



## Medway Education Business Partnership - Information for Parents/Carers Strood Academy Work Experience Week Commencing 17th March 2025



### Why is work experience important?

Work experience is a vital part of your child's education and preparation for working life. As part of the school's careers development programme, work experience helps students:

- gain an insight into the world of work
- improve their employability and personal skills
- increase their confidence and self-esteem
- demonstrate the attributes/behaviour all employers are seeking
- provide written evidence for interviews

### Can they find their own placement?

Students are encouraged to find their own placements, as this will give them more variety than we can offer. **If so, they will need to provide contact details on the form provided. All placements have to be approved by our H&S specialist, and must show evidence of their Employers Liability Insurance.**

### How long do they have to find their own placement?

They will have plenty of time to arrange their own placement, but it is important that you, and they, are aware of the **own placement cut-off date, which will be on Monday 9th December. After this date MEBP cannot check and approve placements.** If they haven't found their own placement they will use our online system, Link2, to access a list of available jobs.

### How do they see what jobs are available on Link2?

Every student will receive a unique PIN to enable them to access Link2 on the **'Go Live' date, 17th January 2025.** They will select up to four choices, and the school co-ordinator will approve the one they consider most suitable, according to their abilities and aspirations.

They will have until the end of the day on **Friday 31st January 2025** to make their choices.

***You can access Link2 with them and help them make choices.***

## Important Points for Successful Placements

### Before students make their selections on Link2, they need to:

- thoroughly read each job description of interest
- take note of where the placement is and how they will travel there
- check they have the skills required for the job

### Once the placement choice has been confirmed by the school co-ordinator, make sure they:

- look up the details, such as dress code, lunch arrangements, pre-placement interview, etc
- take note of the start and finish time so they can plan the journey

### Work Experience Log Book

All students are provided with a Work Experience Log Book; they will receive instruction on this in school. It is important that they complete the Personal Details section before they start, which includes their emergency contact details. ***This log book must be taken to work with them every day; failure to do so will mean the student will not receive a certificate for completing the placement successfully.***

### Before the placement begins:

***All students must call their supervisor to introduce themselves a week or two before the placement begins. All employers will be expecting their call, and failure to do this may result in the placement being cancelled. There are instructions to help students make the call in the log book.***

Experience tells us that students do not always read their job descriptions thoroughly, and this can lead to wasted opportunities and disappointment. Your support in the process will ensure your child has a successful, enjoyable and valuable experience.

***Work Experience Coordinator: Mrs V Wrighton***