

Commonly Asked Questions

Why do S4 students take part in the "Work Experience Programme"?

Colleges, universities and employers are increasingly looking for students to have taken part in wider experiences, beyond their academic studies. The work experience programme allows students to develop their skills in the workplace, and can be a useful way for students to try out a potential career choice. It is also a chance for students to experience a new working environment with people who are not teachers.

Do all students have to take part in the programme?

The vast majority of students take part in the programme, and are very positive about their experience. Each year, some students opt out, but we ask all students to discuss their circumstances with their Head of House before making a final decision.

If students can't find a job which interests them on the database, can they organise their own placement?

If students would like to make their own arrangements, they must collect a form from Mrs Fleming and return it by Monday 26th August. Please note requests for own arrangements will not be considered after this date. This is due to the process taking longer as a variety of checks must be made.

Will students miss valuable work by taking part in the work experience programme?

Staff are aware that work experience is taking place on the chosen weeks and plan a programme of work accordingly to ensure students don't fall behind.

What do I do if I am unwell or have an appointment during the placement?

If you are unwell you must contact the employer within 30 minutes of your start time to let them know. Your parent/carer must also telephone Deans Community High School to inform them of your absence. If you have an appointment please let the employer and the school know.

Deans Community High School

S4 Work Experience Programme 2013



This information leaflet is to provide you with some information regarding the process in securing a work experience placement. Deans Community High School students will undertake work experience on the following weeks

W/B Monday 14th October Group 1; 4C1, 4C2, 4H1 and 4H2

W/B Monday 28th October Group 2; 4D1, 4D2 and 4D3

Why do we have 'Work Experience'?

- ◆ It allows students to 'try out' a job which interests them
- ◆ It allows students to develop and demonstrate key skills
- ◆ It provides students with a useful reference, sometimes even a longer term job!
- ◆ It is widely recognised by colleges, universities and employers, and helps students to build their CV
- ◆ It is enjoyable and rewarding

All S4 students will also undertake preparation for work activities in their PSE classes, as part of the wider programme.

If students would like more general careers advice, they can make an appointment with the school's careers advisor.

Deans Community High School

Eastwood Park, Livingston EH54 8PS Telephone: 01506 282155

www.deanscommunityhighschool.com





Work Experience Programme

What happens and when

Stage 1

- ◆ w/b 10/6 Students introduced to work experience through an S4 assembly
- ◆ Students are issued with work experience pack which includes user name and password for "work it"
- ◆ Student training to use "work it"
- ◆ If students wish to make their "own arrangements" they must collect a form from Mrs Fleming
- ◆ If students wish to be considered by the NHS they must speak to their PSE Teacher or Head of House to explain the process

Stage 2

- ◆ By 28/6/13 students should have made 3 choices from "work it"
- ◆ All own arrangement forms must be returned by Monday 26 August. Please note own arrangements will not be considered after this date
- ◆ PSE programme explores "preparation for work"

Stage 3

- ◆ w/b 16/9 Employers letters generated 4 weeks before placement begins
- ◆ Parent letter generated
- ◆ Contact employer prior to placement as stated in "work it"

Stage 4

- ◆ Group 1 w/b 14/10/13 and Group 2 w/b 28/10/13
- ◆ Work Experience Placements take place

Contacts

Dawn Fleming	Work Experience coordinator, Head of House: Cairnpapple
Bob Gray	Acting PTC Support, Head of House: Houston
Liz Hodgson	Head of House: Dechmont



Application Instructions ~ Student Pack

All S4 students will receive a "work experience" pack. The pack contains the students user name and password for "Work it."

Getting started

Students will be introduced to "Work it" by their PSE teacher. Students can access the programme by logging into www.workit.info with their username and password. Students can access "work it" at home. (We encourage parents and carers to go through the website with the student and help them with their choices.)

On the right hand side of the page, check it is your name that has appeared.

On the left hand side of the page click "My Profile" and fill in as much information as you can. This will help get the placement that you want. Remember to press the update button at the bottom of the page so that your work is saved.

Once your profile has been completed, click on "search" on the left hand side of the screen. You can search for different career areas and different locations that suit you. Please ensure that a parent/carer is aware of your choices.

Write down 3 choices of job that you think will suit you on paper first. Please take time to read the job description before you select any. Only once you have chosen all 3 carefully should you request them on "work it". Your choices cannot be changed once selected. Mrs Fleming will try and allocate you a job from these 3 choices but in some cases you may have to select additional jobs. Make sure you choose the correct week for your class.

Other information

There is a possibility there may be some places for the Army; additional information will be given to the students involved.

If applying to the NHS please be aware that not all applications will be successful and that the NHS are not the quickest at getting back to you. If you are not selected for a placement with the NHS you will need to go back and make a choice on "work it". N.B. there may only be limited placements left on "work it" by this point.