

Why do work experience?

- ◆ Sample a working environment
- ◆ Explore the difference between school and work
- ◆ Improve self confidence and gain new skills
- ◆ Realise the importance of good time keeping, safety regulations and discipline
- ◆ Develop personal skills such as:
 - communication
 - working with others
 - problem solving

Hurworth School

Croft Road
Hurworth-on-Tees
Darlington
Co Durham
DL2 2JG

T: 01325 720424 / 721188

F: 01325 721788

E: enquiries@hurworthschool.org.uk

For further information you can contact

Careers Advisor:

Mrs P Hudson / Mrs S Johnson

phn@hurworth.swiftacademies.org.uk

sms@hurworth.swiftacademies.org.uk



WORK EXPERIENCE

**Monday 9th March - Friday 13th
March 2020**



How to arrange your work experience

The best way to ensure you have a meaningful work experience is to arrange your own placement-ment which you can match to your own interests. Talk to family and friends and contact local employers by email or telephone.

Have your CV ready as employers might ask to see it before agreeing a placement with you. **When an employer has agreed to give you a placement complete the yellow form and return it to Penny Hudson straight away.**

If you are unable to find a local employer, we will work with you to find a suitable placement. Penny will arrange a meeting with you to discuss your form and arrange a suitable placement.

Your form must be completed and returned to school by the Monday 2nd December 2019.

What happens next?

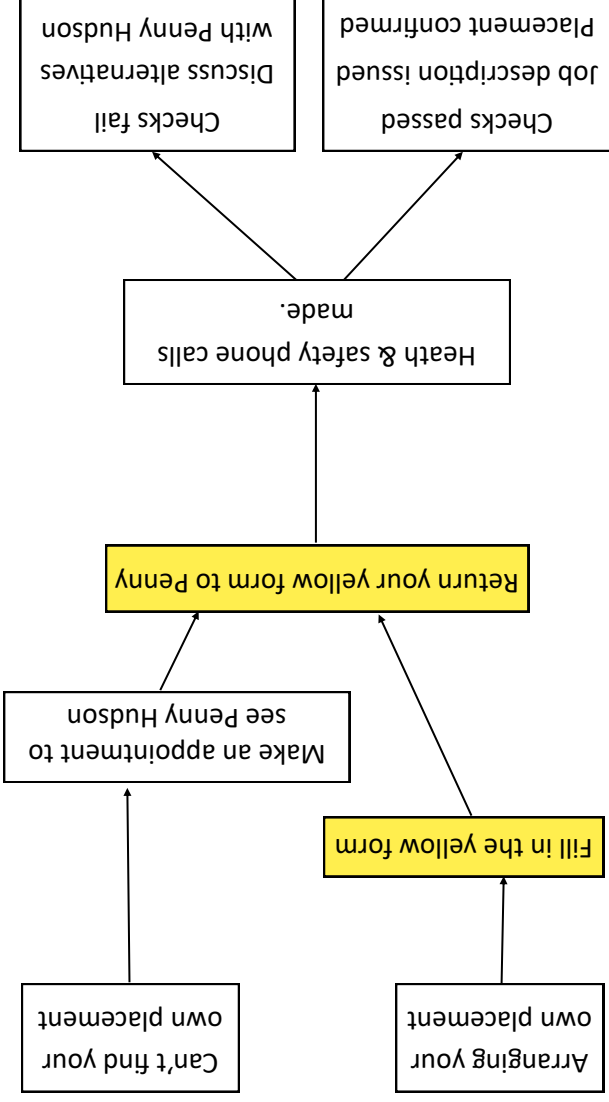
We will check that the employer has the correct Health and Safety Risk Assessments and current Employers and Public Liability Insurance.

Each employer will be contacted and we will ensure that a Health and safety induction has been scheduled for the first day of work experience.

Further information regarding Health and safety in the work place for work experience can be found at the Health and Safety Executive

www.hse.gov.uk/youngpeople/workexperience

We will also liaise with the employer and provide a job description for the week.



Dates

2nd December 2019 — Forms must be returned

9th March - 13th March 2020 Work Experience week