



STATIONERS'
CROWN WOODS ACADEMY

Work Experience Information

Information for Parents/Carers at Stationers' Crown Woods Academy

Key Information:

- All students in both Years 10 and 12 will complete two weeks of work experience between **Monday, 8 to Friday, 19 July 2024**.
- Ideally, all students will be on their work experience placement for the full ten days; however, it may be possible to find two shorter placements of five days each.
- If/when students are not on their placement, they will be expected to attend school for a work experience programme.
- The deadline for confirming placements is **Monday, 6 May 2024**.

Why is work experience important?

Work experience will provide students with an insight into possible future career paths. This opportunity will allow them to learn and develop their employability skills as well as enhance their CV. All experience within the work environment is beneficial, not only for long term career paths, but for future part time roles as well.

How to decide on a placement?

Placements could be decided based on a range of factors:

- What jobs are they already interested in?
- Who would they like to work with? (adults, children, animals, etc.)
- What subjects do they like in school? What careers could they do based on these?
- What are their hobbies or interests?
- Encourage them to be realistic - can they travel there? Are there costs attached?

How can students find placements?

Across Module 4 in their Life Skills and PSHE lessons, students will be learning about work experience and how to search for placements using Unifrog and Google. Both of these search tools should be used at home as well to guide their search for a suitable placement. Unifrog can be used to support their search through:

- Completing personality and skills quizzes (these will suggest possible career paths based on their answers)
- Searching for jobs and roles through subjects they are interested in

Students may also find placements within their wider friends and family network. This is an independent process, so students should initially try to find their own placements.

How should students conduct themselves on their placements?

- Be professional - polite and respectful
- Be punctual
- Attend every day
- Be helpful
- Be positive - take part in all activities that are requested of you
- Ask questions and show an interest
- Observe - what can they learn from the environment around them?
- Dress appropriately - is there a uniform policy?
- Be prepared - plan the journey in advance. Is there somewhere to eat there? Do they need to take money? Do

they need to take any paperwork with them on the first day? Do they know the working hours?

If a student is unable to attend a day at their placement due to sickness, contact with both the employer and their small school must be made for **each day** of their absence.

How do students confirm their placements?

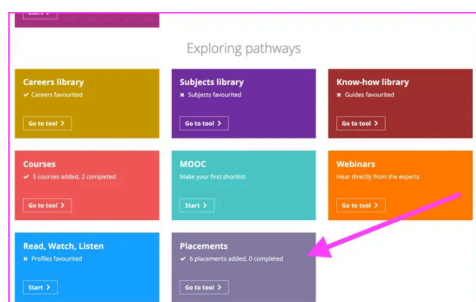
When an employer has confirmed that they can work there, the student needs to complete the Student Initial Form on Unifrog. This can be found using the following steps:

- Placements
- 'Add a new placement'
- Complete the **Student Initial Form** - this will ask for the employer's details. This will set off a chain reaction of actions:
- Employer confirmation
- Parental confirmation
- School confirmation

It is vital that all contact details are correct to allow the process to proceed.

Resources library

When the student is ready to add the placement, they can find the Placements tool just like any other student tool, via a tile on their homepage:



Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms. Want an overview of how organising a placement works? See the [whole process](#).



0 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

[+ Add new placement](#)

What support will be offered to students?

We will initially support students during their Life Skills and PSHE lessons. If students are struggling to find a placement, we will meet with them to support this process as well. The earlier we are made aware of this, the quicker we can offer support. The deadline of Monday, 6 May 2024, for placement confirmations will allow us nine weeks to support students with finding placements if they have not been successful.

The Academy will make contact with the employers via weekly phone calls or face-to-face visits to local placements.

Who can you contact with any questions or queries?

- Eve Collier, Vice Principal - eve.ollier@scwa.org.uk
- Linda Devereux, Support and Administration - linda.devereux@scwa.org.uk
- Pastoral Small Schools via their email address