

# ONCE I HAVE FOUND AND SECURED A WORK PLACEMENT

Name:.....  
Tutor Group: 10.....  
Job Title:.....  
Company Name:.....  
Company Address:.....  
.....  
.....  
Contact Name:.....  
Contact Phone Number:.....  
Contact Email Address:.....  
Hours of work:  
Start:.....  
Finish:.....  
Lunch Break:.....  
Dress Code:.....  
.....



Once your child has found and secured a placement they will need to fill in one of the above work experience forms that they can get from their tutor, Mrs Hallam or Miss Barrett and hand it in to Mrs Hallam or Miss Barrett who will process their placement. The deadline for all placements to be in is Monday 16th April 2018

# YEAR 10 WORK EXPERIENCE 2018

Monday 25th June—Friday 29th June



If you would like further information on Work Experience  
please contact Mrs Hallam or Miss Barrett  
on 0115 955 4804 or

[gill.hallam@arnoldhillacademy.co.uk](mailto:gill.hallam@arnoldhillacademy.co.uk)

[Kelleah.barrett@arnoldhillacademy.co.uk](mailto:Kelleah.barrett@arnoldhillacademy.co.uk)

## WHY WORK EXPERIENCE?

Work Experience allows for pupils to gain a 'hands on experience' of what the working world is like by carrying out tasks and duties in a work place of their choice, as a junior employee of a company would. We encourage our pupils to seek out a placement of their choice, contact the employer and arrange for the placement to go ahead; so that our pupils will have a willingness to proceed with the placement knowing that it is an area of employment that they have much interest in. We support pupils with this by providing examples of CVs and cover letters when approaching employers and we also provide a website that pupils can use which displays businesses and companies that take on work experience pupils.

At Arnold Hill Academy we encourage our pupils to go out on work experience as we believe there are many benefits for a pupil that attends work experience. These benefits include shaping pupils perceptions of the world of work, broadening their knowledge of a particular occupation and their understanding of work place expectations and allows for pupils to transfer the skills they have learnt and developed in an educational setting to a work environment.



'WORK EXPERIENCE REALLY HELPED ME TO GAIN NEW SKILLS, THAT I CAN NOW ADD ON MY C.V. WHEN LOOKING FOR A SATURDAY JOB!'

## HOW DOES MY CHILD FIND A PLACEMENT?

Finding a Work Experience Placement can be very competitive as many of the local schools go out on work experience at a similar time of the academic year, therefore the earlier the pupils can find and secure a placement the better.

To help pupils find a placement, we provide a database which pupils can access which has many placements on there. Pupils are not obliged to only go to one of the placements on the database but the placements on the database incur a lower cost for health and safety checks that have to be made prior to pupils going out on placement.

## HOW DO I ACCESS THE DATABASE?

Go to: <http://safetymeasures.work-experience.co.uk>

- ◆ Click on Student Login
- ◆ USERNAME: arnoldhillstudent
- ◆ PASSWORD: Arnoldhill01 (Note this MUST be a capital A)
- ◆ Click 'Search for placements'
- ◆ Enter information into as many fields as requires e.g. Type of business from the drop down box or postcode to find a placement in a specific area
- ◆ Click on Job Title to find out more details about the job including address and contact details of the employer