

Thomas Telford School



**Work Placement
Programme 2012**

Prepared by

**Gareth Howell
Director of Careers and Guidance**

Sixth Form Work Placement Programme 2012

Duration 2 weeks
Dates: Monday 9 – 20 July 2012

To ensure a suitable work placement is organised for you, your assistance is required by meeting the requirements outlined below:

- ❑ Complete the Work Placement Request Form and return it by the required date
- ❑ Compile **two** Curriculum Vitae to the prescribed format (see sample), sign and date (only CVs conforming **exactly** to the format will be accepted). **You should save your CV on your user area as further copies may be required**
- ❑ Return the documents to me by **Monday 17 October at the latest**

1 GENERAL ARRANGEMENTS

You will be allocated an Industrial Consultant who, prior to making enquiries on your behalf, will meet with you and explain the process and agree the timetable for your work placement.

Students who wish to make their own arrangements may do so by prior negotiation with Mr Howell.

It is the responsibility of the student to support the work placement process by providing the necessary information to their Industrial Consultant by the agreed deadline(s).

Students will be required to attend a pre placement interview with their work placement provider.

2 HEALTH & SAFETY ARRANGEMENTS

Students will attend a Health & Safety Presentation highlighting their responsibilities during their work placement under the requirements of the Health & Safety at Work Act (1974).

Students will not be allowed to commence work placement until they have attended the presentation.

3 OBJECTIVES

To maximise the opportunity afforded by Work Placement, and to assist organisations to plan a programme, students are required to record what they expect to gain from their Work Placement. Objectives could cover personal development, sampling a career option or research for a project.

Students will discuss their objectives when they attend for interview.

4 CURRICULUM VITAE

Prepare two signed copies of your CV (see sample). **Save your CV in your User Area.**

5 COURSE RELATED WORK PLACEMENTS

Students studying:

- Health & Social Care
- Science
- Leisure & Recreation
- Hospitality & Catering

will have to identify a placement which will support their course studies.

Please speak with your Course Teacher(s) before completing the Work Placement Request Form.

Work Placement Opportunities

Examples of the types of work placements available to students:

<i>Architecture</i>	<i>ICT</i>
<i>Banking</i>	<i>RAF (Cosford – 2 places)</i>
<i>Children's Nurseries</i>	<i>Marketing</i>
<i>Civil Engineering</i>	<i>Mechanical Engineering</i>
<i>Dentistry</i>	<i>Museum (Blists Hill)</i>
<i>Accountant</i>	<i>Production Engineering</i>
<i>Fitness Centre (limited opportunities)</i>	<i>Schools (Primary, Junior & Senior)</i>
<i>Graphic Design (limited opportunities)</i>	<i>Schools (Special Needs)</i>
<i>Hospital (Nursing)</i>	<i>Journalism (limited opportunities)</i>
<i>Hotels</i>	<i>Sport Development (limited opportunities)</i>
<i>Human Resources</i>	<i>Veterinary Practice</i>
<i>Residential Care/Home</i>	<i>Office Administration</i>
<i>Estate Agents</i>	<i>Insurance</i>
<i>Electronics</i>	<i>Electrical Engineering</i>
<i>Laboratories</i>	<i>Computer Aided Design</i>
<i>Medical Administration</i>	<i>Travel Agents</i>
<i>Medicine</i>	<i>Recruitment</i>

Unfortunately, there are types of placements (examples of which are shown below), which are not available to students due to legal, health & safety reasons or providers not offering work placement opportunities:

<i>Ambulance/Paramedics</i>	<i>Licensed Premises</i>
<i>Forensic Science</i>	<i>Photography Studio</i>
<i>Navy</i>	<i>Police Service</i>
<i>Radio Stations</i>	<i>Psychology</i>
<i>Football Coaching</i>	<i>Stockbroker</i>
	<i>Self Employed</i>

Gareth Howell

Sept 2011