

Ballyclare Secondary School



Work Experience A Parent's Guide

KS4 Work Experience

1 Week in October

Introduction:

Work Experience represents the opportunity for pupils to explore the world of work. Following a period of Work experience it is hoped that they may have developed:

- More confidence.
- Improved self-esteem.
- Ability to communicate with adults.
- Improved timekeeping.
- Team working.

Type of Placements:

Own Research—Pupils research the internet, local newspapers and the school website.

PUPILS ARE NOT PERMITTED TO WORK FOR A PARENT OR RELATIVE AS THIS MAKES INSURANCE NULL AND VOID. <http://www.eani.org.uk>

Database placements – There are placements on the school website, that have been used by previous students.

Charter Work Placements – If you contact a company and they inform you that the school has to contact Charter, bring your forms back into school and inform Mrs V Beattie.

Payment

Students will not receive any payments for work experience.

Dress code

Pupils are required to conform to the employer's dress code which will be advised before placement on their job description.

Conduct

It is expected for pupils to perform their duties as outlined in their job description to a high standard.

Health and Safety

Health and Safety procedures are explained to pupils prior to their work placement and a leaflet is put into their work experience pack

(www.healthandsafetyworksni.gov.uk).

Benefits of Work Experience:

Work experience can support career planning in a number of ways. Some of the benefits of work experience are

It:

- gives a valuable insight into the skills needed for a particular job
- is an opportunity to test out a job that you are interested in to see if you really like it
- can broaden the knowledge of jobs that you had never considered
- will increase awareness of your own skills and strengths
- helps understand how the subjects studied in school link to certain jobs
- gives an insight into what the world of work is really like

Finding a placement

To get the most out of your work experience, you should begin to plan ahead and consider what you would like to do. You may want to think about:

- the careers you are currently considering
- the sort of person you are, for example, what you like and dislike
- what is important to you in a job, for example working with people / animals / computers or the money you would earn
- the environment you would like to work in (outdoors/ in a shop / hospital / office / lab)
- the top 100 companies to work for in the UK / Northern Ireland

Reference:- www.nidirect.gov.uk

Skills in demand

Many parents and carers are concerned about where the jobs of the future will be. In Northern Ireland, there are job opportunities across all occupational areas but there is higher demand in occupations relating to Science, Technology, Engineering and Mathematics (STEM). If your child's strengths relate to STEM subjects, they may benefit from taking part in work experience linked to that area.

The Role of the Employer

By taking part in work experience, the employer will gain the opportunity to help shape their future workforce and promote their company. Work experience can also provide an opportunity for existing employees to develop their own supervisory skills.

Employers should aim to:

1. give your child an induction to help them understand the nature of the business
2. explain what will be expected of them during their work placement
3. explain health and safety requirements for the company
- 4 identify a supervisor/trainer to oversee your child's work during the placement

During the placement

As a parent or carer you will want to make sure that your son or daughter will get the most out of their work experience. The following tips will help you to support them:

- ensure they arrive on time
- as work days are longer than school days, make sure they have a good night's sleep
- talk to them on a daily basis about their experiences
- remind them to keep a diary of what they did on work experience it is useful for explaining the new skills learned for a job/UCAS application
- remind them to note down any computer packages they may use
- contact the school immediately if you feel your child is experiencing difficulties during work experience placements
- if your child is not enjoying their placement, help them to stay positive by focusing on the new skills they are developing

After the placement

Once the placement has finished, it's important for your child to think about what they have learned. You may want to discuss the following with them:

- what they learned from the experience
- has it made them re-think any of their plans
- writing to the work experience provider thanking them for the opportunity and experience gained