

Year 10 Work Experiences – June / July-2023

Gatsby Benchmark 5/ 6

(5)-Encounters with employers and employees

(6)- Experience of the workplace

Our current Year 10 pupils engaged in a Work experience week during June and July of this Academic year 2023. All parents and carers were contacted either by Teams meeting or phone call in January to discuss what this process involved and how best they could support their child.

Parents/carers/ students were asked to consider finding their” own placement” as this was historically found to be a favourable option. If students found a placement they were interested in and liked, they would engage with the process and enjoy the week.

Parents/Carers were given appropriate paperwork that would need to be completed and if any support was needed. I could be contacted to support the process.

They were given until the easter holidays to decide which placement route they would prefer and return the paperwork for me to process.

Working with Services for Young People (SFYP) based in Stevenage, we discussed the requirements to find placements and for those students who didn't require support the health & safety checks would be undertaken by them to make sure it was a safe and supported placement. For students who wanted support to find placements, this was undertaken by SFYP who had a database of companies to use and if not, any placements would then consider the student's home details and make enquires in trying to source a placement.

Once a placement was found the student would then be taken to visit and speak to the employer, all expectations were discussed, including clothing, timings, etc and then the student would be all good to start.

Due to placements not being able to support all the same week, the Work Experience week was spread out from 26th June – 14th July,

Vivienne from Job Centre Plus (Works and Pensions department) came into Hailey Hall Before the students started their Work Experience week to have a Pre WEX workshop where she discussed expectations from employers and good tips to follow whilst at their placement.

The students would be monitored daily regarding attendance. and most students were visited once on-site during their allotted week to make sure all was well and discuss any problems.

Vivienne (JCP) also came into Hailey Hall after the students completed their WEX to discuss what they found useful and enjoyed about their placement and discuss some negative aspects that students may have found.

Engaging in work experience can be an enriching experience for Year 10 SEND students, providing them with valuable skills and personal development. Here are some essential skills that SEND students can work on during their work experience:

1. **Communication Skills:** Practicing effective communication is crucial in any work environment. Encourage students to ask questions, actively listen to instructions, and express their ideas and thoughts clearly.
2. **Adaptability:** Work experience often involves new and unfamiliar situations. Encourage students to be flexible and adaptable, as they may encounter various tasks and responsibilities during their placement.
3. **Time Management:** Help students understand the importance of time management by prioritizing tasks, meeting deadlines, and balancing different responsibilities during their work experience.
4. **Problem-Solving:** Encourage students to think critically and develop problem-solving skills. Being able to identify and resolve challenges they encounter will enhance their confidence and independence.
5. **Teamwork:** In many work settings, collaboration is essential. Encourage students to work effectively with others, respecting diverse perspectives and contributing to group projects or tasks.
6. **Initiative:** Encourage students to take the initiative and show a willingness to learn and participate actively in the workplace. This can involve offering help, seeking out opportunities to contribute, and taking on responsibilities proactively.
7. **Independence:** Foster a sense of independence in students, encouraging them to take ownership of their tasks and responsibilities while seeking guidance when needed.
8. **Self-Advocacy:** Help students understand the importance of self-advocacy. Encourage them to communicate their needs and ask for accommodations if required, ensuring they can fully participate in the work experience.
9. **Resilience:** Work experiences may present challenges, but developing resilience and a positive attitude will help students overcome obstacles and learn from their experiences.
10. **Professionalism:** Teach students about workplace etiquette and professional behaviour, including dressing appropriately, maintaining a positive attitude, and showing respect to colleagues and supervisors.

Remember, work experience is not only about specific job-related skills but also about personal growth and confidence-building. Providing a supportive and inclusive environment during work experience will allow Year 10 SEND students to gain valuable skills that can benefit them in various aspects of life.

Examples of student's work placements are as follows,

- Larwood School Stevenage (Education)-



- Homebase, Bishop Stortford (Retail)



- Hertfordshire Police Service at Hertfordshire University campus (Public Services)



- Harlow Petting Zoo (Animal care)



- Media /Filming, Stevenage (IT/Entertainment)



- [Asda, Hemel Hempstead \(Retail\)](#)



- [Accountancy London, \(Business\)](#)



Antony Batty & Company LLP
Insolvency, Recovery & Turnaround

- [Pharmacy Stevenage \(STEM\)](#)



- [Computers and IT, London \(IT\)](#)



- [Motor Mechanics, \(Motor Mechanics\)](#)



- [Hailey Hall kitchens – \(Catering\)](#)



HAILEY HALL SCHOOL
Believe | Strive | Achieve

- [Rye House – \(Admin\)](#)



- [Jewson's, Hertford \(Construction/Retail\)](#)



Having spoken to all Students/Parents/carers and placements there were many positive comments made, such as student 1- "I would hire him in a heartbeat" student 2- "Hardworking and polite ", student 3- "You were really well-behaved, and you should be proud of yourself, well done ", student 4- "adapted to the office environment well, was always polite, respectful and needed little direction".- student 5- I will not be looking in working in a office in the future"

A particular comment from an employer was very pleasing-" I will admit I have been pleasantly surprised, and he has actually been keen to undertake tasks and has completed them to a good standard. He has worked well alongside staff as well as working to complete tasks on his own. He has been polite and chatty, which his mother has said is quite unusual for him so I would like to say, all in all, it has been a good week".,

A good week was had by all and looking forward to next Year's 10 work experience week.in July 2024.

Peter Gregory

Careers Lead