



WORK EXPERIENCE FOR YEAR 10 STUDENTS: MARCH 13th – 24th 2017

STUDENT AGREEMENT & PLACEMENT QUESTIONNAIRE (Deadline 7th September 2016)

Before Work Experience can be authorised for you, you need to read and sign this form and hand it to your Life Skills teacher or to Careers staff (rm. U010) who can answer any question you may have.

I UNDERSTAND THAT WORK EXPERIENCE IS ABOUT:

- Finding out about the world of work and having to be flexible, reliable, and professional.
- Learning to communicate well with people I don't know, in unfamiliar situations.
- Travelling to somewhere new to do a job which I may find boring.
- Reflecting on things I do and do not enjoy about work, and thinking about what I may want to achieve in the future and what is important for me in a job.

I AM AWARE THAT:

- I am allowed to find my own placement (through family or friends etc). If I do, then my parents or I will contact the employers and ask them to fill in an Own Placement form which I will bring to the school Careers Room as soon as possible.
- Some placements have hours of work which are longer than the school day, and some will require special clothing or shoes.
- I do not receive a Work Experience certificate if I do not attend every day of my placement.
- I will hand in my completed diary with the employer's section filled in and signed.

I AGREE TO MAKE SURE THAT:

- I will go to the placement every day and arrive on time.
- If anything should happen to stop me from going, (e.g. illness/medical appointment) then I will phone the employer and the school immediately.

PLACEMENT QUESTIONNAIRE

1. Please give an idea of the kind of work you are interested in and any jobs you might want to do in the future:.....
.....
2. Are you planning to find your own placement? YES NO (*please circle*)
3. If you are not intending or able to find your own placement, the Careers Staff will provide you with a placement.

SIGNED.....

NAME (BLOCK CAPITALS).....

TUTOR GROUP..... DATE.....

