

## Objectives of Work Experience

- To meet and interact with new people.
- To gain future contacts – networking.
- To develop employability skills; team work, presentation skills, critical thinking.
- To find out more about a particular industry or profession.
- To help make informed choices about future career ideas.
- To experience travelling to and from work.
- To gain a better understanding of the working environment.
- To improve self-confidence.
- To utilise written and verbal communication skills within a work environment.
- To learn the importance of punctuality.
- To gain experience for a CV.
- To identify skills, including strengths and areas of development.



## Post 16 Work Experience

**Careers & Employability Lead – Mr Mann**

[pmann@bristolcathedral.org.uk](mailto:pmann@bristolcathedral.org.uk)

WEX support documents can be found at:

<http://bccs.bristol.sch.uk/information/careers/work-experience/>

## Stage 1

- Decide on the type of placement you would be interested in doing, is it suitable?
- Talk to your parents, friends, family – how could they help you? What ideas do they have?
- Look up other local businesses/companies/organisations in this sector and draw up a list of possible options.



### What you need to do.....

**DRAW UP A LIST OF POSSIBLE PLACEMENTS AS SOON AS POSSIBLE, IDEALLY BY THE END OF TERM 1.**

## Stage 2

- Contact your first choice of company with an email, letter or phone call – can they offer you a placement? If you do not get a positive response re-think and contact your second/third/forth choice.
- Bear in mind that larger organisations might have a formal application process to follow/a HR department you may need to contact, this information is likely to be on their website.



**MAKE CONTACT VIA PHONE CALL, EMAIL OR LETTER.**

## Stage 3

- Once a placement is agreed, request confirmation of your work experience placement and full details.
- Complete the WEX consent form with your parents/carers to provide BCCS with the required details.
- Hand the completed form to your tutor.



**FINALISE YOUR PLACEMENT AND HAND YOUR COMPLETED WEX FORM TO YOUR TUTOR.**

## Stage 4

- The information that you have provided will be used to contact your placement to complete safety checks.
- Once the information from these checks is passed back to the school we can agree your placement.



**CHECK EMAILS FOR UPDATES/CONFIRMATION OF YOUR PLACEMENT.**