

The Boswells School

Work Experience Information
Evening

What is work experience?

- Two weeks in a 'work' environment (2nd November – 13th November)
- Learning about work
- Interacting with a range of people
- Having responsibility
- Opportunity to use initiative

How does the process work?

- Arrange own placement
- Pick a placement through Trident's online system.

Arranging your own placement

- Student and employer to complete the green form.
- Form handed into school at student reception.
- Trident organise and carry out a health and safety inspection of the work place.
- Form issued to 'okay' placement once checks are complete.

Placement through Trident

- Student's issued with online log in and shown how to use the system after half term.
- Students complete the online form making up to 6 choices of available job.
- Students print off and sign the completed form and give into the student reception.
- Trident allot jobs and send out a confirmation form.

Issues to consider

- How will the student get to the placement?
- What are the hours?
- Are there clothing requirements?

Interview

- Trident's form gives details of who to contact to arrange an interview.
- Mock interviews arranged through school in the summer term.

The work experience weeks

- If you are ill you need to ring your employer and the school.
- If there are any problems with the placement you need to ring the school.
- Non attendance at work experience will be treated as unauthorised absence.
- All students are visited during the placement by a member of staff from the school.

Key Dates

- February 13th – return data agreement forms
- March 20th – deadline for green forms
- April 3rd – deadline for online forms