

WORK EXPERIENCE

YEAR 10

# WHY WORK EXPERIENCE?

- **Develop “soft skills”** - teamwork, communication, resilience, independence
- **Differentiate yourself** - makes you different to other candidates if you’ve already got experience
- **Road Test** - you get to test out a job/company and determine if it is for you or not
- **Add motivation** - it might just be the impetus you need to push yourself
- **Develop or realise skills** - in the world of work you might find you’ve got skills you didn’t know you had
- **Experience** - you’ll be introduced to the world of work in a gradual (hopefully less overwhelming) manner.

# KEY DATES AND DEADLINES

	<b>Year 10</b>	<b>Year 12</b>
<b>Own placement (outside)</b>	<b>19th November 2018</b>	<b>12th November 2018</b>
<b>Own placements (Kent)</b>	<b>14th January 2019</b>	<b>7th January 2019</b>
<b>Placements available</b>	<b>14th January 2019</b>	<b>7th January 2019</b>
<b>Placements close</b>	<b>4th March 2019</b>	<b>25th February 2019</b>
<b>Work Experience</b>	<b>1st April 2019</b>	<b>25th March 2019</b>

# PIN NUMBERS

These are required to access the WebView system.

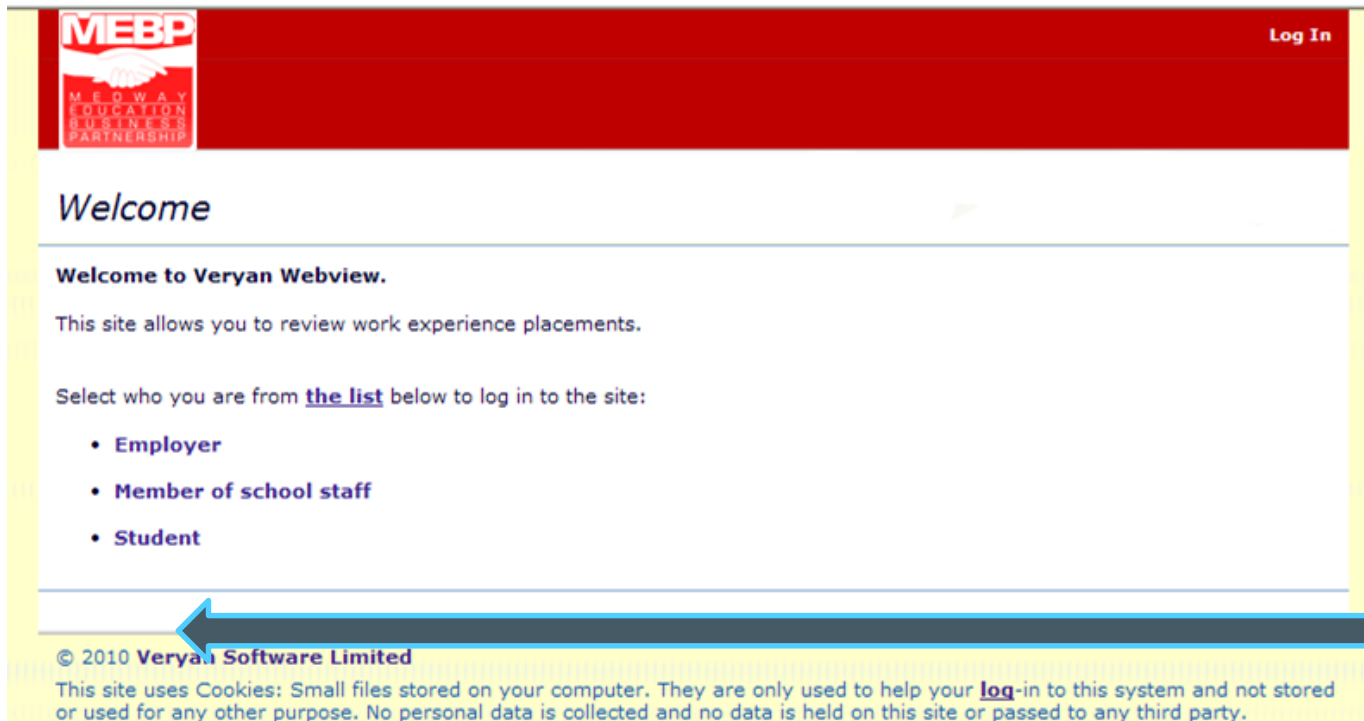
**Do not lose them**

You will receive these on the Parents' Evening or the following week through your tutor.

# HOW TO LOG ON

- You have to type in the search bar:

<http://Medway.learnaboutwork.org>



The screenshot shows the login page for the MEBP (Medway Education Business Partnership) website. The page has a red header with the MEBP logo on the left and a "Log In" link on the right. Below the header, the word "Welcome" is displayed in a large, italicized font. A horizontal line separates the header from the main content. The main content area contains the following text: "Welcome to Veryan Webview.", "This site allows you to review work experience placements.", and "Select who you are from [the list](#) below to log in to the site:". Below this text is a bulleted list of user roles: "Employer", "Member of school staff", and "Student". At the bottom of the page, there is a copyright notice: "© 2010 Veryan Software Limited" and a paragraph about cookies: "This site uses Cookies: Small files stored on your computer. They are only used to help your log-in to this system and not stored or used for any other purpose. No personal data is collected and no data is held on this site or passed to any third party." A blue arrow points from the bottom of the page towards the "Log In" link in the header.

**MEBP**  
M E D W A Y  
E D U C A T I O N  
B U S I N E S S  
P A R T N E R S H I P

Log In

*Welcome*

**Welcome to Veryan Webview.**

This site allows you to review work experience placements.

Select who you are from [the list](#) below to log in to the site:

- **Employer**
- **Member of school staff**
- **Student**

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# OWN PLACEMENT?

THIS IS IMPORTANT.  
IF YOU ARE GOING TO FIND  
YOUR OWN PLACEMENT...  
START NOW!

- You may want to source your own placement.
- This still needs to be checked by MEPB (who administer work experience) to make sure that you are insured and covered when you attend.

Own placements

19th November 2018

Inside Kent

14th January 2019

**Students who sourced their own placements, in work they wanted to do, had a better experience!**

# OWN PLACEMENTS

Students who are sourcing their own placements will be required to enter the following information onto Webview:

- The company they have confirmed their placement with
- The person they have confirmed with
- The telephone number of the person they have confirmed with

After these cut off dates MEBP cannot accept any further 'own' placements and students will need to select one from the system.

*(These periods of notice are required to be sure of reaching all providers to arrange the checks before the date students can access all the placements. The longer period for placements outside Medway is necessary because other agencies provide the checks in these cases and they require a minimum of 16 weeks' notice to guarantee checking in time).*

# HOW TO ARRANGE THEIR OWN PLACEMENT

**If you're interested in organising their own placement we can provide a letter on headed paper should the company require. We then require the following information back:**

- **Students full name**
- **Dates of work experience**
- **Name and contact details of the company**
- **Role of person within the company to contact**
- **Address of work placement**
- **A brief outline of the jobs the student will be completing and that they accept this student.**





## Own Placement Details

Lookup the student name and complete the details. Click 'Save and email' to save the details and send them to Medway EBP in an email, or 'Save only' to save or update the details held in Webview.

Student	<input type="text"/>
Tutor group	<input type="text"/>
Gender	<input type="text"/>
Name and address	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Contact name	<input type="text"/>
To receive a copy of the information sent to the EBP, enter your email address here	<input type="text"/>

[Save and email](#)

[Save only](#)

# 14TH JANUARY 2019

Ten school weeks before the students are due to begin work experience MEBP will have populated Webview with sufficient placements for every student and the system will **'Go Live'**.

At this stage, you can start to select the placements you are interested in.

Students make four selections each, in order of preference, taking note of the traffic lights system.

# TOP TIPS

Our workplace has had a year 10 student with us on work experience for the last week.

Here are her top 5 tips for other students going on work experience.....



PS. she made this video on her placement having never done it before!



# JOB DESCRIPTIONS

- Once the placements have been allocated students will be given a job description. This will outline duties, what to wear and hours of work.
- It is important that they wear the correct clothing so that they look professional
- It is important to be flexible – it is a new environment and will enhance their life skills

# TRANSPORT

- We would advise that students do a 'dummy' run prior to going to their placement to gauge time etc.
- We do not reimburse transport costs
- If there are any difficulties in relation to getting to work on time or leaving please let us know prior to starting the placement (once students have their hours of work)

# ATTENDANCE

- If a student is genuinely unwell, they are to contact the work placement AND the school to tell them they will not be attending and when they are likely to return to work
- It is important that students make every effort to attend

4TH MARCH, 2019

The system will be locked and no further changes can be made.

Immediately after this **Job Descriptions** and **Parental Consent Forms** are to be produced through the system and sent to all parents /carers – these **MUST** be signed and returned to the school before placements commence.

# NOTE

***Unavoidably, a small number of employers cancel placements at the last minute (particularly during this period of recession).***

***MEBP will notify the school as this happens and the affected students will be required to reselect from those placements still unused.***

***MEBP will contact the parent to explain this where necessary.***



# 1ST APRIL, 2019

**This is work experience week.**

- **Plan your journey to work. Be on time.**
- **Know the clothing requirements (dress code)**
- **Go with enthusiasm**
- **Be polite**
- **Remember everyone starts somewhere... work can be enjoyable, but not every second of everyday**
- **Remember you are going into a business which people rely on to earn money to pay bills, pay mortgage, support their family... be serious about it, they will be.**
- **You are representing the school; your actions reflect on every single one of us; pupils, parents and staff**

# AFTER

Students complete an evaluation of their learning in the workplace.

Certificates are issued upon completion in July.

# THANK YOU

## **Year 10**

**15th Oct - Webview opens for Own Placements**

**19th Nov - Webview closes for Own Placements Outside Kent**

**14th Jan - Webview closes for Own Placements Inside Kent**

**14th Jan - Webview opens for Year 10 choices of placement**

**4th Mar - Webview closes for Year 10 choices**

**1st Apr - Work Experience week**

## **Year 12**

**8th Oct - Webview opens for Own Placements**

**12th Nov - Webview closes for Own Placements Outside Kent**

**7th Jan - Webview closes for Own Placements Inside Kent**

**7th Jan - Webview opens for Year 12 choices of placement**

**25th Feb - Webview closes for Year 12 choices**

**25th Mar - Work Experience week**

# WEBVIEW

When you get home tonight log in to Webview to try out your PIN

<http://medway.learnaboutwork.org/>

You will be able to:

- familiarise yourself with the system
- participate in the preparatory programmes
- input 'own placement' details ← IMPORTANT

Note: You cannot select a placement at this time.