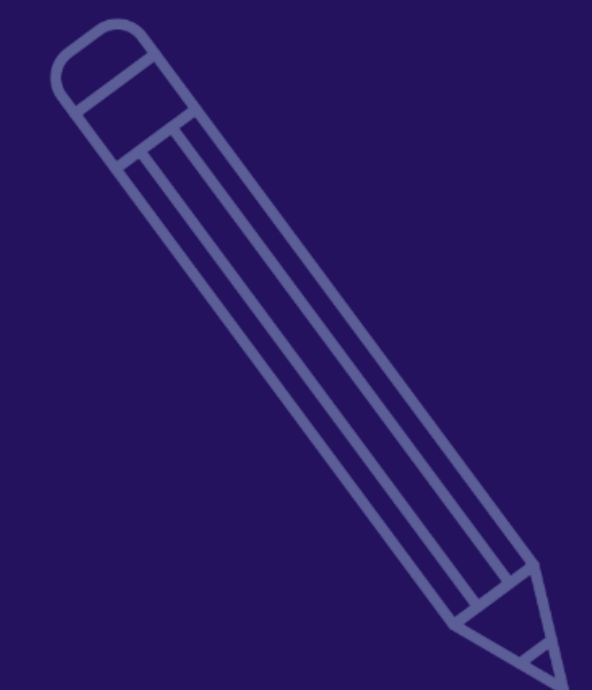
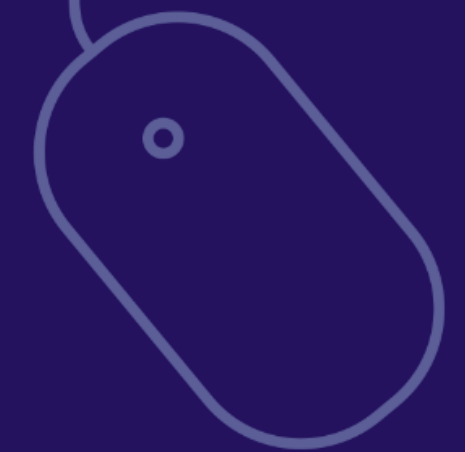


**Let's talk about work
experience...**

ChangingEducation
Group



Contact

- Mrs Ferguson: rferguson@oshsch.com
 - Room: A207 – top floor of Swinford Court
 - I am your contact for everything to do with work experience
-
- **First steps:**
 - Work experience is not optional
 - Parents pay for the risk assessment
 - I will send you a link to the app for work experience
 - You find a placement
 - I confirm the company has agreed
 - You enter the relevant information on the app
 - The process starts



So, what is work experience?

Work Experience is a period of time where you work for/shadow a company or organisation to gain experience of a particular type of work.

It can:

- Provide you with an insight into the world of work.
- Give you practical experience with an employer and allows you to develop your workplace skills.
- Help you to get a better sense of your future career path.
- Enable you to build a relationship with a local employer and make a lasting impression. Some students are offered part time work.



Why is work experience important?

- It can help boost your confidence, improve your communication skills and help you learn how to work within a team.
- Helps you think about what you might like to do in the future.
- Learn how to deal with a range of groups of people.
- A chance to test out an industry and see if it could be right for you.



Finding your work placement

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Step 1 - Know yourself

Here are some questions to help you think about the type of work experience you may want to do...

- What are your favourite subjects?
- What are your hobbies and interests?
- What skills do you already have?
- What skills do you want to develop?
- If you have no idea use Unifrog to give you ideas



Step 2 - Explore your options

There are many different sectors to choose from.
Here are some examples:

Construction

- Labourer
- Plumber
- Electrician
- Theatre Construction

I.T

- Technician
- Software Engineer
- Web Developer

Education

- Teacher
- Teaching Assistant
- Early Years Practitioner

Science/Health

- Lab Tech
- Chemist
- Optician
- Nurse
- Doctor

Hospitality

- Concierge
- Events Planner
- Chef
- Housekeeper

Arts

- Illustrator
- Graphic Designer
- Actor
- TV & Film

Beauty

- Hairdresser
- Makeup artist
- Nail Technician
- Beauty Therapist

Sports

- Instructor
- Coach
- Lifeguard
- Physiotherapist
- PE teacher



Look for the different sectors that are available to you in your local area

Step 1 - Tips

Part of the process of work experience is finding a placement

- Do you have family or friends that could help you out?
- If you know the area you would like to work in google local businesses
- You could send an email but.....
- It is much more difficult for someone to say no to a placement if you are stood in front of them
- Politely chase up the answer



Step 3 - Setting up your placement

There are many different ways to contact employers to set up your placement. Here are some examples but access will depend on your age. Use this holiday wisely:

Research

Research the company and find the name of the key person to ask for.

Job Websites

Register on volunteer, apprenticeship and job websites to search for companies and contact details.

Social Media

Look on social media for any local companies that fit the type of work you are interested in. You can send them a message and ask if they would like to have you come in for work experience.

Contact

Emailing, telephoning and visiting employers in person to make an enquiry about work experience.

Word of mouth

Talk to friends, guardians, family members and enquire if they can help out or support you in finding the right employer.

Ask your teachers

Talk to your teachers and ask for help. Ask if they know of any companies that may be right for you.



Remember:

- **Work experience is meant to be an enjoyable experience for you.**
- **Even if the job isn't exactly what you want to do in the future, you'll still gain important skills that can be useful for later on in your career journey!**

What do employers expect?

While on your placement there are a few key things that employers will expect from you to make sure that the experience goes well:

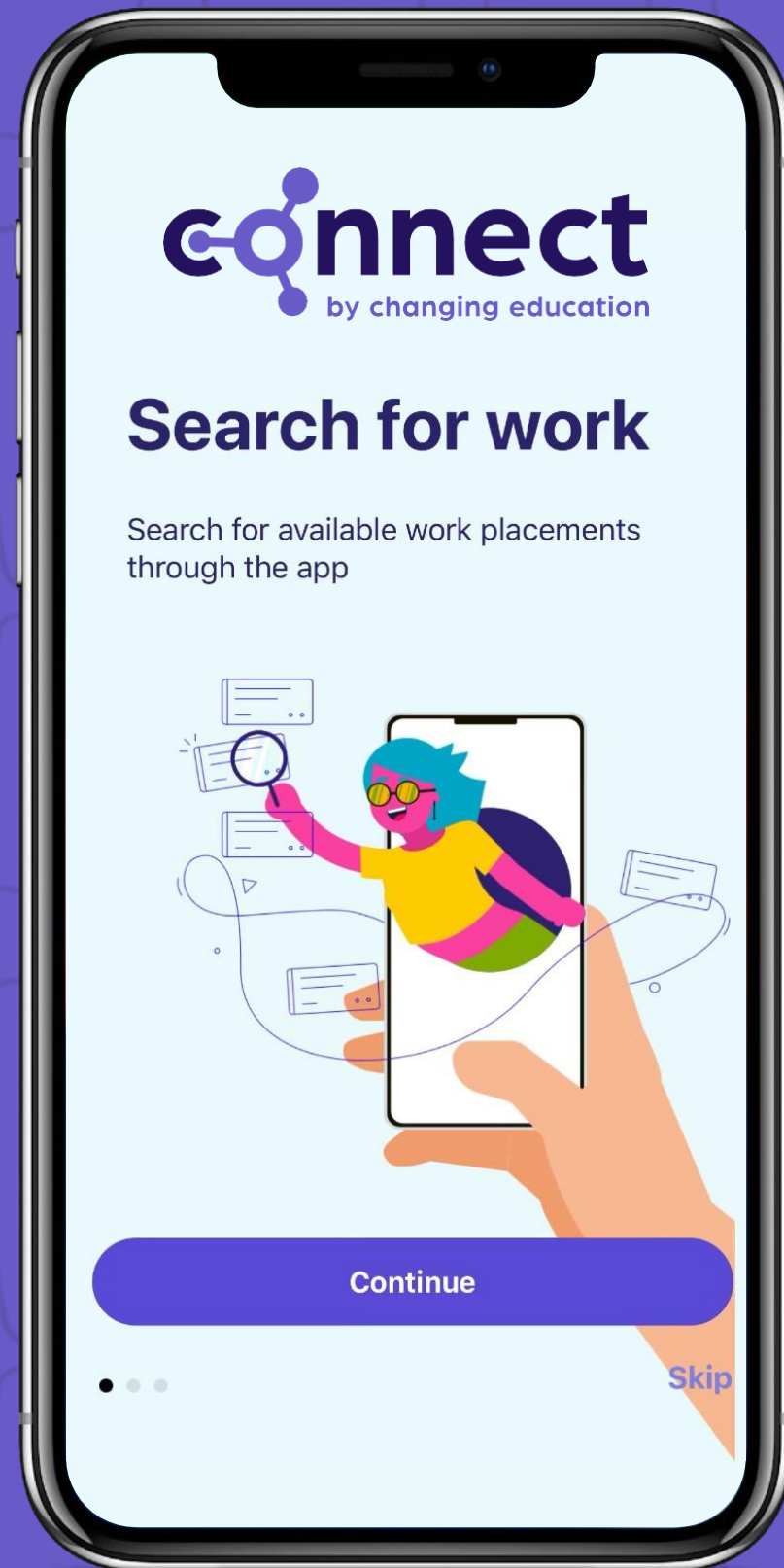
- **Be on time** - Make sure you arrive for your placement on time and ready to start your day, plan your journey in advance!
- **Be polite and respectful** - It's important to always be polite and respectful of the people around you. It's important to listen and follow instructions.
- **Embrace the challenge** - It can be hard being in new surroundings with new people, be open to the new challenges you'll come across, as these will help you to build your skills.
- **Ask questions** - this shows your employer that you're interested, and helps you gain a better understanding of your role.



How do I get started with Connect?

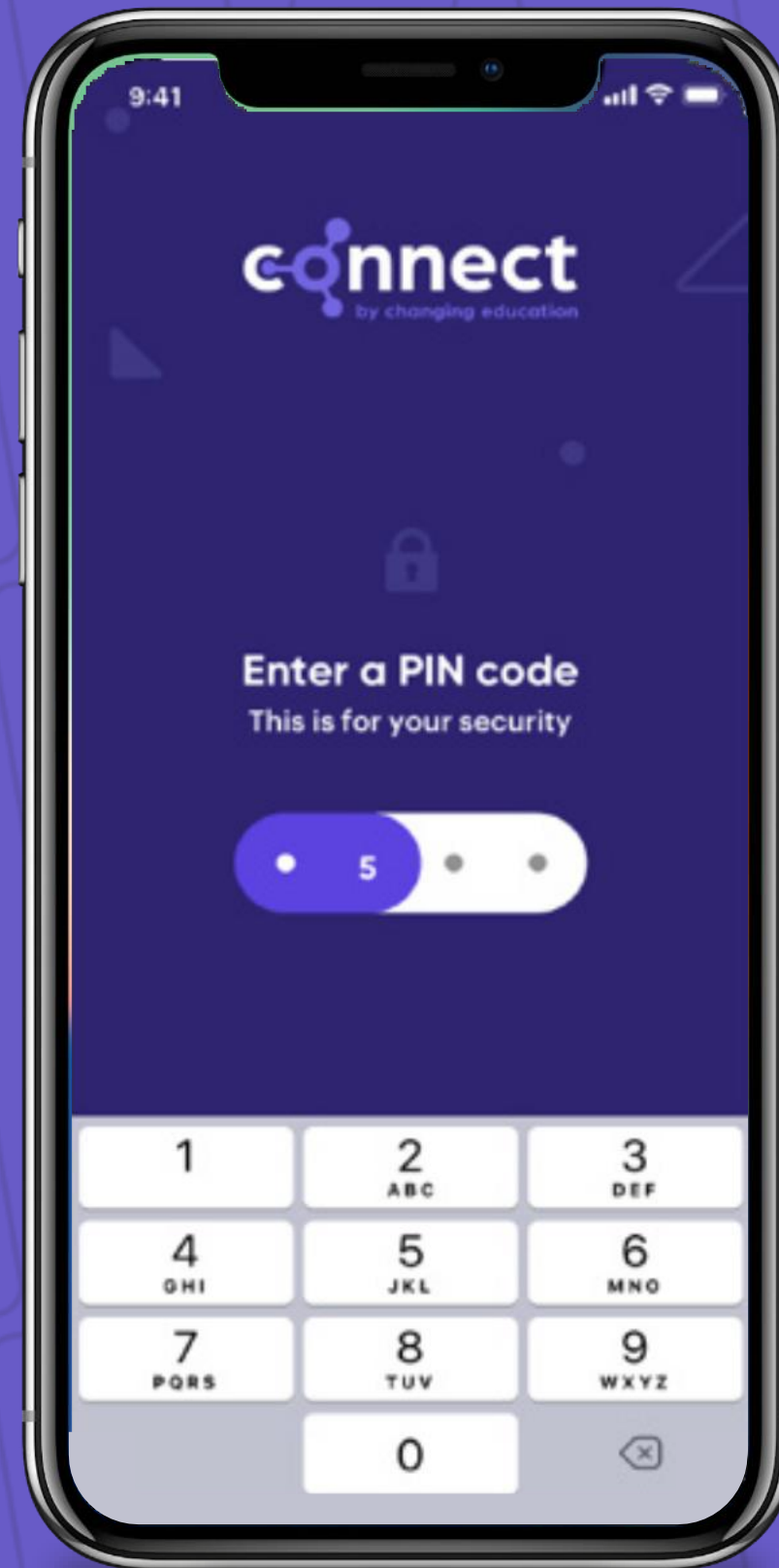
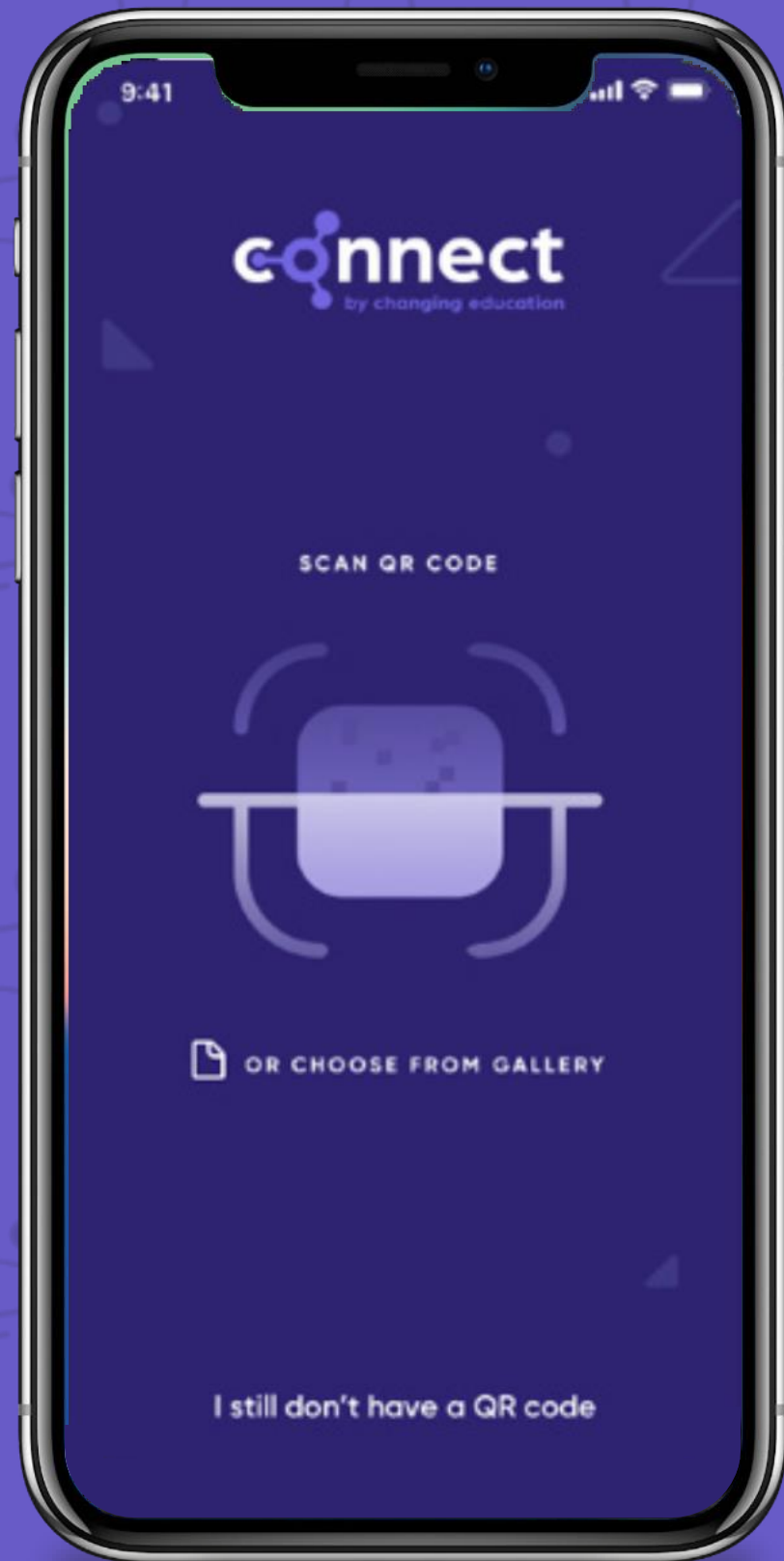
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Step 1: Download the app



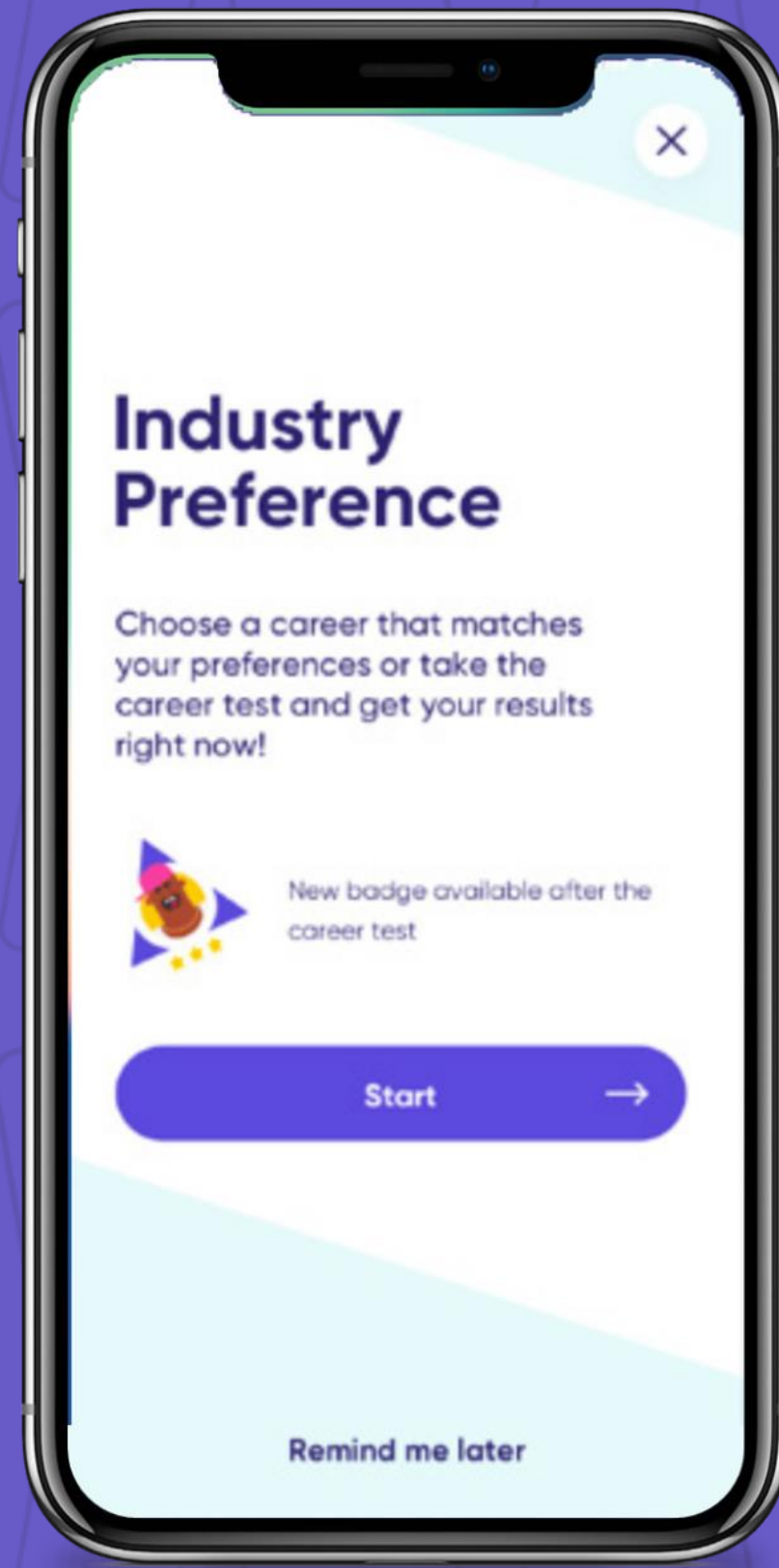
- Type 'Connect Placement Manager' into your app store and download the app.
- If you don't have access to a smartphone, your email invite will include a link to your online portal.

Step 2: Log into the App



- Scan your unique QR Code or click the link in your invite email and create your own password.

Step 3: Select Your Industry Preference

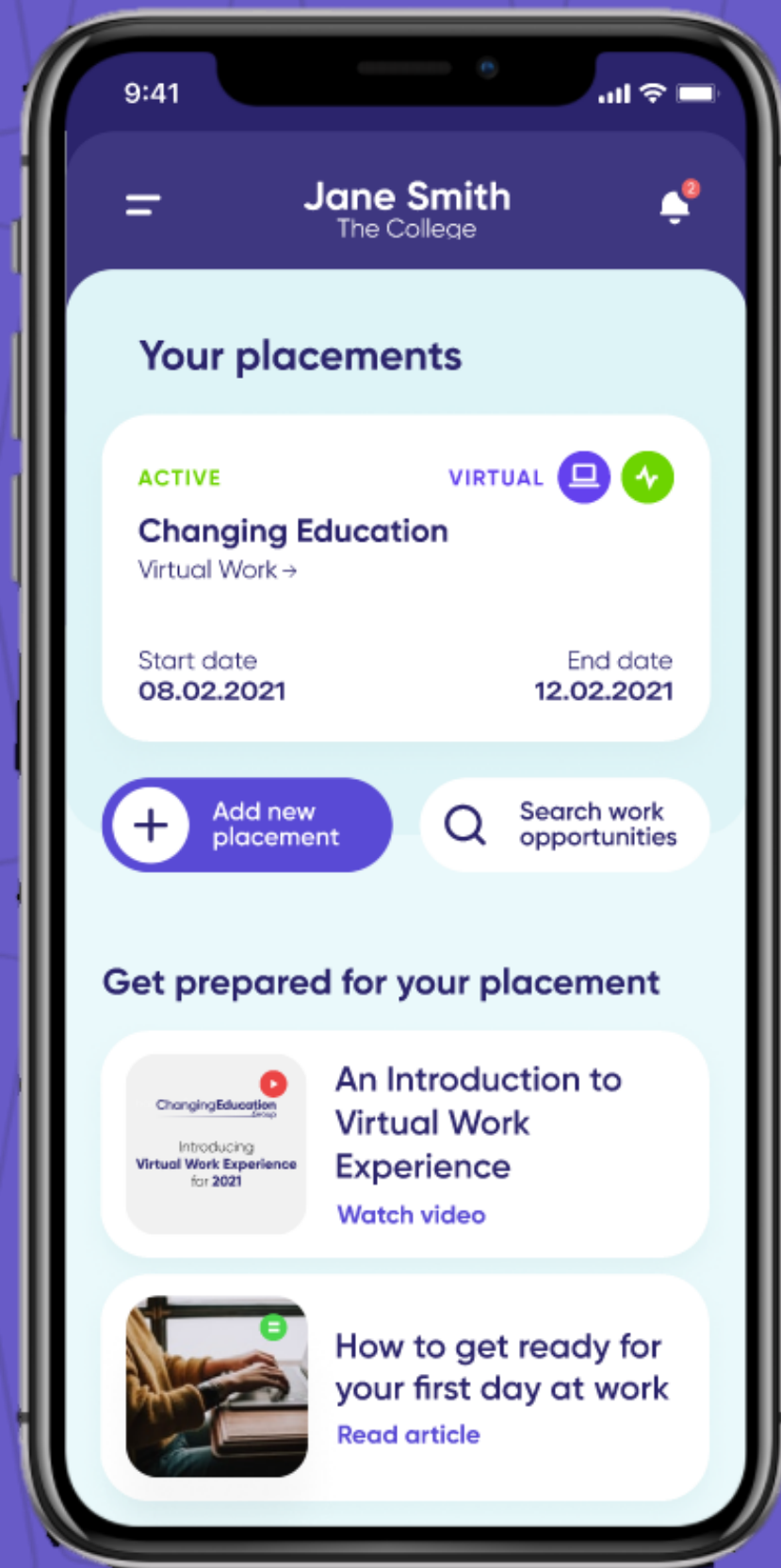


- Next, you can select the industries you're interested in.
- If you're unsure - take the careers insight test to see what could be a good fit for you based on your interests.
- Once you finish your placement, you may have a better idea of your future interests - take the test again to see if your preferences have changed.

Expectations – deadline April 1st to be assured of placement being approved

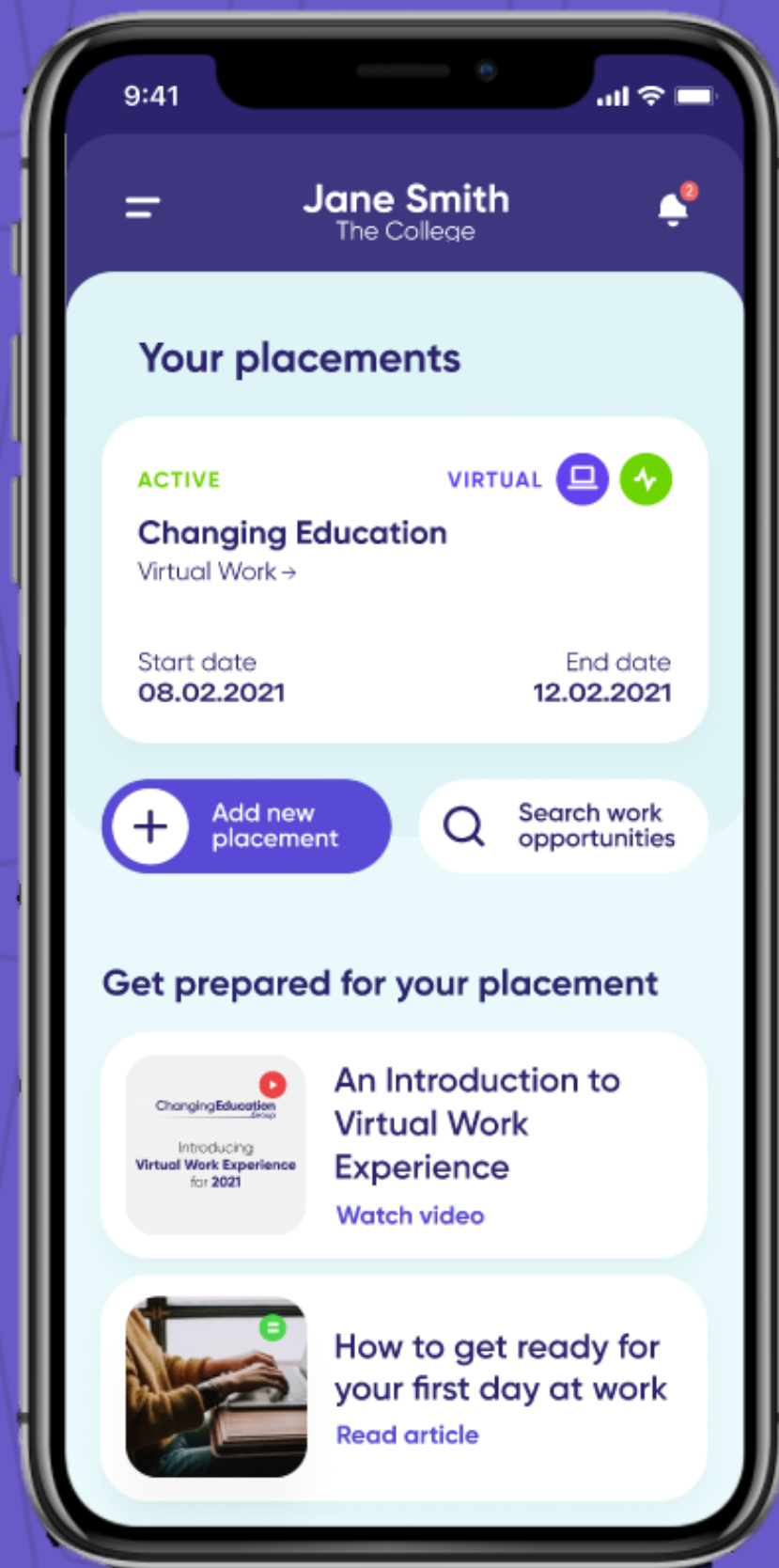
- **You should have made contact with the firm to make sure they agree the placement.**
- **Make sure they agree the dates – 8th to 12th July 2024.**
- **Make sure you have the correct contact details – this is what I will use to verify the placement:**
 - **Name**
 - **Job Title**
 - **Telephone/mobile**
 - **Email address**
 - **Address of the company**
- **You will be able to keep a check on the progress of your risk assessment through the app.**
- **Any questions come and see me.**
- **Both I and your tutors will be chasing you during this process.**

Step 4: Inputting your placement



- Once you have found your placement - add the details of your employer into your app so your teacher can verify that the placement is safe and planned!
- The information you must ensure is correct and up to date is;
 - Contact Name
 - Address
 - E-mail Address
 - Phone Number

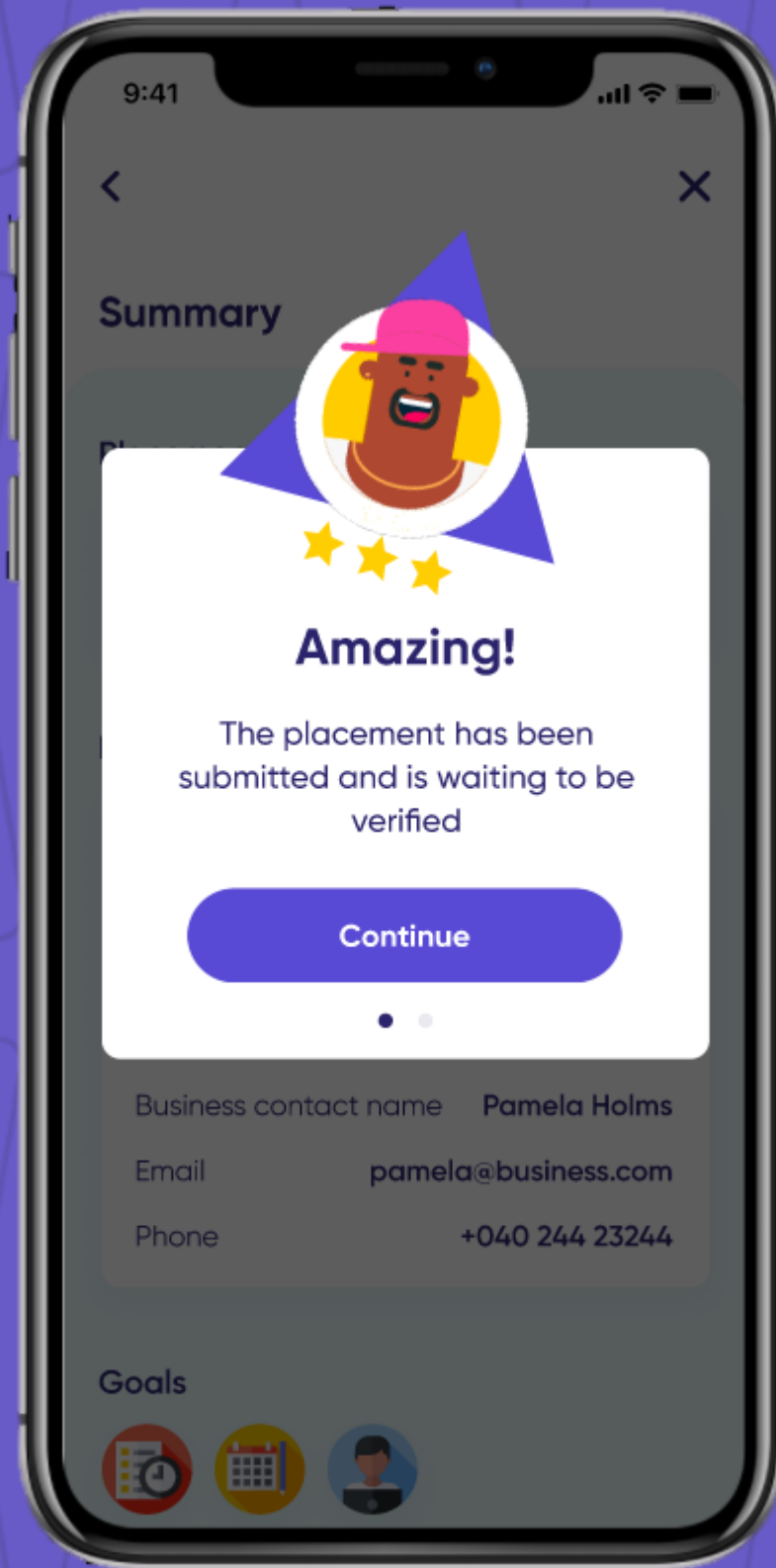
Step 4: Inputting your placement



- Make sure you get your placement information on to your app.

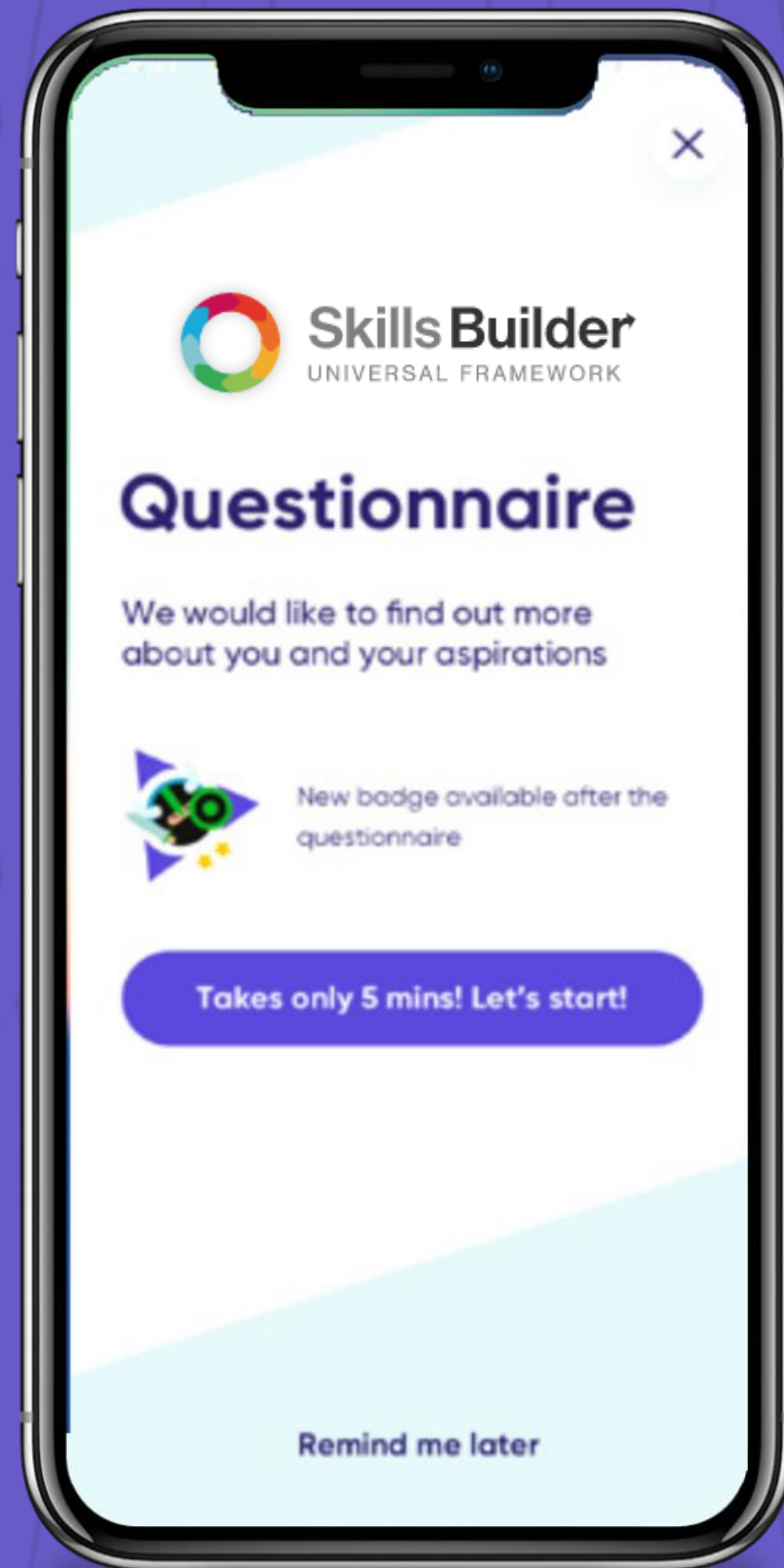
- Your final deadline is April 1st.

Step 5: Placement Verification



- I will verify or deny your placement based on whether all of your details are fully complete and approved.
- Check your app to see the status of your placement.

What else can you do in your app?



Skills Builder

- Take assessments to identify your key skills

Employability Quizzes

- Complete quizzes to help prepare for your placement

Badges

- Collect badges as you complete activities in the app

Certificates

- When you finish your placement, you'll receive your certificate complete with feedback from your employer - so make sure you do your best to impress them!

How do I input my placement on the Web Portal?

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Portal Home Page

The screenshot shows the 'Connect' portal home page. At the top left is the 'connect by changing education' logo. At the top right, it says 'Hi, Heather'. Below the header is a welcome message: 'Hi Heather, Welcome to Connect, your work placement portal'. A sub-header explains: 'From this page you can submit self placement applications, search for placement opportunities, check the status of your assigned work placements. Please click the buttons on the relevant panel to complete the required task.' The main content area is divided into four colored panels: 1. 'Placement Summary' (light blue) with a description and buttons for 'View your placements' and 'Submit a new placement'. 2. 'Placement Opportunities' (yellow) with a message: 'Your organisation doesn't have access to placement opportunities'. 3. 'Skills Builder Summary' (teal) with a description and an 'Update Skills Builder' button. 4. 'Programme Summary' (light pink) with a description and a 'View your programmes' button. At the bottom left, there is a copyright notice: '2023 © Changing Education Limited'.

- You can also access your placements through the web portal, you'll find the link to this in your invite email.

Submit your placement details

The screenshot shows the 'connect' dashboard interface. At the top left is the 'connect by changing education' logo, and at the top right is the user name 'Hi, Heather'. Below the header is a navigation bar with five icons: Home, Placements, Opportunities, Skills Builder, and Programmes. The main content area is titled 'Submit Self-Placement Application' and features a progress indicator with four steps: 1. Placement Dates (Your start and end dates), 2. Employer Details (The employer and job details), 3. Timetable (The hours you will attend), and 4. Review and Submit (Confirm all placement details). Step 1 is currently active. Below the progress indicator, the 'Step 1 - Submit Placement Dates' section contains two date input fields: 'Start Date *' with the value '13/11/2023' and 'End Date *' with the value '17/11/2023'. At the bottom of this section are two buttons: 'Submit placement dates' and 'cancel'. The footer of the dashboard displays '2023 © Changing Education Limited'.

- Your dashboard will give you instructions on what you need to complete.

Your next steps

Once you get your invite email -
download the app to get started!

You have until April 1st to confirm
your placement.

