

All students in Year 10 undertake 5 days' work experience

Monday 20 May to Friday 24 May 2019

Work experience: how it can help you

A work placement is your opportunity to spend a period of time outside the classroom, learning about yourself, your skills, a particular job or area of work.

During your placement, you'll be able to find out what skills employers look for when they're hiring someone to fill a job vacancy.

You will also get the chance to develop your self-confidence and communication skills. This will help you to work better with other people in further or higher education, as well as in your future career.

Work Experience can really benefit you by helping you to make career choices and motivating you to reach your potential in Year 11.

Work Experience can also be a great help if you're still wondering what sort of career you want.

How to organise a work placement

Some of the best placements are found by the students themselves. Here are some guidelines to help you:

1. Think about what job you might like to do. The following are suggestions on how you might find that placement:

- local jobs paper
- word of mouth
- job centre
- the internet
- friends

2. Contact the placement by letter or email stating why you want to work with that company. If you don't hear anything after a week, follow up with a phone call. **The earlier you approach an employer the greater your chances of being offered a placement.**

3. Think about the subjects that you're studying and the sort of career you would like to follow in the future. Then see if Priory School already has links with a company that closely matches your needs. If they don't, they may be able to set up new links with a company - but this takes time, so make sure you mention it early on when you're planning your placement.

4. When offered a placement make sure you are clear about what you will be doing and pass all the information to **Mrs Wignens** so she can check that there is a Health and Safety Policy and Employer Liability Insurance

**Deadline for ALL placement information
Wednesday 19 December 2018**