

## Work Experience Information for Students

### When you get your PIN to access Work Experience Online :

- ✔ You can look at the Link 2 database for a placement you would like but if you would like help sign up for an appointment
- ✔ Then either write to or email the employer but please have your letters and email checked before sending them. Email to [workexperience@chipping-norton.oxon.sch.uk](mailto:workexperience@chipping-norton.oxon.sch.uk) or show your tutor for checking
- ✔ When the employer has agreed to give you a placement complete the online student form on the school website
- ✔ Health information **MUST** be added
- ✔ When this form is returned another form will be sent to the employer to complete. You will be notified when this has been returned.

### IMPORTANT INFORMATION:

The Link 2 database will hold read only information on employers students can approach directly for a placement. If you want to choose one of these jobs you **must** approach the employer **themselves** using the instructions above but check with Mrs Dix that the place hasn't already been taken.

### Placement choices:

- ✔ When choosing placements think about how you will **travel** to the placement e.g. by car, bus, walk. If you submit it, we will assume you can get there.
- ✔ Note that some placements may have application forms. This will be indicated on the job description
- ✔ If you want work experience in a specific sector think about securing your own placement.

### Own Placements:

- ✔ Use the Read only employer list as a directory of possible employers to approach
- ✔ Avoid work experience one to one with your parents or previous school for maximum benefit
- ✔ Complete a Student Work Experience Form online with the employers details (on school website)
- ✔ Return to Mrs Dix at the latest by Christmas for 'out of county' and by Easter for those placements in Oxfordshire
- ✔ There will be a charge of £30 per student for placements in other counties. This must be paid to the school at the same time as the Student Online Form is sent so we can request other counties to start the Health & Safety check on our behalf. If more than one student from Chipping Norton School goes to the same 'out of county' employer the £30 charge will be shared.

### Remember:

- ✔ Once a placement has been secured you cannot change it unless there is a **GOOD** reason
- ✔ **Charges** may apply for placements outside Oxfordshire and **changes** to allocated placements
- ✔ Further preparation for work experience will take place in school later in the year
- ✔ If you have any issues please contact Mrs Theresa Dix on 01608 642107 or email: [workexperience@chipping-norton.oxon.sch.uk](mailto:workexperience@chipping-norton.oxon.sch.uk)

## Contact with your employer

Before you go on your placement you **must contact** the employer. Most employers will have some form of interview process, which may be formal or informal. It is important you go through the interview process as it is a great opportunity to develop and practice interview skills you will need in later life. As a minimum a telephone conversation is required with the employer, to determine exact working times, dress etc.

## Further Information

### What's in it for me?

Employers increasingly value people who are adaptable and can handle change. They are keen to recruit young people with a good mix of qualifications, practical skills and personal qualities.

Work experience can help you to **develop employability skills** they require such as self-management, communication, problem solving. Other benefits may include an experience to add to **application forms for jobs or University** or an introduction to a part time job or **Apprenticeship**.

### Do I have to work the whole day?

This will depend on the job you do for placement. You will be expected to work the same sort of hours as the business you are in. Some job roles will require flexibility or may include shift work so hours of work will need to be agreed in advance. Whatever you do there is a maximum of an 8 hour day (not including breaks).

### Will I get paid?

You do not get paid because it's part of your school curriculum. A few employers may give expenses for lunch or travel, but these must not be expected.







### How will I get to my placement?

It is your parent's responsibility to get you to a placement so check with them how you can get there, whether they can drop you off, you need to take a bus or walk.

### Why do I have to go for an interview?

It's essential that you visit your employer, or at least talk to them on the phone before the placement starts to clarify information such as what time and where you need to be on your first day. Your interview is a great opportunity to practice and develop your interview skills for the future.

### Tips for a good placement:

-  Think about what you want to achieve from your placement before you go
-  Be on time
-  Wear appropriate dress- follow dress codes and use protective clothing if needed
-  Follow instructions especially health and safety rules
-  Ask for help when you need it
-  Be enthusiastic and take pride in your work!