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15 January 2014

Re: WORK EXPERIENCE PROGRAMME 2013

The programme is taking place from Monday 16 until Friday 20 June 2014. The week long programme will provide our student(s) with the opportunity to shadow and observe employees and complete appropriate tasks and projects set by you.

If you are able to offer a placement to one of our Year 10 students, I will provide support and guidance on planning a productive Work Experience Programme. Before the student arrives, I will ask you to let me know the working hours, dress code and types of activities they will be doing so that I can prepare them fully for their time with you.

I have provided further information about our Work Experience Programme below.

Thank you for your consideration and please email me at li-cavanagh@bisspuxi.com if you are able to provide this important component of our student's education, or if you would like more information.

Kind regards,

Lisa Cavanagh
Head of Year 10
The British International School, Shanghai Puxi Campus.
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What is work experience?

Work experience is a compulsory component of secondary education for our Year 10 students. This year, the programme will take place from Monday 16 until Friday 20 June 2014.

Work experience is an organised educational activity. It is a placement on an employer's premises in which a student carries out a particular task or duty, or a range of tasks or duties, more or less as an employee would, but with the emphasis on the learning aspects of the experience.

The experience provides students with an insight into the realities of working life and helps to prepare them for their future in the adult world. It also gives students an insight into different industries and careers.

Work experience is a part of a student's education and employers should make no payment for the work. Student will also be responsible for providing their own insurance so employers do not need to provide this.



Why is work experience so important?

Work experience enables student to:

- gain an insight into the world of work
- find out if a career/job is what they imagined
- reflect on their interests/abilities and decide upon their future career paths
- increase their chance of employability in the future
- develop key skills such as communication, problem solving, time management and acting responsibly
- prepare for the transition to adult and working life.

What happens during work experience?

Students will assist with daily tasks and duties under the supervision of an employee. We aim for students to learn how to work with other adults in a professional environment. We want students to develop one or more of the following skills:

Team work, communication, problem solving and improving own learning.

Students will keep a diary with them so that they can record what they do each day. We ask that supervisors sign the diary at the end of the week and also write a short review of the student's week.

A teacher will telephone on the first day to make sure the student has arrived and will then arrange to visit the student during the week for a brief chat to make sure everything is going well. I am also available throughout the week should you need to contact me at any time.

Benefits to the employer

Providing work experience can bring a number of opportunities and benefits to your organisation and the staff involved.

By hosting a work experience placement, your company and/or staff can:

- raise the awareness of career opportunities within your field
- enhance links with local schools and parents (they're all potential customers!)
- demonstrate your organisation's commitment to investing in the future of the local community
- develop recruitment channels
- guide and influence the future career paths of individuals
- keep up to date with developments in education
- identify work practices which may need to be reviewed
- Share enthusiasm for work with young people