

S4 Work Placements

Mr Thomson & Mrs Downie

Who participates?

- ▶ **All pupils** have the option to participate in a flexible placement that is personalised to your career needs over a block of time from 4th May - 5th June 2020. However, your dates of work placement cannot clash with your SQA exams. It is your responsibility to check that your work placement dates don't clash with any of your SQA exams.

Why Participate?

- ▶ Work placement can help you decide on a career and industry. Jobs and workplaces are often different from what you imagine.
- ▶ Students gain vital experience and skills to help you get a place at college, university, apprenticeship or job. You can talk about these in applications and interviews.
- ▶ Some courses and jobs demand that pupils have previous experience of work placement.
- ▶ You can achieve an SQA qualification.

Find your own placement

- ▶ Ask family, friends, friends of the family, neighbours - anyone you know who might be able to help if you can work with them.
- ▶ Interested in a particular company? Do some research - find out if they offer placements and who you can contact.
- ▶ Employers are impressed with enthusiastic students who approach them looking for a placement.

Apply for placements

NHS have an application form which you must fill out. They have a very limited number of work shadowing positions. You are competing against pupils from all over Falkirk so act fast!

Arnold Clark run excellent work placements for business, admin, accounts as well as mechanics. You must apply for this now.

Application forms for both are available.

If you have a placement approved you must return the self -found form to Mr Thomson or Mrs. Downie straight away.

Someone said yes, what do I do now?

- ▶ Once you have a placement in mind you must have a ‘self-found’ risk assessment form completed by the employer and return to Mr Thomson or Mrs. Downie.
- ▶ It can take over 1 month for risk assessments to take place so act quickly.
- ▶ Without a risk assessment form completed and returned to school your placement will not be authorised and you will not be able to go.

Primary school placements

- ▶ If you want to go out to primary school on work placement, collect the primary school application form from your PSE teacher and return it to Mr. Thomson or Mrs. Downie as soon as possible.

What happens next?

- ▶ You will be given a letter with a job card and permission slip.
- ▶ You must return the permission slip to school before going out on placement.
- ▶ You must complete a Health and Safety booklet in school before going out on placement. This has already been delivered through S4 PSE.
- ▶ While on placement, complete a booklet for SQA evidence which is returned to Mr Thomson or Mrs Downie.

How to get SQA qualification

- ▶ Turn up on time to work every day.
- ▶ Complete the work placement booklet as this is evidence of the skills and knowledge you have gained. This document must be returned to Mr. Thomson or Mrs Downie before the summer holidays in order to get a qualification.
- ▶ Level 4 = 1 week placement
- ▶ Level 5 = 2 week placement

When on placement

- ▶ You turn up on time everyday
- ▶ You always obey safety instructions!
- ▶ You show a positive attitude and take pride in your work
- ▶ You ask questions to your line manager when unsure
- ▶ You learn new skills or put into practice skills you already have
- ▶ Be polite to your work colleagues and members of the public
- ▶ You are representing St Mungo's High School...make a lasting impression of a pleasant and hardworking young adult

Work Placement

Important dates:

Begin looking for your own placement:
NOW! Last date to hand in your
application form: **ASAP**

Work placement takes place:

Mon 4th May - Fri 5th June 2020

**You cannot choose dates that clash with
your SQA exams.**