

Esteem Pavilion

WORK EXPERIENCE WEEK SCHOOL GUIDANCE



Schools should designate a senior teacher to coordinate the work experience week. This may be a member of Senior Leadership, a Careers lead or Pastoral Lead for Year 10. The Work Experience Coordinator will be responsible for:

1. Ensuring students attend all of the LearnLive sessions and team meetings throughout the week (Less than 90% attendance, unless through exceptional circumstances, may result in the student failing to receive accreditation for the week).
2. Organise the students into teams of four or five (approximately) to work together throughout the week. Note, individual students may take part, but should have a school mentor allocated.
3. Organising staff to mentor students throughout the week. It is recommended

one member of staff is allocated per team, for example, Year 10 form teachers to ensure they have a good working relationship with the students.

- a) A staff mentor should be available to coordinate each team meeting at the start and end of each day.
- b) Each staff mentor should arrange at least one meeting throughout the week, with each individual student to support them and check on their progress.
- c) The staff mentor should collect the students project work at the end of the week. They will then fill in the School Mentor Checklist provided and sign off the completed work.

It is expected that at the end of the week the school will conduct their own quality assurance and standardisation of work.

This can be organised by the Work Experience Coordinator and can be done at the school's own discretion.

Once the school has established which students have completed the deliverables and met the minimum attendance then these names can be submitted for accreditation* for the work experience.

Please note: Sample student work will be requested for moderation so ensure the work is stored centrally and securely.

*This work experience contributes to your school's achievement of the eight Gatsby Benchmarks for good school careers guidance and achieves an Industrial Cadets Silver Award for all students that meet our criteria.