



LEWISHAM WORK EXPERIENCE TEAM

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How Post 16 Work Experience works?

Year 12/13 Work Experience

Students that require a work experience in Y12 or Y13 are expected to source their own placement and this is known as an “own find”.

Benefits of an own find

- Students are much more likely to enjoy a placement if it is something that they are interested in.
- Students take greater responsibility for the placement as they have ownership of it.
- A realisation of how competitive it can be when applying to companies even for volunteering positions.

Finding Employers

There are several of ways to research suitable organisations:

- The internet (see Helpful Websites form in this pack as a good starting point).
- Cold calling by way of either telephone conversations.

or

- By sending an email and attaching you CV.

Competition for work experience can be really tough, so you'll need to make a big impression when asking for it. You will need to:

- **Research** the background of each company you want to apply to.
- Try to speak with the **appropriate member of staff** that deals with work experience – they may be from the Human Resources department, and know what you want to say in advance.
- Ensure that you have an up to date **Curriculum Vitae (CV)** should you be asked to send in a copy.

Paperwork

When finding your own placement, you must fill out an **Own Find Form** and this form needs to be completed **prior** to you starting at the place of work. This form then generates the Health and Safety check which is completed by a member of the work experience team and this check ensures the company is safe for you to work in.

How Post 16 WEX works

You MUST be aware of:

- **Company contact details** - Make sure that you have the name, address and phone number of the person in the company who has agreed to offer you the work experience. If it is a large company it is a good idea to identify which department you will be working in. Details of the tasks you will carry out are also helpful and if there are any other details on the form the employer cannot fill in, don't worry we can cover any questions on the visit.
- **Employer's Liability Insurance is required in order for you to be able to work on site. A copy of the insurance will be required to be shown at the visit.**

Please note that even if a placement is found or offered by a carer, friend or other relative the Health and Safety check still needs to be completed and organised formally. School still has the duty of care and it cannot be delegated to the carer or friends. Please feel free to contact us for advice on 020 8314 7921.

The Own Find Form needs to be returned to;

Simone Woodward
2nd Floor
Laurence House
1 Catford Road
London SE6 4RU

What Happens Next

After you have returned your completed own find form, we will send you a job description and the name and address of your employer. This will happen near the time when the placement begins but if you have not heard from us within **2 weeks** of the placement start date then please let us know. Read your job description carefully and show it to your guardians. You must both sign the blue agreement form and send it back to us before the placement begins.

Finally, if you have any questions or want to talk about anything please use the contacts below:

Simone Woodward
The Lewisham Virtual School
07384 235507 (**term time only**)
020 8314 7921
Simone.woodward@lewisham.gov.uk (**term time only**)