

Level 2 BTEC Business Work Experience Programme

Monday, 4th February 2019

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Friday, 15th February 2019



Year 12 Work Experience Programme

- It is YOUR responsibility to find a placement NOT parents/carers/school
- Employer's MUST have **Employer's Liability Insurance**
- YOU MUST inform Employer's of any medical/physical needs BEFORE the placement is agreed. This is for basic risk assessments to be carried out.



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- Employers must complete forms which must be checked by the YOU before submitting to school.
- YOU are expected to work a full working week e.g. up to 40 hours in line with your chosen placement environment.
- You are not allowed to work with current part-time employer.



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- Placements must take place within England and Wales.
- Pre-placement checks cannot be carried out at private residential addresses or multiple venues.
- Placements will not be authorised where students work with one person in a one-person business.



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Start Planning **Now**:

- Identify what you would like to do?
- Possible venues and locations you would like to work in?
- Identify next steps. What do you have to do to move forward?



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- Look for placements from now.
- Ask friends/family.
- Make contact directly and keep chasing.
- Placements with close family/friends shouldn't be seen as a 'last resort'.



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CV & Employability Skills Workshops

- Taking place on **Thursday, 27th Sept & Thursday, 11th Oct**
- You need to focus on the following:
- Qualifications/Skills/Experience that you have.
- Things you do in your spare time that can promote you.
- Research CV's so that you understand the style that you will be writing in.



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Please submit:

Parent/Carer Form As Soon As Possible and
NO LATER THAN Friday, 7th December 2018.

Employers' Placement Information Form
As Soon As Possible and
NO LATER THAN Friday, 21st December 2018.



Year 12 Work Experience Programme



**Lunchtime
and Break
EVERYDAY**

**PLACEMENT
DROP IN ADVICE**

**Work
Related
Learning
Office**



Work Experience Coordinator

Mrs Collier

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WITH MRS COLLIER

