

# Work Experience Option Form

Name:

Form:

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A: I **am attending** the Battlefields trip.

B: As you are **not attending** the Battlefields trip, you are expected to arrange your own work experience placement. This could be with parents or other family members, someone from the list I have given you or someone who is none of the above. It is **your responsibility** to organise this so do not ignore it or leave it until the last minute as you will miss out on this opportunity and have to be in school that week.

1. If you know someone who can offer you a placement, complete the '**WORK EXPERIENCE PERSONAL PLACEMENT**' form **IN FULL**. I will personally speak to the nominated person on the form for **EVERY** placement so please ensure your information is correct.
2. If you do not know anyone who can offer you a placement, look at the list of employers from last year. This is a good starting point to consider. Make contact with the name on the list and ideally try to call **IN PERSON** and ask to speak to the name on the list. Be polite and if they agree to your placement ask them to complete the '**WORK EXPERIENCE PERSONAL PLACEMENT**' form. I will still personally contact the nominated person for **EVERY** placement.
3. If you are still unsure about where to do your placement or need any help in organising it then complete the options box below.

You have to provide three ranked options. Select 1 for the one you would prefer. Please note we cannot guarantee any placement type.

Category	Rank Order	Description of job role
Administration		e.g. council or office
Catering		
Construction		
Education		<b>Circle preference:</b> Nursery/Primary/Secondary
Hair/Beauty		Salon
IT & Computing		
Leisure/Sport		Gym/Leisure centre etc
Legal		Solicitors etc
Retail		Working in a shop
Other:		State preference:

All placements are to be confirmed to Mr Kennedy by **no later than Summer Half Term (Friday 25<sup>th</sup> May 2018)**. Any information provided after this date may result in a placement not being approved. There are many vetting and administrative procedures required before your placement starts which all takes time.

Mr Kennedy  
Subject Leader in Careers and Guidance