



In Focus

S4 Work Experience

Purpose of the Programme

Our Work Experience programme builds on the experiences pupils gained during their recent **S4 Mock Interview** programme. In this programme pupils explored the process of applying for jobs. This helps them to develop skills for lifelong learning, including applications for college and/or university (UCAS), as well as for future employment.

The Work Experience programme gives further opportunities for pupils to experience the world of work and gain a deeper perspective of future challenges. While we cannot guarantee that we will be able to offer pupils the chance to undertake the jobs they may wish to in their future careers, we can offer important learning opportunities.

Pupils are supported in finding their own placements and will take responsibility for their travel to and from the establishment at which the Work Experience takes place. There will be a designated Jordanhill School teacher to link with pupils and contact them during the week.

This process is part of our strategy to ensure that our programmes are of the highest quality and that our pupils make the most of the chance to sample the various workplaces on

Information on the Work Experience programme can be found on the Jordanhill School website:

<http://www.jordanhill.glasgow.sch.uk>

UN Convention on the Rights of the Child

Careers Education recognises children's rights. The following articles, in particular, apply:

Article 28

You have the right to a good quality education.

Article 29

Your education should help you use and develop your talents and abilities.

Self-Found Placements

Those pupils wishing to organise their own placements from their own or family contacts have the scope to do so within our programme. They can do this by requesting a **self-found placement application form or download one from the school website**, completing it by **Monday 9 December 2019 and then returning it to their tutor**. Mr McMaster is the point of contact for this process.

We find that these placements are most worthwhile if they are genuine life experiences. For that purpose, we suggest that work experience opportunities should not involve pupils working with members of their immediate family. That said, family contacts have been extremely useful in helping pupils in the past to find meaningful work experience.

Pupils who have taken this option have been able to secure an opportunity for themselves in which to experience a work environment that suits their own needs in terms of preparing for future employment.

School Placements

These placements will be published on Monday 2nd December.

There are several opportunities provided by the school for pupils to experience the world of work. These "jobs" are advertised as they would be in a newspaper, recruitment agency or job centre. You can view these jobs by clicking on:

www.jordanhill.glasgow.sch.uk

[Pupil/ Careers/ Work Experience Placements](#)

Pupils wishing to take up one of these opportunities should complete an **application form** (after the jobs are published) and return it to their tutor by **Friday 6th December 2019**.

Timeline

Date	Event	Actions
Thursday 7 November 2019	➤ Work Experience Programme Launch	<ul style="list-style-type: none"> ➤ Pupils issued with resources ➤ Web resources showcased for pupils ➤ Leaflets for parents issued
Monday 11 November 2019	➤ Return of parental permission letter	➤ Return to tutors
Monday 2 nd December 2019	➤ School Placements Published	➤ Pupils who are not arranging a self-found placement complete an application.
Friday 6 December 2019	➤ Return of applications for School organised placements	School Placements – Form A – Parental Consent Form B – Application Form
Monday 9 December 2019	➤ Return of applications for self-found placements together with signed Agreement to Essential Conditions Form	Self-Found – Form A – Parental Consent Form C – Company Details Form D – Essential Conditions
Before the end of term – December 2019	➤ Allocation of school placements	➤ Mr McMaster will advise pupils
Monday 27 January 2020	➤ Teachers allocated to look after groups of pupils	➤ Information to pupils and parents about work experience processes
Monday 3 February 2020	➤ Pupils on placement	➤ Teachers to contact pupils to check progress
February 2020	➤ Pupils return to school (after holiday)	<ul style="list-style-type: none"> ➤ Pupils complete logbook and send thank you letter to employer ➤ Pupils complete feedback survey.

What can parents do?

Parents have an important role to play in supporting this programme and can encourage pupils to:

- ◆ Find a placement that is relevant to them
- ◆ Read the job adverts carefully
- ◆ Complete their logbook during Work Experience week.

Finally, parents can make a direct contribution to our careers programme. We are always looking for companies or individuals to participate in our *Mock Interview* and *Work Experience* programmes. If you (or an organisation you work for) are interested, then please e-mail info@jordanhill.glasgow.sch.uk

Evaluating the Programme

This session we will take steps to evaluate the programme by soliciting feedback from pupils regarding the programme's strengths and areas for future development. This feedback is important to our future planning in this area and in informing any steps we subsequently take to develop Careers Education in Jordanhill School.

Skills Development Scotland

This programme is designed to support the activities of our Skills Development Scotland Adviser, Mhairi Galashan, who is available in school once a week to meet with pupils and parents to discuss future options. All pupils should take this opportunity over the next few months to help them shape their thinking about future plans.