

Okehampton College

Year 10 Work Experience

6th – 10th July 2020

Arranging a placement – steps to follow

As soon as your placement has been secured and you have written agreement from the Employer (by letter or email), you can collect the application forms from Mrs Thompson or Mrs Stevens in the Curriculum Support Office.

The Deadline for arranging your placement and returning these completed application forms is:

Friday 10th January 2020

Applications received after this date may not be processed.

Step 1: Make it your work experience START NOW!

Think about 3 possible careers you might be interested in or jobs you would like to know about. What sort of activities, interests and subjects do you enjoy? What kinds of jobs or workplaces use these?

Step 2: Talk about it with your Parent/Guardian or your tutor

If you want more ideas or still have trouble matching your interests with jobs, look in the careers library. If you don't know what you might like to do, don't be afraid to try something you don't know much about yet. It will be a valuable learning experience.

Step 3: Find out what employers there are in your chosen interest areas, within travelling distance and get their contact details.

If you have any problems, speak to Mrs Thompson or Mrs Stevens who will be able to help you. Please make sure that you speak to us as soon as you can and **don't leave it to the last minute!**

Remember:

- You need to arrange 1 placement for one week.
- Out of County placements - please be aware that there will be a fee charged for a Health & Safety Check at the premises, payable by your parents/guardians.
- You need to be able to get to and from your placement each day. Do not arrange placements where this will not be possible. If it is in Exeter, you might want to share lifts or discuss your starting time with your employer

Public Liability Insurance and Employer Liability Insurance.

The employer MUST have Public Liability and Employer Liability Insurances to accept a work experience student. If the employer does not have these insurances in place, you will not be able to take the placement.

PLEASE ENSURE YOU ASK THIS QUESTION WHEN YOU FIRST MAKE CONTACT WITH THE EMPLOYER.

Step 4: Make contact with the employer, preferably by email or letter.

Ask **politely** if they would be willing to consider taking on an enthusiastic student for a one-week work experience from 6th – 10th July 2020.

Remember to give your full contact details so that they can reply to you. You need to say clearly that you are in Year 10 at Okehampton College and the age you will be in July 2020

Once they have agreed to have you for the week, the employer must confirm your placement and send you a letter or email confirming the dates of your placement. **Without this written confirmation, we cannot proceed with processing your work experience placement.**

Step 5: Forms

When you have secured a work experience placement you will need to collect the application forms from Mrs Thompson/Mrs Stevens in the Curriculum Support Office.

Please ensure that the application form and health declaration are completed in full. Ask your parent/guardian to sign both forms and return them to Mrs Thompson/Mrs Stevens in the Curriculum Support Office **BEFORE 10TH JANUARY 2020.**