



## Key Dates for Year 10 KGA Work Experience 2019-2020

Monday 29th June – Friday 3rd July 2020

Name:

Tutor Group:

| KEY DATE                   | SCHOOL ACTIVITY                                  | WEX PROVIDED SUPPORT  | Completed? <input checked="" type="checkbox"/>  |
|----------------------------|--|---|---|
| Wed 25 <sup>th</sup> Sept  | PSHE Day   | 1. Attend Careerpilot Workshop 1 (WEX interest focus)<br>2. Attend WIN CV Building Workshop<br>3. Attend Careerpilot Workshop 2 (Placement research and CV build)   | 1. <input type="checkbox"/><br>2. <input type="checkbox"/><br>3. <input type="checkbox"/> |
| Yr 10 WEX Presentation     | WEX Presentation                                 | 4. Attend the Work Experience Key Dates Presentation  | 4. <input type="checkbox"/>   |
| Tues 8 <sup>th</sup> Oct   | Careers & WEX Tutor Time<br>WEX letter sent home | 5. Attend Tutor Time focused on Work Experience<br>6. Check that your parent/carer received the school letter about Work Experience   | 5. <input type="checkbox"/><br>6. <input type="checkbox"/>                                |
| Tues 15 <sup>th</sup> Oct  | Careers & WEX Tutor Time                         | 7. Attend Tutor Time focused on Work Experience   | 7. <input type="checkbox"/>   |
| Thurs 17 <sup>th</sup> Oct | Careers & WEX Tutor Time                         | 8. Attend Tutor Time focused on Work Experience   | 8. <input type="checkbox"/>   |
| Thurs 7 <sup>th</sup> Nov  | Yr 10 Key to Success Evening 6.30pm              | 9. Attend the Work Experience Briefing with your parent/guardian during the K2S evening   | 9. <input type="checkbox"/>   |
| Wed 13 <sup>th</sup> Nov   | Careers Fair                                     | 10. Attend the Careers Fair and gain a greater understanding of career opportunities for your future.<br><br>You could speak to the businesses at the Careers Fair about work experience opportunities if you haven't already found a placement. However, do not wait for the Careers Fair to begin your placement search. It is likely that the companies at our Careers Fair will have already been contacted by a student. | 10. <input type="checkbox"/>  |
| Wed 27 <sup>th</sup> Nov   | Careers Lunchtime Drop-In                        | 11. Come to the M11 Careers Room at lunchtime if you still need support finding a placement.<br><br>You MUST let the Careers Team know by this date if you need some support to find a work experience placement.   | 11. <input type="checkbox"/>  |

|  |                                    |  |  |
|--|------------------------------------|--|--|
| Fri 7 <sup>th</sup> Feb                              | WEX Placement Form <b>Deadline</b> | 12. Make sure that you have found a work experience placement and handed in your signed form by this date.<br><br><b>DO NOT LEAVE IT UNTIL THIS DAY TO ASK FOR HELP.</b>   | 12. <input type="checkbox"/>   |
| Fri 7 <sup>th</sup> Feb onwards                      | Health and Safety Check            | 13. Your placement will be health and safety checked by the KGA Careers Team. We will only contact you if there is a problem.  | 13. <input type="checkbox"/>   |
| Thurs 13 <sup>th</sup> Feb                           | Yr 10 Parents Evening              | 14. If you have missed the WEX placement form deadline (7 <sup>th</sup> Feb), agree an immediate plan of action with your tutor and parent/guardian during parents evening.  | 14. <input type="checkbox"/>   |
| Wed 6 <sup>th</sup> May                              | PSHE day 3                         | 15. Attend the Work Experience workshop to prepare you for going on your work placement  | 15. <input type="checkbox"/>   |
| Week starting Mon 8 <sup>th</sup> June               | Contacting Your Employer           | 16. Contact the employer that has offered you the work experience placement to re-introduce yourself and confirm arrangements.   | 16. <input type="checkbox"/>   |
| Mon 29 <sup>th</sup> June – Fri 3 <sup>rd</sup> July | Year 10 WEX week                   | 17. Have a wonderful experience on your work experience placement<br><br>If you cannot attend your placement for any reason, you <b>MUST</b> contact the employer and the school by 8.30am on that day.  | 17. <input type="checkbox"/>   |
| Mon 6 <sup>th</sup> – 10 <sup>th</sup> July          | WEX reflection week                | 18. Review the feedback you received from your employer, written in your work experience diary.<br>19. Write a thank you letter or email and send it to your employer.<br>20. Contribute to a work experience reflection article and placement photos to go into the tutor group scrap book. | 18. <input type="checkbox"/><br>19. <input type="checkbox"/><br>20. <input type="checkbox"/> |

## Work Experience Challenge and Reward

Were you in the first tutor group in Year 12 to achieve 90% of their work experience placements?

If you are then WELL DONE and your tutor group can expect a pizza delivery one lunch time! The Careers Team will let you know the date.



If you require any support with the above steps, please contact Mrs Young on [cyoung@kingsburygreenacademy.com](mailto:cyoung@kingsburygreenacademy.com) or drop-in to the M11 Careers Room on a Wednesday Lunchtime. Good luck with your Work Experience this year – we hope you enjoy this fantastic opportunity.

The KGA Careers Team

