



Work Experience

Year 10

3rd-7th July 2023

Work Experience - Year 10

- Takes place week commencing Monday 3rd July 2023.
- All year 10 students will take part.

Work Experience - Year 10

Why do work experience?

- Gain insight into a career
- Gives a purpose to your education showing the link between how education prepares you for the world of work
- It can help you find a job
- It can help with your application to Sixth Form, College or University
- You gain valuable skills for your development
- Adds value to your CV
- To gain a positive reference from an employer
- Building up contacts

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Work experience shows evidence of:

- Positive attitude to work, being polite
- Flexibility and enthusiasm
- Initiative – ability to think for yourself in the workplace
- Reliability – turning up on time
- Communication skills – confident to talk to people, willing to ask for help and a good listener
- Team worker – gets on well with others
- Literacy, Numeracy & computer skills

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What will the employer expect of me?

- Be ready to work, work safely and within company rules.
- Good time keeping – be punctual.
- Follow instructions and ask if you are unsure of anything.
- Ask questions, it shows you are interested.
- Show initiative and be enthusiastic.
- Be polite, respectful and mature.

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What will the Academy expect of me?

- Remember that you are an ambassador for The Axholme Academy, out in the local community, where people know who you are and who we are.
- Be smartly dressed, punctual, polite and well behaved.
- Work hard and make an effort to contribute, asking questions where you need to – you are there to learn and to experience.
- To gain valuable experience and go beyond.

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What should I expect to get out of this?

- You should aim to learn and develop employability skills.
- You are looking to gain an understanding of the expectations, values and health & safety within a workplace.
- Develop self-confidence and communication skills.
- Improve your resilience and independence.

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Finding a placement

- To secure a placement, you will be expected to do research into local businesses and approach one that interests you- this could be linked to the career you would like or something different.
- Half-term is coming up....why not capitalise on this week to find a placement?
- You will contact the placement yourself and make arrangements to visit and complete your self-canvassed form.
- Employers MUST have employer & public liability insurance.
- Placements out of the local area will need to be considered.
- All placements will be subject to a risk assessment.

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What next?

- You will receive a letter to take home detailing key information for work experience.
- Your parent/carer needs to make sure the information the academy holds about you for medical consent is correct.
- You will receive a self-canvassed form. The front of this form is for you and an employer to complete once you have found a placement. The back of the form outlines the consent requirements for parents/carers.
- You will NOT be able to complete the Work Experience if the employer does not have Employers Liability Insurance. It will be rejected by our provider.
- The self-canvassed forms MUST be completed and returned to the front office by **Monday 12th December 2022**

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- In your CS lessons you will cover health and safety information and other key details prior to you going out on placement.
- Any questions?