

Ridgeway School Work Experience

2010

Work Experience Co-ordinator

- Tracy Hall
- Tel: 01793 846119
- Email: hallt@ridgeway.swindon.co.uk

Work Experience dates

- **1st – 5th March 2010**

AIMS

- A chance to experience working in an business environment.
- To develop interpersonal skills
- To encourage students to make informed choices about their future career decisions
- To recognise the relevance of school based learning

Options

- Private arrangement
 - Family /friends – sponsored into a company
 - Travel arrangements
 - Pink form
- Trident data base
 - Limited selection
 - No placements with police/fire/armed services
 - Questionnaire

Key Dates

- Questionnaires -Trident 16 October
- London Private placements 6 November
- Outside London Private placement 4 December
- In Swindon Private placement 18 December

Paper work

- Pink private arrangement forms
- Health and safety check
- Questionnaires
- Parental consent

Things to remember

- This is for you to learn about a specific job
- You must ring the employer before the placement starts to see if you are required to go for an interview.
- All travel arrangements are your responsibility
- You must be professional when in the work placement.
- If you are ill you must notify the company you have your placement with and the school of your absence.
- Any problems you must notify the person on the consent form or contact the school on 01793 846100 and ask for Tracy Hall

2009

- 60% of students made a private arrangement
- 27 students were offered employment
- Success is what you make it!