

Stockwell Park High School

Preparation of Work Experience



Introduction:

This project is a 16 week programme in preparation for Year 10 work experience. The aim of the project is to fully prepare pupils for the world of work and the challenges of working in an enterprising environment. During the programme pupils will be involved in a range of cross curricular activities including work with stakeholder groups.

The programme begins with an introduction by Year 11 pupils who took part in the programme the previous year sharing their experiences and giving advice. The programme takes Year 10 participants on a journey in preparation for work and includes 'The World of Work' presentations, preparation of CVs, and development key skills culminating in a Mock Interview Day. During the Mock Interview Day, pupils are required to come into school in full formal work attire and will be formally interviewed for specific jobs that they have previously selected. By a panel made up of senior teachers, governors and local business representatives) will conduct the interviews.

This programme has been devised by Stockwell Park High School as an in-house programme as part of our Business and Enterprise Specialism.

Attached below is an overview of the programme with exemplar proformas. For further information please contact the Business and Enterprise Co-ordinator at Stockwell Park High School.

Business and Enterprise Co-ordinator

**16 Week Programme
Preparing for Work Experience**

PSHE Lesson

Date	Lesson	Activity and Links with others
	1	Introduction to the 'World of Work' Work Experience Formal Presentations made by Year 11 pupils
	2	- Understanding Key Skills - Assessing your Skills & Interests
	3	Selecting a job Completing an Application Form
	4	Completing Curriculum Vitae (CV) Writing a Letter of Application
	5	Preparing for the interview - Researching the business - Preparing interview questions Cross curricular link with the English department
	7	Preparing for the interview - Preparing to arrive on time - Preparing for 'the first impression' (non verbal communication and interpersonal skills)
	8	Cross curricular link with Drama Department Presenting 'The Interview' - Scenarios of Good and Bad Interview Practises - Waiting for the Interview to Start - Do's & Don'ts - At the End of the Interview
HALF TERM BREAK		
	9	Final preparation for Mock Interview Day.
	10	MOCK INTERVIEW DAY
	11	Interview feedback - Pupils go through the written feedback sheets - Pupils given time for reflection
	12	- Placements allocated - Pupils contact their organisations to arrange interviews
	13	Staying Safe - Child protection in the workplace by LEA officer - Class activity External link with LEA
	14	Health & Safety - Presentation by LEA Health & Safety Officer - Class activity External link with LEA
	15	The first day - Working with adults - Completing tasks/ jobs - Asking for assistance - What to do if you are unable to attend work
	16	FINAL PREPARATION/ FLEXI TIME

Dear

Year 10
Work Experience
Monday 21st April 2008 to Friday 2nd May 2008

As part of the National Curriculum, KS4 students are required to take part in a Work Experience Programme.

The principal intention of Work Experience Programme is to introduce the student to the 'World of Work'. The emphasis is on recognising, and having the opportunity to develop and use Key Skills, identified by employers as being the most valuable in all areas of employment.

In preparation for our schools 2-week Work Experience, which takes place on Monday 21st April 2008 to Friday 2nd May 2008, we have decided to hold a 'Mock Interview Day'. Students will be given the opportunity to prepare for an interview in the same way they would if they were to attend a real one.

Our aim is to allow the students to:

1. Dress appropriately for an interview
2. Answer interview questions
3. Ask questions relating to a particular job
4. And receive feedback.

Your role would be to interview the student on a one to one basis and feedback on any good or bad practices.

If you are able to give time to support our scheme, could you kindly complete the enclosed pro forma and return it either by post or by fax before 18th January 2008. Alternatively, you could e-mail the information to me at beverley@stockpark.lambeth.sch.uk.

Yours faithfully

Beverley Myers
Work Experience Officer

FAX BACK
020 7738 6196



To: Beverley Myers
Work Experience Officer
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Company Name	
Address	
Contact Supervisor	
Telephone No.	
Email Address	

I am able to offer my support in your Work Experience 'Mock Interview Day' Scheme.	YES	NO
I am not able to offer my support in your Work Experience 'Mock Interview Day' Scheme	YES	NO

Signature Date:
