



Upper Shirley High – Work and Post 16 Education Experience; Guidance

Careers Adviser and Co-ordinator: Carey Anderson

Definition

The purpose of work experience is to give students a first-hand experience of post school work life. This could also include experience of further, higher education and apprenticeships for students unable to secure a placement or need the experience of this aspiration route to inspire them. These students will still be encouraged to secure a work experience placement at the end of Y11, with the guidance of Carey Anderson, as it is important to include it within their CV.

For students attending a work placement, this will be based at the employer's place of work. The student carries out a particular task or duty or range of tasks and duties with an emphasis on the learning aspect of the experience.

Aims

- To apply key skills outside of school and family groups
- To help students understand the transition from school to employment
- Develop student's employability and confidence in an adult working environment
- Raise aspirations and motivate students to achieve their academic targets

Route 1: Work Experience

Objectives

- To develop personal and social skills – increased maturity, motivation and self-confidence
- To work with adults other than teachers
- Realise strengths and weaknesses, develop self-awareness
- Understand the working environment and changes in the world of work
- Implications on career choices
 - Apply skills and knowledge learned in school
 - Develop economic awareness and enterprise skills
 - Compare career ideas with actual experiences
 - Understand some of the responsibilities, rights and obligations associated with work
 - Understand the link between the school curriculum and the world of work
 - Improve own learning and performance
 - Develop, practice and demonstrate key skills in a work setting
 - Recognise hazards, assessing and controlling risks
 - Develop a practical understanding of issues involving health and safety, economic and business issues
 - Preparation for working life

Organisation

- Work Experience takes place during Year 10.
- Students must identify their own placements
- Completed paperwork must be returned to Mrs Anderson by the agreed date
- Health and Safety checks must be carried out on placements prior to the student commencing the placement
- Students are prepared for work experience during tutor time sessions
- Students will be issued with a Log-book to record their experience
- All students will be visited or telephoned during the work placement
- A de-brief tutor session will be held on the student's return to school

Route 2: Post-16 Education Experience; Further and Higher Education

Objectives

- To aid the successful transition from school to FE → HE
- To improve motivation and planning skills
- Realise strengths and weaknesses, develop self-awareness
- Identify the link between the school curriculum and the college curriculum
- Understand the link between GCSE qualifications and post 16 success

Organisation

- Post 16 Education Experience takes place during the Yr 10 work experience period
- Students will be accompanied at FE/HE venues by members of USH staff
- Students will be issued with a planning template to complete to aid post 16 planning/transition
- A meeting with the Careers Adviser will be organised on the student's return to school

Route 3: Post-16 A Experience; Apprenticeship

Objectives

- To highlight apprenticeships as a post 16 route
- To aid the successful transition from school to apprenticeships
- To experience the apprenticeship environment
- Realise strengths and weaknesses, develop self-awareness
- Identify the link between the school curriculum and the apprenticeship route
- Understand the link between GCSE qualifications and post 16 success
- Recognise the need for work experience

Organisation

- Post 16 Apprenticeship Experience takes place during the Yr 10 work experience period
- Students will be accompanied by members of USH staff
- Students will be issued with a planning template to complete to aid post 16 planning/transition
- A meeting with the Careers Adviser will be organised on the student's return to school