

## **Work Experience 2024**

### **Year 12**

One of our main aims at Salesian College is to prepare students for the world of work. We therefore expect all Year 12 students to organise a week's worth of Work Experience in June each year. **The dates of this year's Work Experience is Monday 24<sup>th</sup> - Friday 28<sup>th</sup> June 2024.**

Whilst this is now a nationally compulsory requirement for students' time at college, we also believe it offers a number of benefits to the lives of young adults aged 16-18: it raises awareness and understanding of the world of work; helps to inform decisions about future career paths; and, develops personal & social skills.

All students are encouraged to think carefully about the type of Work Experience they would like to undertake and how it will benefit their future career aspirations. This is done through their Tutor Group activities, and the support of their Tutors and Head of Year. Students are also encouraged to see this as a way to try and discern whether a particular type of career is what they can see themselves doing; whether that be the work, the hours, the people, the commute – anything that type of job might entail.

The organisation of these placements is firmly the responsibility of the students. The college can offer support to coach and offer ideas, but it will always come back to it being the students' responsibility for their placements.

In order to confirm their placements, students use the placement tool on Unifrog to register employer details. The employer is then sent an email to confirm they have the following best practices in place: Health and safety; Covid safety guidelines; Risk Assessment; Insurance and GDPR. Once the employer provides the necessary information, parents /guardians are notified to keep them informed.

Additionally, we sometimes allow students to take an additional period of time for work experience outside of their main week in June. This is very much on an individual basis, where the same checks needs to be completed, and the time off being agreed to by the Head of Year.

### **Year 10**

All students in Year 10 undertake two days' of work experience as part of Careers Week on **Tuesday 9th and Friday 10th July 2024**. The two days give students an exciting opportunity to enter the world of work, providing them with a deeper understanding of skills required in the workplace. These placements are organised by the students together with their parents / Guardians.

If you have any queries regarding Work Experience in general or your child's placement in particular, please do not hesitate to contact Mrs Lorraine Petheram (Careers Lead) – [lpetheram@salesian.surrey.sch.uk](mailto:lpetheram@salesian.surrey.sch.uk) or Mrs Pauline Dunne (Careers Administrator) [pdunne@salesian.surrey.sch.uk](mailto:pdunne@salesian.surrey.sch.uk).