

CLF Post-16 Year 12 Work Experience Process

Work Experience week for CLF Post-16 Year 12 students 2018 is from Monday 23rd July to Friday 27th July.

This week encourages students to move beyond their comfort zones, to be aspirational and begin to take steps to realise their chosen destinations. Work Experience has proven to help students make positive career decisions and promotes employability skills including communication and organisation. It is a compulsory week where students will have the chance to further experience the world of work. All lessons will be cancelled during this week and as such, all students will be expected to participate; it is one of the conditions of entry to Year 13 that students take part.

The Process:

1	Begin looking for work experience now. Send off letters to businesses, speak to family and friends in the world of work, and apply for schemes online. Look on www.clfpost16.org for an example covering letter and suggestions for where you might apply. It's likely you'll need to work hard to find a placement so keep trying!
2	When you think you've organised a placement, pick up a registration pack from your SSL . This contains a letter to the employer and two forms for them to complete. You can give this to them in person or alternatively, you can ask for your SSL to send the letter to your employer via post.
3	Keep your SSL informed. Show them important paperwork that you're sent by the employer. Ensure that you and your parents/carers complete the first two sections of the registration form. If you're struggling to find a placement seek help.
4	Prepare for your placement. Read any paperwork your employer sends you as it's likely to contain important information. Ensure you have transport arranged and that you know your timings. Make sure you have the necessary clothing organised. Begin completing your WEX booklet.
5	Undertake Work Experience during week commencing Monday 23 rd July to Friday 27 th July. Complete the WEX booklet ready for discussion with your Academic Mentor.

Remember, Year 12 WEX week is compulsory for a reason; it represents one of the best chances you have to engage in the world of work and develop your employability skills.

Good luck and remember three things:

***Begin looking for a placement now - Seek help if you're stuck -
Make this time count by making the most of your experience.***