



Leading The Way Benchmark 6

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How have you achieved this benchmark?

Two booklets were created for students:

Work Experience Student Work Booklet 1-used in form/careers time preparing them for their work experience. Links to PPTs, videos and websites to support independent study.

Work Experience Booklet 2-used as a journal/diary during their work experience placement.

Step 1: Booklet 1- preparing them for WE in the weeks leading up to their placement. The students then continue to complete this booklet on their return from Work Experience to revisit/update their CVs and cover letters (templates in the booklet) to add further details from their experiences on their placements.

Step 2: Booklet 2- diary/journal that students take on placement with tasks to complete whilst there. This in turn is emailed to employers in advance of the students going so employers have a comprehensive overview of what is expected of students during the placements. They complete the 'Employer Feedback' in the back of the booklet, or they can submit this online to school if they wish.

Step 3: Preparation for Work Ready Day/Year 11 Mock Interview Day. Booklet 2 also provides essential information that students use to prepare them for Work Ready Day (Year 11 Mock Interviews). Students can focus on interview techniques, using the **STAR** approach and prepare answers to their mock interview questions. Links to videos, case studies and websites.

What advice would you give to others looking to implement this?

It has been worth spending time to put all of the information together as this really helps with the delivery of the programme. Booklet 1 was written to compliment the PPTs created for staff and each session has hyperlinks to videos, websites, worksheets, and resources. The aim was to have all resources readily available so that each session can all easily be delivered by teaching staff during form time (our allocated time for careers).

It is useful to send the information out to employers prior to the placement so that they are aware of what is expected of them and how pupils have been prepared for the placement.

What difference has this made to your students?

Staff and students have found having all materials in two booklets extremely helpful as all relevant materials are all in one place. Historically we had folders, but materials/resources/worksheets would go missing and were not readily available when needed. The booklets can also be uploaded onto TEAMS so that students who are absent can access materials from home. Hyperlinking the resources makes independent study an option for staff.

Students have EVERYTHING they need all in one place: CV/cover letter/Work Experience journal/interview techniques and prepared interview questions. This has proved invaluable for students needing this information and support for applications and interviews, especially apprenticeships.

Links/supporting material

Work experience booklet- Put link to resources on CCH website
 Work experience Diary