



Key Dates for Year 12 KGA Work Experience 2019-2020

Mon 22nd June – Friday 26th June 2020

Name:

Tutor Group:

KEY DATE	SCHOOL ACTIVITY	WEX PROVIDED SUPPORT	Completed? <input checked="" type="checkbox"/>
Wed 25 th Sept	PSHE Day	1. Attend CV Build Support Sessions 2. Attend the Work Experience Key Dates Presentation	1. <input type="checkbox"/> 2. <input type="checkbox"/>
Thurs 10 th Oct	WEX letter sent home	3. Check that your parent/carer received the school letter about Work Experience	3. <input type="checkbox"/>
TBC	Careers & WEX Tutor Time	4. Attend Tutor Time focused on Work Experience	4. <input type="checkbox"/>
TBC	Yr 12 Key to Success Evening	5. Attend the Work Experience Briefing with your parent/guardian during the K2S evening	5. <input type="checkbox"/>
Wed 13 th Nov	Careers Fair	6. Attend the Careers Fair and gain a greater understanding of career opportunities for your future. 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.	6. <input type="checkbox"/>
Wed 27 th Nov	Careers Lunchtime Drop-In	7. Come to the M11 Careers Room at lunchtime if you still need support finding a placement. You MUST let the Careers Team know by this date if you need some support to find a work experience placement.	7. <input type="checkbox"/>
Thurs 9 th Jan	Sixth Form Parents Evening	8. If you have not yet secured a WEX placement, agree an immediate plan of action with your tutor and parent/guardian during parents evening. There is only one month to go until the deadline for handing in the WEX Placement Form.	8. <input type="checkbox"/>

Fri 7 th Feb	WEX Placement Form Deadline	9. Make sure that you have found a work experience placement and handed in your signed form by this date. DO NOT LEAVE IT UNTIL THIS DAY TO ASK FOR HELP.	9. <input type="checkbox"/>
Fri 7 th Feb onwards	Health and Safety Check	10. Your placement will be health and safety checked by the KGA Careers Team. We will only contact you if there is a problem.	10. <input type="checkbox"/>
Week starting Mon 1 st June	Contacting Your Employer	11. Contact the employer that has offered you the work experience placement to re-introduce yourself and confirm arrangements.	11. <input type="checkbox"/>
Mon 22 nd – Fri 26 th June	Year 12 WEX week	12. Have a wonderful experience on your work experience placement. If you cannot attend your placement for any reason, you MUST contact the employer and the school by 8.30am on that day.	12. <input type="checkbox"/>
Mon 29 th June – 3 rd July	WEX reflection week	13. Review the feedback you received from your employer, written in your work experience diary. 14. Write a thank you letter or email and send it to your employer. 15. Contribute to a work experience reflection article and placement photos to go into the tutor group scrap book.	13. <input type="checkbox"/> 14. <input type="checkbox"/> 15. <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 or Mrs Cook as soon as possible either in the M11 Careers Room (Wednesday Lunchtime Drop-in), by email: cyoung@kingsburygreenacademy.com or ecook@kingsburygreenacademy.com or by calling the school on 01249 818100.

Good luck with your Work Experience this year – we hope you enjoy this fantastic opportunity.

The KGA Careers Team