

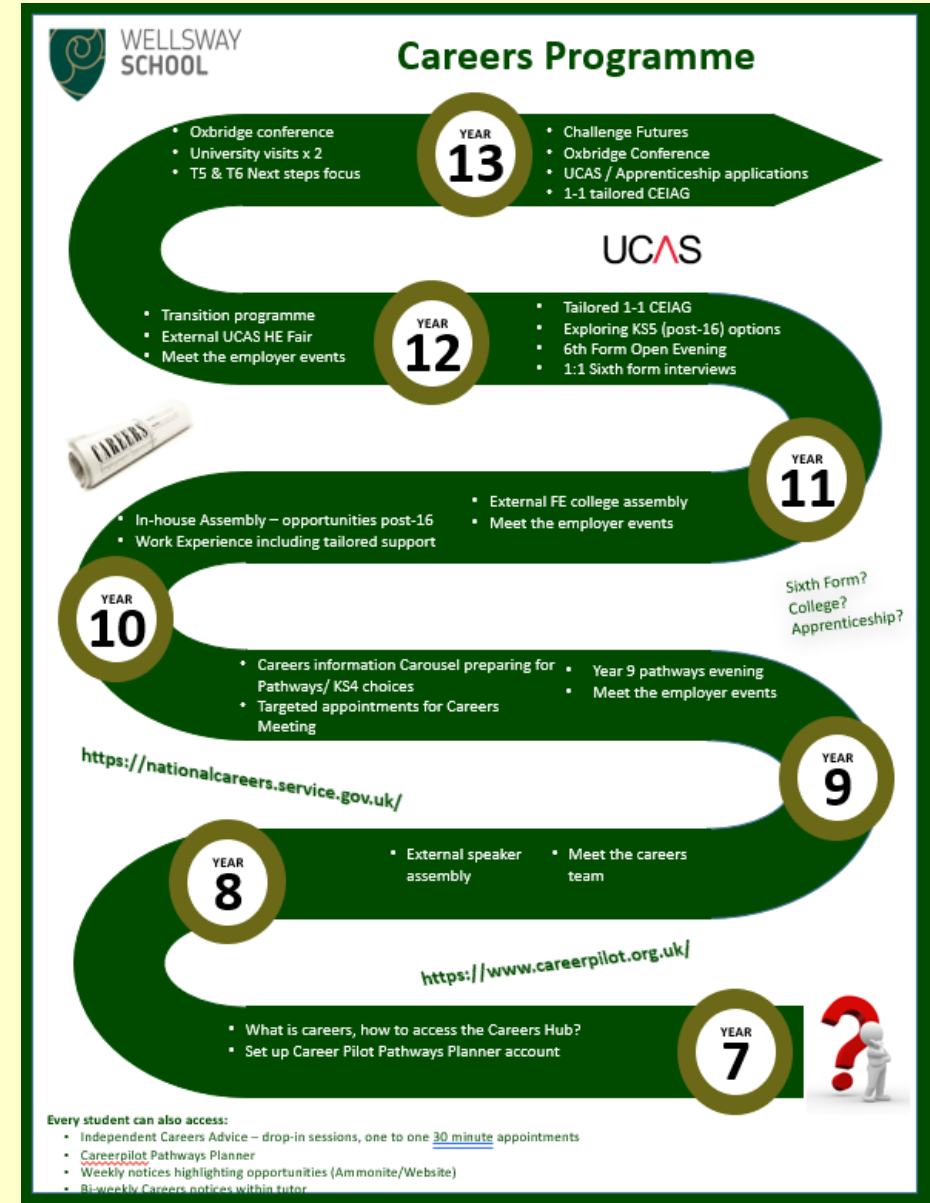
# Year 10 Work Experience

**Monday 15<sup>th</sup> - Friday 19th July 2024**

# Careers during KS4

Students experience careers throughout school, both as discrete sessions and within the curriculum.

In Year 10 or 11, all students will be offered at least one appointment with Ms M Millard (Maggie) 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 (current)

**Applied IT**

**Applied Science**

**Art**

**Art Textiles**

**Biology**

**Business (A Level & BTEC)**

**Chemistry**

**Computer science**

**Core Maths**

**Criminology**

**Dance**

**Economics**

**Engineering (single)**

**Engineering (double)**

**English Language**

**English Literature**

**Film Studies**

**Food and Nutrition**

**Forensic Science (double)**

**French**

**Further Maths**

**Game & web design**

**Geography**

**Health & Social Care**

**History**

**Law**

**Maths**

**Music**

**P.E.**

**Philosophy**

**Photography**

**Physics**

**Politics**

**Product Design**

**Psychology**

**Sociology**

**Spanish**

**Sport & Fitness**

**Theatre Studies**

**Travel & tourism**

**TV, Film & Creative Media**

# Subject offer (blue = vocational courses)

Applied IT

Applied Science

Art

Art Textiles

Biology

Business (A Level & BTEC)

Chemistry

Computer science

Core Maths

Criminology

Dance

Economics

Engineering (single)

Engineering (double)

English Language

English Literature

Film Studies

Food and Nutrition

Forensic Science (double)

French

Further Maths

Game & web design

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Philosophy

Photography

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Product Design

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Sociology

Spanish

Sport & Fitness

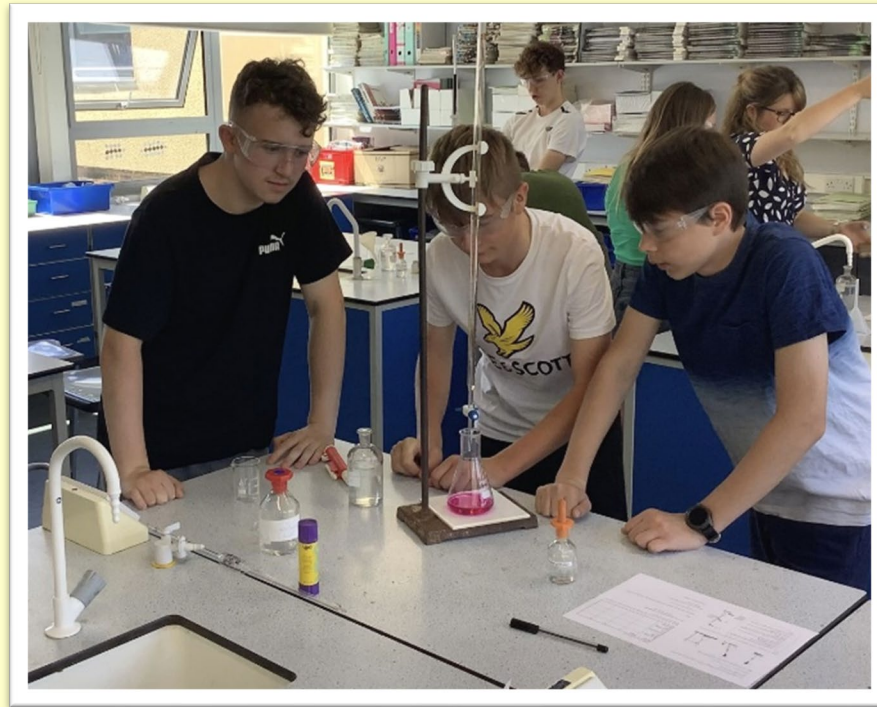
Theatre Studies

Travel & tourism

TV, Film & Creative Media

# Sixth Form experience day

A recent addition is 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.

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

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

# Sixth Form is a fresh start!



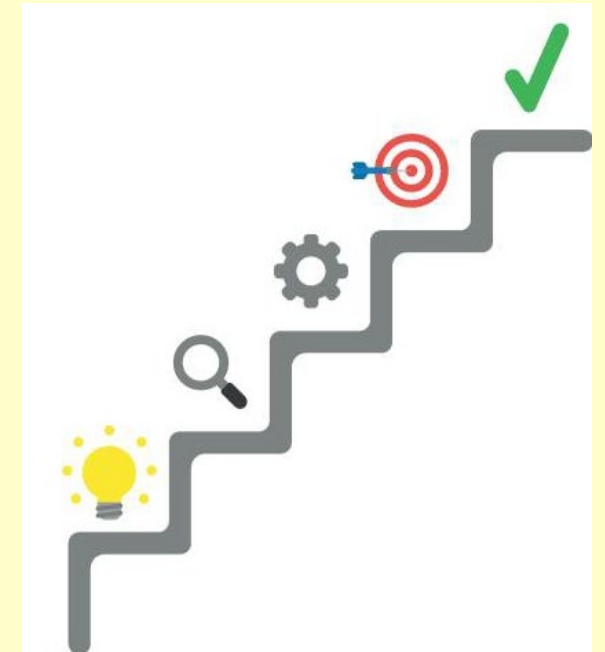
But, what is the same as lower school?

- 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 of Year 11**
- **Start thinking about their 'top 3' subjects**
  - **Applications at the end of Term 2**
    - pick top 3 plus up to 2 reserves
  - **One-to-one conversations in January**
    - **Ongoing support from then**
  - **Results day and enrolment**



# Year 10 Work Experience

**Monday 15<sup>th</sup> - Friday 19<sup>th</sup> July 2024**

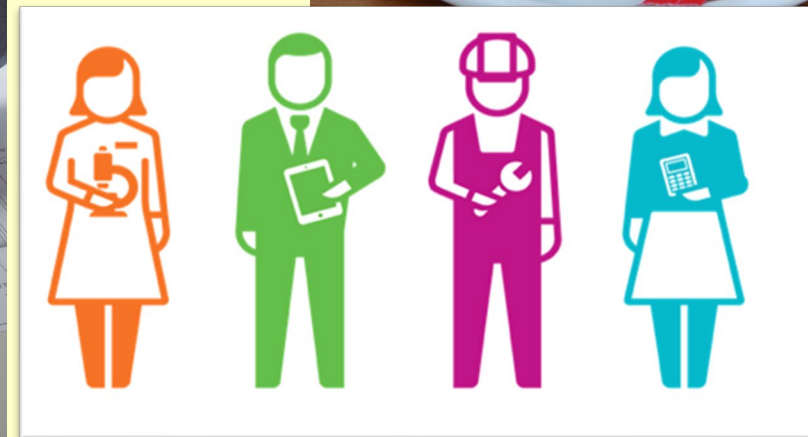
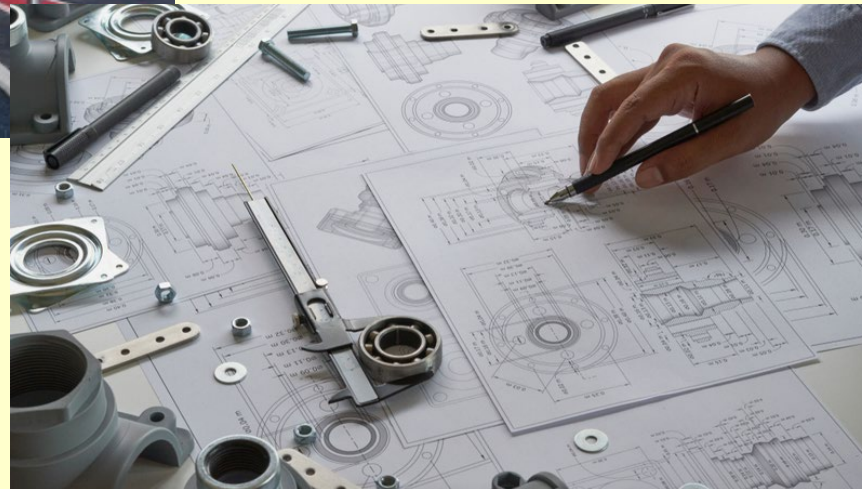
# Work experience 2023 placements included . . .

- **Sports specialists and Leisure Centres – Keynsham & Bath**
- **Primary Schools**
- **Nursery Schools**
- **A variety of shops on Keynsham High Street**
- **BANES Council, Bristol City Council and Keynsham Town Council**
- **Retail – some of the smaller chains of stores in the Bath area**
- **Engineering – small local companies**
- **Charity Shops – Julian House, Oxfam, Age UK**
- **Hair Salons**
- **Catteries**
- **Libraries**
- **Hospitality – local restaurants & cafes**
- **Waitrose**
- **Didac (Carpentry)**

# Work experience 2024

Year 10 work experience this year.

This will be: **Monday 15<sup>th</sup> July - Friday 19<sup>th</sup> July.**



# Timeline / overview

- Parent Information Evening (this session)
- Year 10 Work Experience Assembly – **Tuesday 21<sup>st</sup> November**
- **December** – Work experience forms to be sent to students and parents via Bromcom, also placed on the Wellsway School website
- **W/B 15<sup>th</sup> January** – Mrs Millard to visit every Year 10 group during tutor. Students requiring additional help and support will be identified and invited to dedicated work experience sessions.
- Termly student and parent reminders
- Deadline for placement information – **Friday 22<sup>nd</sup> March 2024**

# Why should students complete work experience?

- **An opportunity for students to trial a possible career option.**
- **Gives students the chance to use their skills, knowledge and experience within a workplace.**
- **An opportunity to learn about the ‘world of employment’.**
- **Valuable experience for a CV, interview and any application forms.**

# 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 including speak with the careers team, teachers etc for contacts and suggestions

*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

Students to commence their research

Mrs Millard will email a work experience 'student information form' to every Year 10 student and their parents/carers. (November 2023)

Once student has found a placement, students should complete the form to provide the basic information such as the employer's name, contact information...

*How the student found the placement is essential;*

- **Placement is with parent/carer**
- **Placement is with family/friend**
- **I contacted the employer**
- **Other**

Deadline for student information form to be returned – Friday 22<sup>nd</sup> March



# Student information form

## Wellsway School Work Experience Student Information Form 2024

Student and placement details

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

\* Required

1. Student Name \*

2. Student contact number \*

3. Student school email \*

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. Name of the employer or business offering you a placement \*


6. Main business contact person \*

7. Business email \*

8. Business address \*


9. Business contact number \*

# Key information to share with the employer

10. Do you require Wellsway School to complete a Risk Assessment \* 

Yes

No

11. Is there a particular reason you have chosen this employer e.g career interest, local to school/home, recommended employer . . . \* 

Enter your answer

12. I consent to Wellsway School sharing my contact and any necessary medical information with this employer -

\* 

Yes - Contact Details and necessary medical information

No I do not consent to sharing of information - please contact [amillard@wellswayschool.com](mailto:amillard@wellswayschool.com)

Submit

# Risk Assessment

Any employer offering work experience to a Wellsway student will 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. ***'I contacted the employer' & 'Other'*** - visit to the work place or planned phone/MS Teams call.
2. Placements secured by/with ***'parents or family' & 'Placement with parent/carer'*** can be optional.

***Request a risk assessment or you can complete a parental waiver form to confirm as a parent you are willing to take full responsibility for your child whilst on the placement.***



# Wellsway School Risk Assessment

## level of risk at the placement

Either through a face-to-face visit, Teams call or telephone call, Wellsway School Risk Assessment will include a conversation specific to;

- **Young Person in the workplace** – Age, lack of experience, knowledge, confidence, maturity and need for supervision
- **Suitability of experience of work on offer** – level of risk at the placement, H/M/L
- **Young person's capability** – disability, health conditions, learning difficulties
- **Safeguarding** – Lone working, supervision
- **Employers Liability** – *“The insurance industry has agreed that students on work experience placements should be treated as employees for the purposes of insurance. Most Employers’ Liability policies will have a definition of “employee” that covers students on work experience placements.” (ABI Association of British Insurers).* If employer is in doubt they will be asked to check policy documentation or contact insurer or the broker who arranged the policy.

*Every business offering a work experience placement will also receive a Wellsway School Work Experience Employer Pack*

# Risk Assessment also includes information around ..

- Health & Safety practices, policies and procedures
- Risk assessment & control measures
- Fire safety
- First aid
- Work equipment & machinery
- PPE – (Personal Protective Equipment)
- Working environment
- 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

Once completion & approval of risk assessment where required have been agreed

1. Parental consent or parental waiver forms issued and received completed.
2. Employer to receive confirmation of student details including contact and any medical information, dates of work experience and Employer Information Pack.
3. Student and parents to receive confirmation of placement, contact details, job description, start & finish times, dress expectations.

Until a placement found and paperwork finalised, a termly email stating a placement has not been found will be sent by the school.

*Any student without a work experience placement will be expected to be in school.*

# Further information on careers and WEX

- HOME
- OUR SCHOOL +
- STUDENT AREA +
- PARENT AND CARER AREA +
- SIXTH FORM
- STAFF AREA +
- CAREERS +**
- NEWS & EVENTS
- VACANCIES
- SPORT WELLSWAY
- OPEN EVENTS +
- CONTACT US

CAREERS

Home -- Careers

- Our careers programme
- Work experience**
- Our careers HUB and team
- Careers overview and documents
- Careers newsletter**
- Careers leader

"Teachers have a real sense of care for us to progress."  
Year 11 student

## 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](mailto:careers@wellswayschool.com)

