Exceeding Our Customers'

Johnson Controls

Y10 WORK EXPERIENCE PRESENTED BY By Paul Kelly & Lisa Cavanagh



OUTLINE

Q&A WITH YEAR 11 STUDENTS OVERVIEW MAKING PLANS BEFORE STARTING ON THE JOB QUESTIONS



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.



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.

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.

WHO ARRANGES THE PLACEMENTS? The students. However the school will help and support the students in this process.

EXAMPLE PLACEMENTS Shanghai United Family Hospital Johnson Controls PAW (Animal Clinic) Yasmine's Butchers Sport For Life

BEFORE STARTING

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.

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.

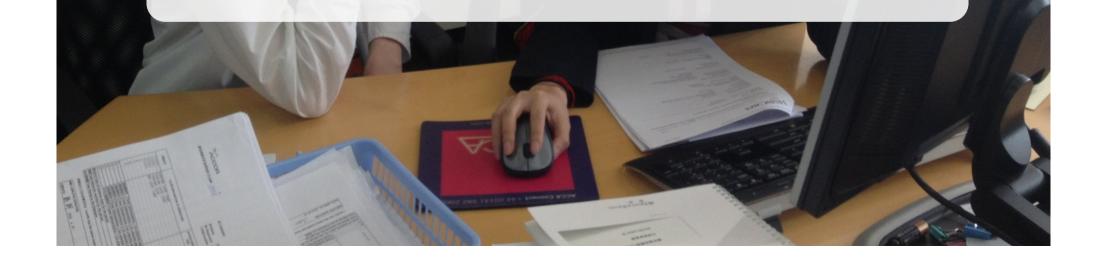
ON THE JOB POINTS TO REMEMBER Students will not attend school, they will travel directly to the workplace from home. Students must take a copy of their passport, insurance information and emergency contact details. Students will be supported throughout the week by a named supervisor from the company

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.

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



FINALLY ANY QUESTIONS?



PREVIOUS PLACEMENT PROVIDERS















