

Important Dates and Deadlines

Work Experience Launched to Year 10 students.

Date: Wednesday 16th January 2019

(Introduction letters given out during tutor time on Thursday 17th January)

Database of Placements Opens

Date: Thursday 17th January 2019

Students are able to access the Placement Database. (Time will be given in Careers lessons to access the database).

Deadline for Database shortlist submissions

Date: Friday 8th March 2019

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

Deadline for Self-Placement

Date: Wednesday 24th April 2019

Deadline for Agreement Form return

Date: Friday 10th May 2019

Work Experience

Date: Monday 17th June – Friday 28th June 2019

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 following sources:

Email: qe2enquiries@sch.im

Tel: 01624 841000

School Website: <https://qe2.sch.im/>

(Follow the 'About' link to the Work Experience page)

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 a two-week work experience placement from **Monday 17th to Friday 28th June**.

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

Mrs A Walker
Director of Studies

This Guide contains important information
about Year 10
Work Experience placements

Work Experience Guide

Queen Elizabeth II High School

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.

Self-Placements

Students are able to source their own placement if they have a specific sector or organisation that they are interested in. **Students are encouraged to review the database of placements first before sourcing a self-placement, as a placement may already have been offered.**

Before contacting an employer, students should first talk to the School Coordinator to discuss. 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 and a parent/guardian. The form must then be returned to the School by the **STRICT 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.

Please note that the following do not wish to be contacted directly, however, positions may be available on the database: **IOM Constabulary (separate programme operates), Police Headquarters, The Wildlife Park, DOT Harbours.**

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 and 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

All placements can be found in the work experience database at 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 an assembly and during lesson time. Should you or they have any problems, please contact the School Coordinator in the first instance.

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

When a student has been allocated a placement they will receive an Agreement Form and Job Description. The Agreement Form will need to be signed by the student, employer (during a COMPULSORY preliminary visit) and a parent/guardian. The form must be completed and returned to School by the **strict deadline** indicated overleaf.

Other notes: Noble's Hospital (over 18 only), ManxSPCA (15 and over), IOM Newspapers will take students who contact them directly.

Other Information

- Students are expected to work the placement provider's normal working hours.
- Travelling time to and from the placement must be taken into consideration.
- Students will be expected to make their own way to the placement.
- 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.
- Parents/guardians are expected to inform the School of any medical conditions which may affect their son/daughter's suitability for a work placement.
- Parents should be aware that any information we hold regarding medical conditions and special educational needs will be shared with employers if we think it is relevant to the placement.
- Parents should inform both the School and employer if your child is unable to attend their placement due to sickness.