

This document is meant to provide a summary of the Work Experience process but it is by no means exhaustive. Regular information and updates will be given throughout the year.

- High Storrs Year 10 Work Experience takes place

Monday 2nd to Friday 6th July 2012



There ARE NO GCSE examinations on during Work Experience.

- The High Storrs Careers Co-ordinator, **Mr Fahidi**, is responsible for the Work Experience programme and Mrs Dalby, our Careers/Work Experience Administrative Assistant, supports the process. Enquiries should in the first instance always be directed to Mr Fahidi, either by ringing the school (0114 2670000) or by e mail (m.fahidi@highstorrs.sheffield.sch.co.uk). Mrs Dalby can be contacted on s.dalby@highstorrs.sheffield.sch.co.uk).

Types of work experience placement

There are two types of work experience placements:

- **Own placements**
- **School /Business and Education South Yorkshire centrally held placements.**

Obtaining a work experience placement

1. Finding your own placement

- This is probably the best way of guaranteeing the type of placement **you** want.
- You may find a placement through friends and relatives, or write to an employer.
- **There is written guidance available for students wishing to find their own placements. There are specimen letters available from Student Reception, as well as on the school website.**
- Once students find their own placement, they need to collect a **yellow SAP (Student arranged placement form)** and other documentation from Student Reception. This should be completed and sent back by the employer.
- Please note that we **discourage students from working directly for parents.**
- You may also work elsewhere in the UK, but while insurance is normally provided automatically, **special arrangements may have to be made in such circumstances. Such placements can involve substantial extra work. Under no circumstances do we allow work experience placements outside the UK.**
- **Own placements must be found at the latest by the end of February 2012. This is so they may be checked by Health and Safety. This deadline is non-negotiable.**
- ***Please do not contact Sheffield Theatres – the school has separate arrangements with them and students have already received information about working there.***

Turn over please

2. School /Business and Education South Yorkshire centrally held placements.

- The school has traditionally gained placements from several local employers. These are secured on a yearly basis and their availability is checked every autumn/spring.
- In addition, **Business and Education South Yorkshire** provides the school with a large number of placements.
- All placements will go 'on offer' to students in a form of 'application/draw basis' from **sometime in March. This will be explained in more detail to students. We are not assigning placements before then.**
- The suitability of a student to a chosen placement may be discussed with the Form Tutor and/or Head of House etc.
- Occasionally, students may be interviewed on an informal basis about their choice, although we do not adopt a blanket application procedure and interview policy.

PS It is not expected that students will be paid for work experience. If any student does get a 'bonus', then that is entirely a piece of good fortune!

Important note



We will let students know if they should **not** contact a particular placement, especially if it has already been offered to the school.

Preparation for Work Experience

There is a programme of work designed to enable students to choose placements wisely, gain a knowledge of the working environment and have a successful work experience.

Topics include:

- How to find a placement.
- Skills, abilities and self-awareness.
- Occupational areas
- Health and Safety
- The World of Work, especially in Sheffield
- Difficulties that might arise.



These activities will take place in assemblies and in special 'off-timetable' sessions.