to attend work, it is important that you inform the employer in the first instance and then the school.

Appointments and holidays should not be planned during this time.

You will be visited or called by a member of school staff during your placement in order to talk to both you and your supervisor, to monitor and review your progress.



You will be given a **Work Experience Logbook** to record your experiences. These will be handed out to you in your PSHE lesson on Friday 7th June 2024. *You should bring your Work Experience Logbook into school with you for your PSHE lesson on Friday 21st June 2024. Logbooks will be collected in and then returned for you to keep in September.*

**A lot of effort goes into securing work placements so please do not let yourself or the school down. This is a brilliant opportunity for you.
Be happy to be there, be willing to try new things and do your best!**

