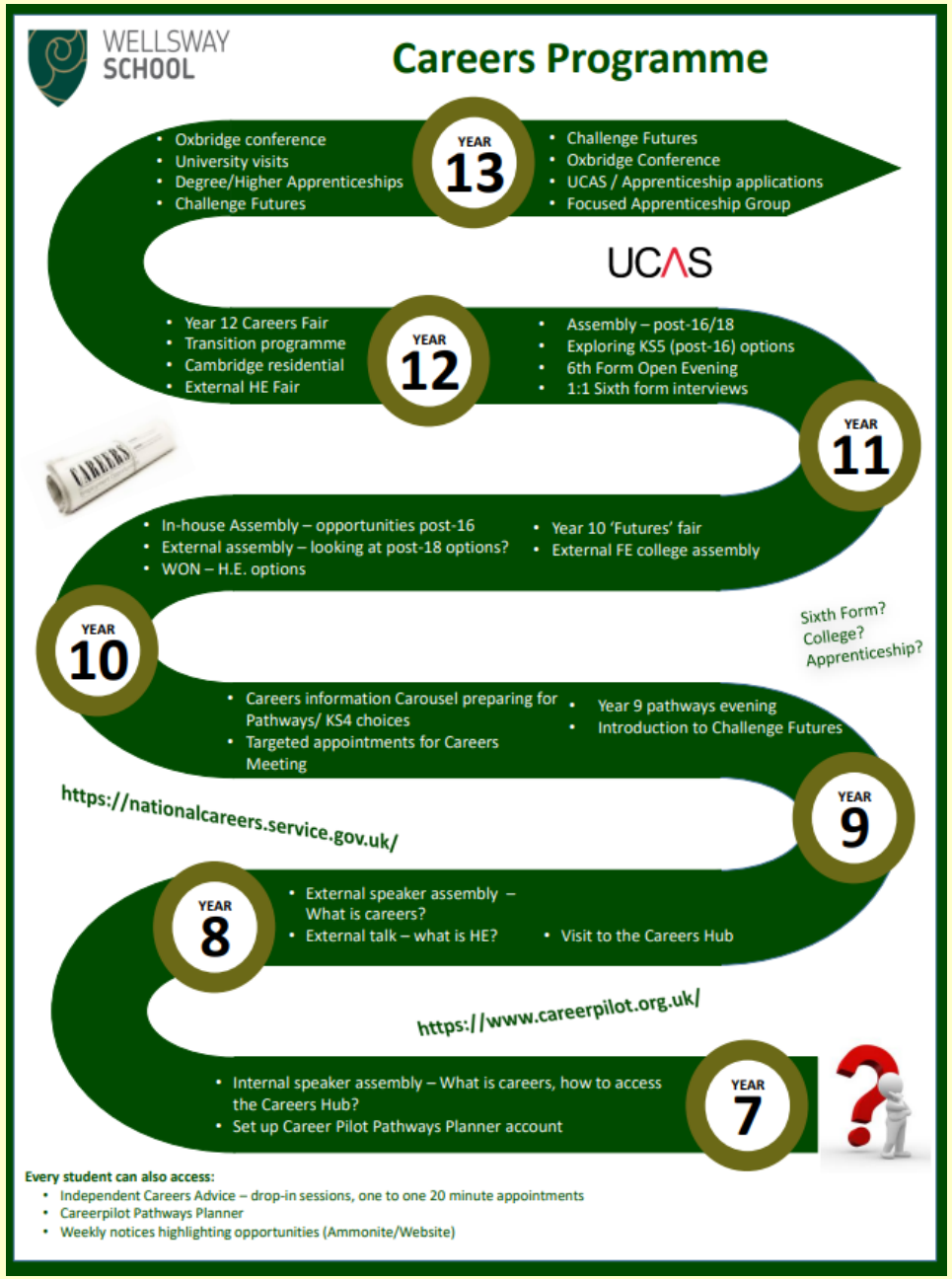
Year 10
Work Experience

Monday 17th - Friday 21st July 2023

Careers experience during KS4

Students experience careers throughout their time at Wellsway, both as discrete sessions and within the curriculum.

In Year 10 or 11, all students have at least one appointment with Ms M Millard for independent careers advice.



What are the options after Year 11?

The most popular options are:

- **Sixth Form**
- **College**
- **Apprenticeships**

Students have to stay in education, training or employment…

Subject offer

Art
Art Textiles
Applied Science
Biology
Business (A Level & BTEC)
Chemistry
Computer science
Construction
Core Maths
Criminology
Dance
Economics
Engineering (single)
Engineering (double)
English Language
English Literature
Film Studies
Food and Nutrition
Forensic Science (double)
French
Further Maths
Geography
Health & Social Care
History
I.T.
Law
Maths
Music
P.E.
Philosophy
Photography
Physics
Politics
Product Design
Psychology
Sociology
Sport & Fitness
Theatre Studies
TV, Film & Creative Media

Subject offer (blue = vocational courses)

Art
Art Textiles
Applied Science
Biology
Business (A Level & BTEC)
Chemistry
Computer science
Construction
Core Maths
Criminology
Dance
Economics
Engineering (single)
Engineering (double)

English Language
English Literature
Film Studies
Food and Nutrition
Forensic Science (double)
French
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Geography
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History
I.T.
Law
Maths

Music
P.E.
Philosophy
Photography
Physics
Politics
Product Design
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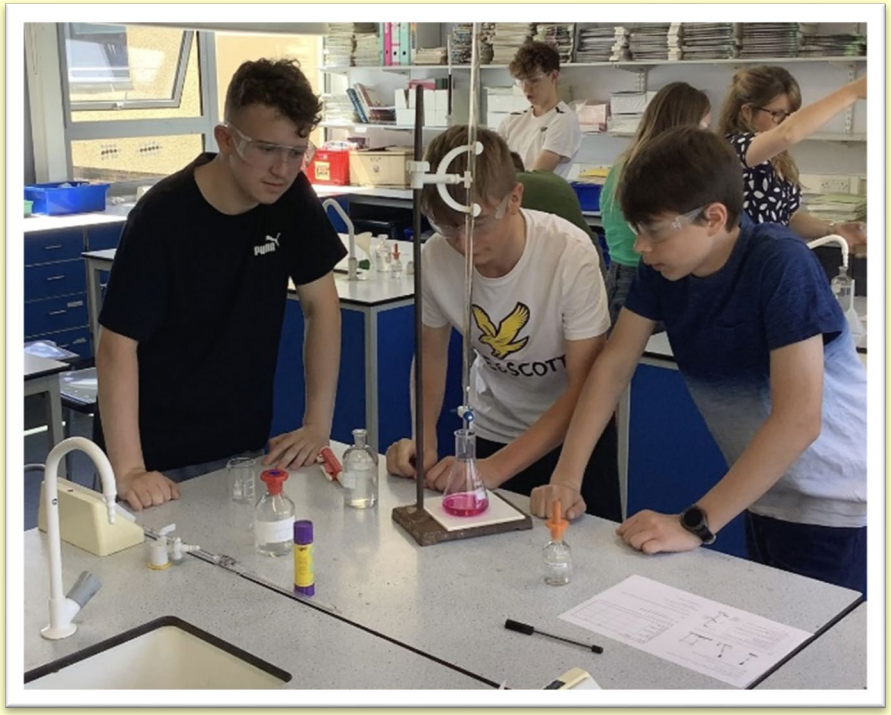
Sixth Form experience day

A new addition last year was the Sixth Form experience day in Term 6; students picked sixth form lessons to sample.



Sixth Form is a fresh start!

What is different to lower school?

- **A different school day, with dedicated independent study time.**
- **Students have more freedom and can leave the school site.**
- **Smaller class sizes.**

	AMon	ATue	AWed	AThu	AFri
1	P.E. 12A/Pe-W REV SC3		Bus Studs 12C/Bs-W ESP M12	Development 12B/Li-W MPE M07	P.E. 12A/Pe-W SIV SC3
2	P.E. 12A/Pe-W REV SC3	Geography 12D/Gg-W JRW M11	Bus Studs 12C/Bs-W JRD M07		P.E. 12A/Pe-W SIV SC3
3		P.E. 12A/Pe-W REV SC3	Geography 12D/Gg-W BEV M04		
4				Bus Studs 12C/Bs-W JRD M07	
5			Enrichment 12E/Er2-W BBT L13	Geography 12D/Gg-W JRW M13	

	BMon	BTue	BWed	BThu	BFri
1	Geography 12D/Gg-W JRW M11	Bus Studs 12C/Bs-W JRD Q02			Geography 12D/Gg-W BEV M04
2	Geography 12D/Gg-W BEV M04	Bus Studs 12C/Bs-W JRD Q02		P.E. 12A/Pe-W SIV SC3	Geography 12D/Gg-W BEV M04
3		Geography 12D/Gg-W BEV M04			Bus Studs 12C/Bs-W JRW Q02
4	P.E. 12A/Pe-W SIV SC3	Geography 12D/Gg-W JRW M11	Bus Studs 12C/Bs-W JRW M15		Bus Studs 12C/Bs-W JRW Q02
5		P.E. 12A/Pe-W REV SC3	Enrichment 12E/Er2-W KOM L13	Bus Studs 12C/Bs-W ESP M12	P.E. 12A/Pe-W REV SC3

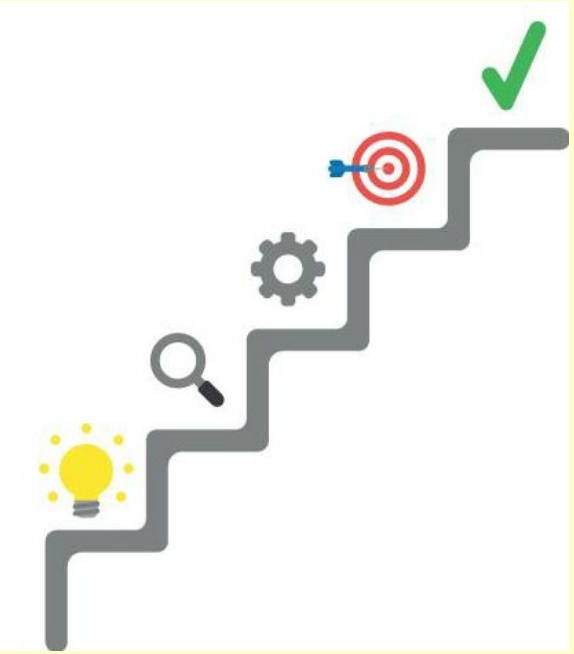
Sixth Form is a fresh start!

But, what is the same as lower school?

- **Students are still part of a school community!**
- **For many, they are still local (it is easy to get to).**
- **They have dedicated pastoral support.**
- **Great teachers for academic support.**
- **All giving students a great experience.**

Year 11 timeline

- **Open evening in Term 1**
- **Start thinking about their ‘top 3’ subjects**
- **Applications during Term 2**
  - **– pick top 3 plus up to 2 reserves**
- **Interviews in January**
- **Ongoing support from then**
- **Results day and enrolment**



Work experience 2023

A new opportunity this academic year is for students to complete work experience.

This will be during the last week of the school year: Monday 17th July - Friday 21st July.

Why should students complete work experience?

- **It is an opportunity for students to trial a possible career option.**
- **It gives students the chance to use their skills, knowledge and experience within a work place.**
- **It is an opportunity to learn about the 'world of employment'.**
- **Valuable experience for their CV and/or university applications.**

How to decide upon a work placement

- **Favourite subject or hobby – is there a job or career that would match their interests?**
- **Employer aspirations – do they aspire to work for a certain employer/company?**
- **Focussed career – do they have a career already in mind?**
- **How far could they travel? Bus to Bristol/Bath, local, access to a lift, walk/cycle…**
- **Speak to family and friends – they are often a great source of opportunities.**
- **Research – complete research and speak with the careers team.**

Equally, students could use this as an opportunity to try something completely different…

How to contact potential employers

Within school we will give students support *with writing letters/emails (including templates) and how to speak with potential employers via the phone.*

To start their search they could:

- **Use a search engine to search employers e.g. florist within BS31, engineering companies in BS31…**

- **Then contact the company directly through;**
  - **Email**
  - **Telephone**
  - **In person**
  - **By letter/email**

Next steps

Mrs Millard will email a work experience ‘student information form’ to every Year 10 student and their parents/carers.

The students will then need to find a placement.

Once they have found this, students should complete the form to give us the basic information such as the employer’s name, contact information…

I contacted the employer – For Mrs Millard to action

Placement with family/friend – This will bring a drop-box to Question 5

Placement with parent/carer – This will bring a drop-box to Question 5

Deadline for student information form to be returned – Friday 17th March

Student information form

Wellsway School Work Experience

Student and Placement details

* Required

1. Student Name *

Enter your answer

2. Student contact number *

Enter your answer

3. Can you confirm you have found a possible placement *

- ○ Yes
- ○ No

4. How did you find your work experience placement *

- ○ My placement is with a parent/carer
- ◉ My placement is with a friend of the family
- ○ I contacted the employer
- ○ Other

5. Do you require this placement to complete a Wellsway School Risk Assessment *

- ○ Yes
- ○ No

6. Name of the Business/Employer *

Enter your answer

7. Employer contact details - Contact person, Telephone and Email *

Enter your answer

8. Employer Address *

Enter your answer

Question 5 - risk assessment

Any employer offering work experience to a Wellsway student will initially receive a telephone call/email to confirm their offer.

Depending on how the placement was found, this could be followed by a risk assessment:

1. **Risk assessment *'I contacted the employer'* - visit to the work place or planned phone/MS Teams call.**

2. **Risk assessments for placements secured by/with *'parents or family'* can be optional (Question 5). *Request a risk assessment or confirm as a parent you are willing to take full responsibility for your child whilst on the placement.***

Risk assessment

- **Health & Safety practices, policies, Insurance**
- **Risk assessment & control measures**
- **Fire safety**
- **First aid**
- **Work equipment & machinery**
- **PPE – (Personal Protective Equipment)**
- **Working environment**
- **Supervision of student including safeguarding**
- **Job description for student including any uniform, breaks, start/finish times**

If a work placement is deemed as 'unsatisfactory' an alternative placement would need to be found.

Confirmation of placement

1. **Completion & approval of risk assessment.**

2. **Employer to receive confirmation of student details, dates of work experience and school contact details.**

3. **Student and parents to receive confirmation of placement, contact details, job description, dress expectations.**

4. **Parental consent forms issued, to include parental waiver if applicable.**

Deadline for Parental Consent forms to be returned – Friday 26th May

Consent form

Wellsway School Work Experience - Parental Consent with Waiver

Parent Waiver

Hi, Adam. When you submit this form, the owner will see your name and email address.

* Required

1. Student Name *

Enter your answer

2. Please confirm your child's telephone number *

Enter your answer

3. Does your child have any medical or additional requirements the employer should be aware of ? Can you confirm they are up to date on Wellsway School records *

Enter your answer

4. Can you confirm if there are any changes to emergency contact details currently on file *

- ◯ Yes
- ◯ No

5. How will your child be travelling to the placement *

- ◯ Walk
- ◯ Public transport
- ◯ Car
- ◯ Other

6. In normal circumstances an employer offering work experience, who is not on our approved database, is required to have a Health & Safety Risk Assessment prior to the commencement of the placement

As this placement is with a parent and/or organised by a parent this work experience can proceed without this check providing a parent agrees to the waiver and takes full responsibility for that decision *

- ◯ Yes I agree to take full responsibility for my childs welfare whilst on placement

7. I give permission for my child to attend this placement *

- ◯ I give permission
- ◯ I do not give permission

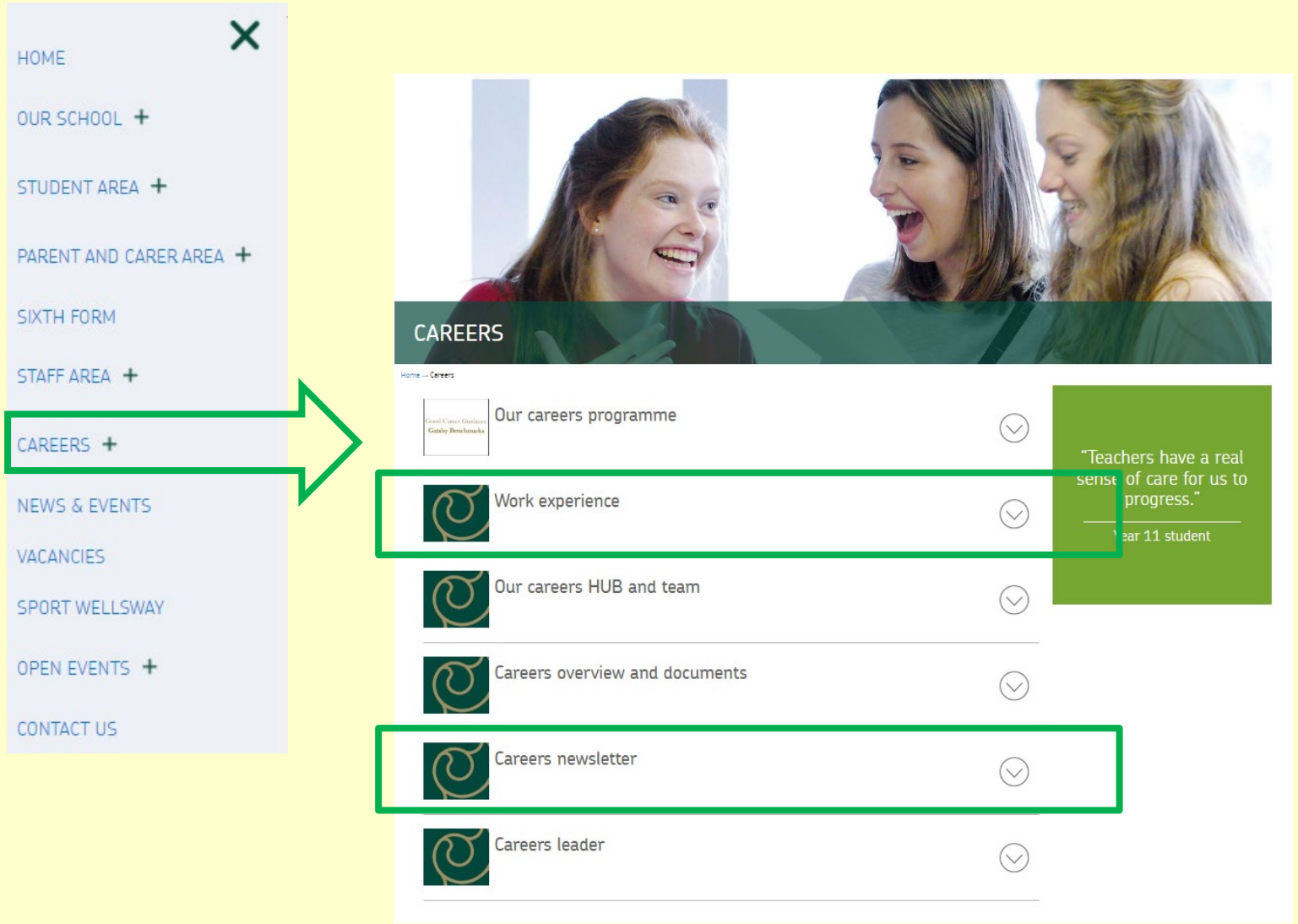
Key deadlines

Tuesday 22nd November – Work experience assembly for students

Friday 17th March 2023 – Deadline for work experience 'student information' forms to be returned to Mrs Millard.

Friday 26th May 2023 – Deadline for parent, student and employer consent forms to be completed and returned to Mrs Millard.

Further information on careers and WEX



Careerpilot

Simply sign up using your school email.

Contacting the careers team

If you need to contact the careers team, please use the email below:

careers@wellswayschool.com