

Warlingham School Work Experience



Finding the right placement: A guide for parents and students

FINDING THE RIGHT PLACEMENT

- **ACT NOW!** Remember students from other schools will also be out there searching for the best opportunities. Don't be left behind only to find all the best placements have gone!
- Have a think about the type of work you might like.
- Have a look through the Yellow Pages and make a list of companies (and their phone numbers) that might interest you.
- Call companies and ask politely if you could speak to someone about the possibility of doing WEX with them.
- If they agree to place you, then ask them the most convenient way to get the 'WEX Employers Form' completed. Do they want you to post it, or would they prefer you to take it to them personally which will give them a chance to meet with you as well as complete the form?
- Make sure that your employer attaches a copy of their 'Employer Liability Insurance' document to the form. You will need this to be allowed to go on the placement. Return this form with the 'WEX Student form' by December 1st.
- If you are having difficulties, come and see the WEX team (in the LRC) who will be able to help you find somewhere.

ADVICE FOR PARENTS

- Finding a job is all part of the *experience* of WEX. By all means assist your son/daughter with finding a placement, but try and encourage them to do it themselves. It will stand them in good stead for finding a real job.
 - Avoid places where the gender balance or small numbers may present a problem. Medium to large size companies are more likely to be able to ensure your child has a varied experience over the 10 days.
 - Check that the employer will be able to provide a range of experiences. Filing every day is not very stimulating!
 - Avoid taking your son/daughter under your direct supervision. This may lead to tension and isn't always conducive to a proper working relationship. However, placing them with colleagues within your company is fine.
 - Consider transport implications. What are the travel costs? How will they get to their placement? This side of WEX is up to you! However, encourage your child to be prepared to travel to an exciting opportunity!
 - Please check that the company is suitably insured. A copy of their Employer Liability Insurance **MUST** be returned with the WEX forms.
 - Please ensure both the 'WEX Employer form' and the 'WEX student form' are returned no later than **1st December**.
 - Once the forms are in, we will carry out appropriate Health and safety checks and administration to ensure that the placement is suitable and safe. This takes a great deal of time (there are 240 students in yr 10!), hence the deadline of December 1st.
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WEX warnings!

Some things to think about when choosing a placement....

Do not expect to be doing the exact job you want when you are older. If you get a placement in a hospital, it doesn't mean that you will be a doctor for two weeks! You must expect that any company will have to give you tasks with a fairly low responsibility. There's a lot more training to do for most jobs before you are allowed to do them. That's one of the things school is for! But do not let this stop you getting the most out of your WEX. You can still learn a great deal about what the job entails, how employees and colleagues interact and you can start to think about you might fit into the work place. For example, a WEX student at a hairdresser would not be allowed to cut hair. How would you feel if an untrained beginner was let loose on your hair? You will more than likely make the teas, sweep the floors, stock the shelves, answer the phones etc. But all this is valuable experience, as part of being a hairdresser does involve many of these extra skills. Make the most of it and learn from any task you are given, no matter what placement you are on.

REMEMBER: If you are having trouble finding a placement, come and see us and we will help!