



## **AIMS OF WORK EXPERIENCE**

**The Work Experience Programme at St Peter's C of E Aided School is intended to introduce students to career related learning by developing their awareness of what employers are actually seeking in an individual.**

**Whatever the size or capabilities of the organisation, employers could reap the benefits from taking students on work experience.**

- **Students can offer many qualities to an organisation and can offer fresh new ideas or develop projects that the company just hasn't had time to carry out.**
- **developing the supervisory and management skills of their workforce**
- **enhancing your public profile by supporting the local community**
- **accessing a pool of hidden talent – people who offer enthusiasm and a fresh perspective to a business promoting workforce diversity.**

**As students face the highest level of youth employment in over 20 years, the competition for jobs is higher than ever. Our aims are primarily for students to gain a greater understanding of the world of work and how businesses operate; and to embed the links between education and the world of work, to allow students to refocus and raise their aspirations for their futures.**

**However, the following are also what we hope our students will gain from this experience**

- **Learn what an employer will expect of them as an employee i.e. punctuality, dress code, reliability, using your initiative, etc.**
- **Learn new skills such as sending a fax, using a photocopier, IT, speaking to customers on the phone, taking messages, working with others, following instructions etc.**
- **Help to decide what kind of work they might or might not choose, when they leave school.**
- **Get a realistic understanding of the skills needed for different jobs in order to make a more informed decision about their choice of career**
- **Develop self-confidence - many students appreciate being treated as an adult and respond well to being given responsibility**
- **It can be a very useful feature to include on their CV when they apply for a job after leaving school.**

**Templates for Letters of Application and CVs are available on the Website. Click on Learning – Careers and Guidance – KS4 – Year 10.**