

Exceeding  
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Increasing Expectation

# Y10 WORK EXPERIENCE

PRESENTED BY

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# OUTLINE

Q&A WITH YEAR 11 STUDENTS

OVERVIEW

MAKING PLANS

BEFORE STARTING

ON THE JOB

QUESTIONS



A photograph of two young women standing in a hallway. They are wearing white lab coats, light blue hairnets, and blue aprons. The woman on the left is also wearing pink boots. They are standing in front of a large, grey, corrugated metal door. In the background, there is a hallway with white walls, several doors, and a blue decorative logo on the wall. A green exit sign is visible on the floor in the foreground.

# OVERVIEW

WHAT IS WORK EXPERIENCE?

Students are placed with a company for one week where they will carry out tasks/duties similar to a real employee.



A photograph of a modern office reception area. In the background, a large wall features the Deloitte logo in English and Chinese characters. The foreground shows a reception desk with a pink orchid plant on the left and a person standing behind the counter. The text is overlaid on a white rounded rectangle in the center.

# MAKING PLANS

WHO ARRANGES THE PLACEMENTS?

Students find their own placements and make an initial contact.

School will then liaise with the students and employers to make necessary arrangements.



A man in a dark suit and glasses stands in a modern office lobby. The floor is made of large, light-colored marble tiles. The walls are also made of marble and have large glass panels. The lighting is warm and comes from recessed ceiling lights. The man is smiling and looking towards the camera.

# MAKING PLANS

## ARRANGING YOUR OWN

Once agreed with the company, students need to provide basic details (company name and address, contact name, email address and phone number and spoken language) to

Ms Cavanagh, who will contact the company to finalise details.



A photograph of a dental clinic. A dentist in a blue mask and dark scrubs is performing a procedure on a patient lying in a dental chair. Two female students in white lab coats are observing the procedure. One student is pointing towards the patient's mouth. The scene is brightly lit by a large dental lamp. The background is a plain blue wall.

# MAKING PLANS

WHO ARRANGES THE PLACEMENTS?

The students.

However the school will help and support the students in this process.



# MAKING PLANS

EXAMPLE PLACEMENTS

Shanghai United Family Hospital

Johnson Controls

PAW (Animal Clinic)

Yasmine's Butchers

Sport For Life





# BEFORE STARTING

IN SCHOOL

An assembly will be held to prepare students. Students set themselves objectives for the week, these should be agreed with form tutors prior to the placement.



A photograph of students in a warehouse-like setting, surrounded by many cardboard boxes and folders. The students are wearing white shirts and ties. One student in the foreground is smiling and looking towards the camera. The background shows rows of boxes and folders, suggesting a busy work environment.

# BEFORE STARTING

OUTSIDE SCHOOL

Companies receive a  
'Guide to Work Experience' booklet.

Parents provide consent,  
emergency information and  
medical insurance details.





# ON THE JOB

## STARTING THE WORK PLACEMENT

A teacher will contact the company on day 1 to check the student has arrived.

Students will complete their 'Work Experience Portfolio' booklet during the week.

A teacher will visit during the week to meet with the student and supervisor.



# ON THE JOB

## POINTS TO REMEMBER

Students will not attend school, they will travel directly to the workplace from home.

Students must take a copy of their passport, insurance information and emergency contact details.

Students will be supported throughout the week by a named supervisor from the company.



# ON THE JOB

## AFTER WORK EXPERIENCE

Students are encouraged to discuss their experiences with teachers, parents and classmates.

Students will receive a work experience certificate.

Convenient Service Center





A person with dark curly hair is visible in the background, looking towards the camera. The scene is a kitchen or food preparation area, with a cutting board and meat visible in the foreground. A large red semi-transparent box is overlaid on the image, containing white and yellow text.

# REMEMBER

## KEY CONSIDERATIONS

Students must make the most of their experience; it is a unique opportunity. Students should arrive for work on time, dressed appropriately and act responsibly. Students must follow instructions and health and safety procedures.



A photograph of two office workers, a man and a woman, sitting at a desk with multiple computer monitors. The man is on the left, wearing a white shirt and tie, looking at a monitor. The woman is on the right, wearing a dark jacket and glasses, also looking at a monitor. The desk is cluttered with papers, a mouse, and a keyboard. In the background, there are bookshelves, a framed certificate, and a window. A semi-transparent white box is overlaid on the center of the image, containing the text 'FINALLY ANY QUESTIONS?'.

FINALLY  
ANY QUESTIONS?



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