

## Important Dates & Deadlines

### Work Experience Launched to Year 10 students.

**Date: Friday 8<sup>th</sup> November 2019**

Work Experience Guide and Self-Placement forms given out during assembly/tutor time.

### Database of Placements Opens

**Date: TBC but will be Mid November 2019**

Students will be shown the site able to access the Placement Database the following week in their tutorial time. (Employed.im staff will be on hand to help with this)

### Deadline for self-placement.

**Date: Friday 31<sup>st</sup> January 2020**

### Deadline for Database shortlist submissions

**Date: Friday 31<sup>st</sup> January 2020**

Deadline for the database selection. The database will be closed to students from **5pm** on this date.

### Details and Forms for Placements distribution

**Date: Week Commencing 10<sup>th</sup> February 2019**

### Deadline for Agreement Form return

**Date: Wednesday 26<sup>th</sup> February 2020**

Deadline for Returning Agreement forms

### Work Experience

**Date: Monday 16<sup>th</sup> – Friday 20<sup>th</sup> March 2020**

### Year 10 Work Experience

The school does reserve the right not to place a student on work experience whose behaviour, attitude or attendance has been considered unsatisfactory during the year. This decision is not taken lightly and parents will be notified in advance if this is the case.

The above are STRICT deadlines. Self-Placement or Agreement Forms received after the deadline will not be accepted by the employed.im Work Experience Coordinator unless there are exceptional circumstances. This may lead to students not attending placements.

Further Information is available from the school website: [snhs.im](http://snhs.im)

## Work Experience Guide



Work experience forms a very important part of the curriculum in year 10. Placements give students the opportunity to develop a greater understanding of the world of work, learn new skills and form a better idea about future career goals.

As such, we ask all parents to support us in encouraging students to secure a relevant and meaningful placement. This year, students will complete work experience: **Monday 16<sup>th</sup> – Friday 20<sup>th</sup> March 2020**

This guide is designed to answer any questions you may have and help students secure their ideal placement.

**This Guide contains important  
information about Year 10  
Work Experience placements**

# Work Experience Guide

## Self-Placements

Students are actively encouraged to source their own placement if they have a specific sector or organisation that they are interested in. Before contacting an employer, students should first talk to the school coordinator as that placement may already have been allocated to another student.

If the School Coordinator is satisfied that it would be a suitable placement, the student will be given a Self-Placement Form which will need to be completed and signed by the employer, the student the Parent/Guardian and must be returned to the school by the **deadline** overleaf. The reason for the strict deadline is to ensure that all relevant checks can be undertaken by the employed.im Work Experience Coordinator

## Choosing a Placement

The choice of placement is important. Every effort should be made to ensure that it:

- Is in an industry that you are interested in.
- Is somewhere you can get to.
- Can offer you a real insight into that career area

## employed.im

All placements are checked and risk assessed for suitability by employed.im who have been allocated this responsibility by the Department of Education, Sport & Culture.

Students will be afforded protection and rights under all current employment legislation.

All students will be expected to complete a work experience log book during their placement to maximise their learning experience.



# Placement Database

If you are unable to self-place, then placements can be found in the work experience database at [www.employed.im](http://www.employed.im). This is a very comprehensive list covering all employment sectors.

Full instructions for accessing the database have been provided to students during their assembly and tutor time **from Mid November 2019**. Should you have any problems please contact the School Coordinator or Head of Year in the first instance.

Whilst every attempt is made to offer each student a placement that will match their aspirations, no guarantee can be made they their first choice will be allocated. **Students must select 6 choices and be willing to go to any of the 6.** Students must rank in their choices in order of preference.

When a student has been allocated a placement, they will receive an agreement form and job description. This will need to be signed by the student, employer (during a **COMPULSORY** preliminary visit) and Parent/Guardian. It must be completed and returned to school by the deadline indicated overleaf.

**Notes:** Please ensure you check the notice board on the employed.im site as this has important information from companies as some placements will only take Self-Placements, others will not take Self-Placements as they have offered via the employed.im system. Noble's Hospital you must be over 16 years, ManxSPCA you must be over 15 years, IOM Police do not take students in this week, as they offer placements in the summer holidays. If unsure ask your work experience co-ordinator in School.

## Other Information

- Students are expected to work the placement provider's normal working hours.
- Students will be expected to make their own way to the placement. Travelling time to and from the placement must be taken into consideration.
- Students will be expected to complete an evaluation and letter of thanks to employers following the successful completion of the placement.
- All students who complete the placement will receive a certificate for their Record of Achievement.
- Parent/Guardians are expected to inform the company of any medical conditions which may affect their son/daughter's whilst at their placement.
- Parents should inform both the school and employer if your child is unable to attend their placement due to sickness.