

Work Experience

**Year 10
Careers
WEX**

Work Experience Year 10

Why WEX ?

Work experience gives you the chance to see what life is like outside the classroom. This will take place for one week, 3rd-6th May 2022. It gives you the opportunity to build up your skills for your future. School is preparation for working life.

This unit of work will give you the opportunity to develop your thinking about the world of work. By the end you should have completed a letter of application, an interview technique workshop and research and discussions about the workplace. To get the placement that you want you need to work hard. The competition is strong for WEX placements.

Activity 1

Jobs I would like to have in the future:

What qualifications do I think I'll need to get this job?

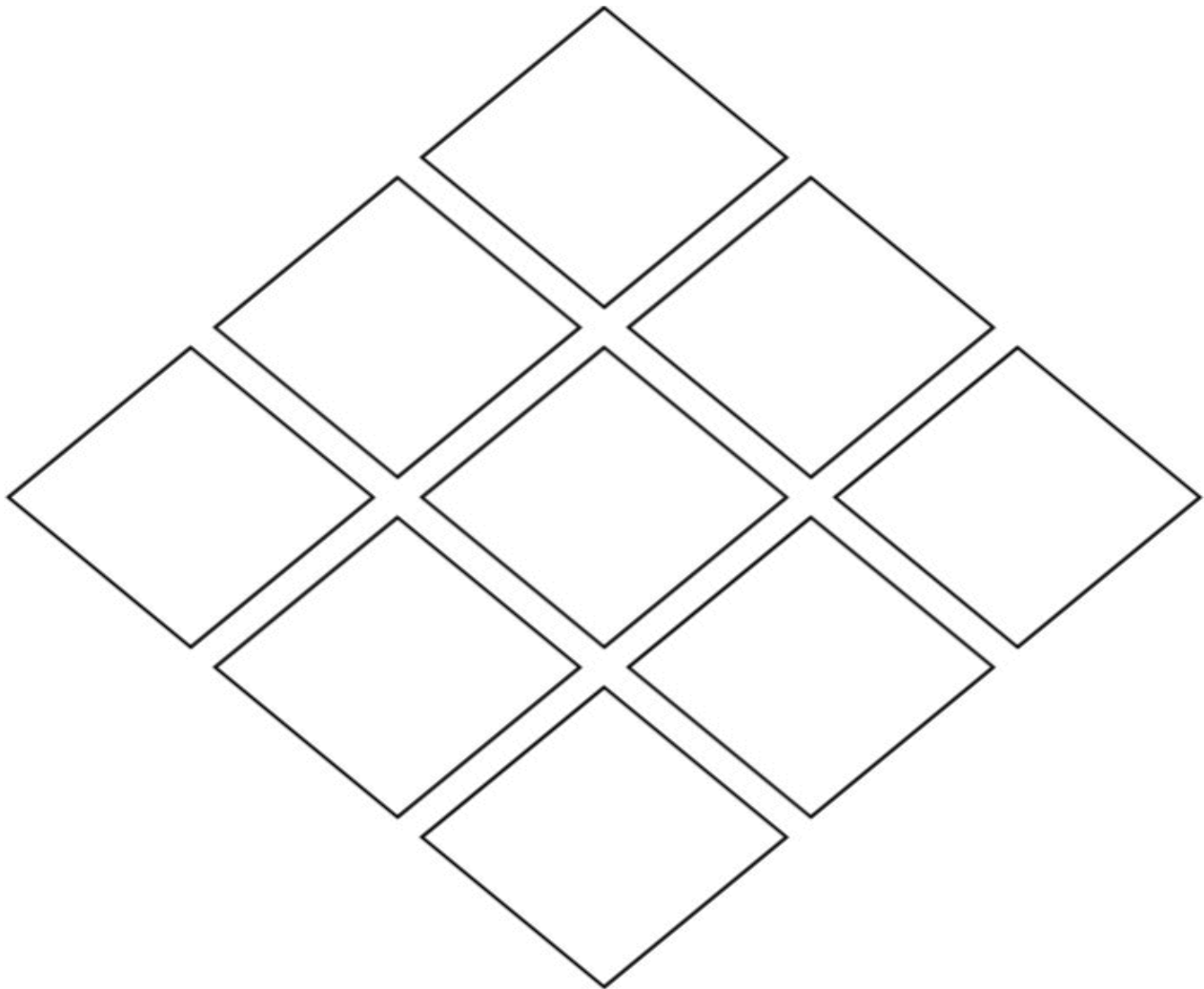
Statements to discuss in pairs and feedback to the class.

Put the statements into a diamond shape of how you feel as a pair about WEX- the top of the diamond is your strongest feeling and the bottom is the least.

Share back to the class your reasons for the order of your statements.

1. *I think WEX is important because it prepares us for the real world*
2. *I know what I want to do and am looking forward to getting out of school for a week*
3. *I don't know what I want to do in the future and think that WEX will help me to decide*
4. *I bet I get given something that I don't want to do for WEX*

5. *I know that it is competitive to get a good WEX placement so I am going to work hard at my letter of application.*
6. *Writing letters is not my strong point but I think I will get support from school for this.*
7. *WEX gets us the experience that we need for a job in the future*
8. *I am unsure about interviews and meeting new people*
9. *Going to work rather than school will be weird and I am unsure about it.*



What are your initial thoughts about your WEX?

Activity 2 Sorting jobs

Areas: scientific, social service, general service, persuading and influencing, artistic, literary, computational, nature, outdoor or practical.

What area do you think the following jobs fit into?

JOB	AREAS	Grade your level of interest in the job 1 - 10
Architect		
Builder		
Sales assistant		
Doctor		
Teacher		
Cleaner		
Personal assistant		
Finance Officer		
Forensic Scientist		
Police Officer		
Plumber		
Park Ranger		
Data Input		
Lawyer		
Photographer		
Fashion designer		
Life Guard		
Care assistant		
Games Designer		
Cartoonist		
Mechanic		

What job do you think is most suited to your abilities and personality?

Activity 3 Letter of application

In order to get a good WEX placement you may have to apply in writing to an employer. This is called a letter of application. It is competitive so you need to make your letter look good.

Example 1 - How not to write a letter of application.

Dear Mr,

I wanna do WEX with U. It is on 18th May 2022 for a week. I want to work with you because you look fun and I wanna be a games deesigner. Phone me yeh 09444 188925.

Yours sincerely

Gavin

Identify at least 5 things that are wrong with this letter

Example 2 - A model letter for WEX

*23 High Street
Knowsley
TRFF 6UY*

14th September 2021

*The Manager
HMV
Lewis Centre
Northampton*

Dear Sir/ Madam,

I would like to apply for a work experience placement at your company for one week, 3rd-6th May 2022.

I am 15 years old and have attended The King's CE School for 4 years. I am currently studying music and performing arts and 5 other GCSE's. I am a keen musician and play in two bands. I enjoy developing my music skills at school where I have lessons for guitar and keyboard.

I am particularly interested in work experience at your company because I am passionate about music and film. I have experience of working with the public as I regularly help serve customers each Saturday at the market. I have good communication skills and would value the opportunity to work with your company.

I look forward to hearing from you and am able to attend an interview at any time.

Yours sincerely

G. Smith

What Companies do you think you will apply to for WEX?

Draft your letter here by hand:

Ask your teacher to check this and then type this up and save it in your area on the school network.

Activity 4

Role play activities :

The perfect WEX – What would it include?

On the job training

Helpful staff

Really interesting tasks

Lots of different activities

Smart clothes

Opportunity for further paid work with the company

What would your dream WEX be like?

The WEX nightmare - What might it include?

Devise a short scene in pairs of **The perfect WEX** or the **WEX nightmare**

Activity 5

Interview techniques

What have you learnt about good interview technique from your workshop?

Remember

YOU ARE RESPONSIBLE FOR FINDING YOUR PLACEMENT.

Ms Arnold and your form tutor will help you. You can ask friends, family and connections and use the Educational Business Partnerships website.