

Welcome

WEX Information Evening
2023-24



the Hazeley
ACADEMY

Housekeeping and Introductions

- No planned fire alarm, assembly point in the car park
- **Mr Whitney**-AP for Curriculum and Careers
- **Mr Laurie**-Progress Leader for Year 10
- **Mrs Lonsdale**-Office Manager and admin support for WEX
- **Sam Fitzgerald**-Pro-Active



Aims for Tonight

- Knowledge of:
 - Why we do work experience
 - What it includes
 - Key dates
 - Steps to success



Why WEX?

- To gain firsthand experience of the world of work
- To see how knowledge and skills from school are applied in the workplace
- To develop employability skills
- To gain relevant work experience for potential career paths or help with decisions on which path to follow



What is the Process

- Students will need to research and contact multiple companies
- Forms with key information will need to be completed and returned to Student Services
- Proactive will check and ensure that the company meets all legal health and safety and safeguarding requirements
- Placement is approved



Key Dates

- Completed form returned to student services by 29th January 2024
- WEX takes place week beginning 3rd June 2024



In School Programme

- Researching Possible Placements
- How to contact employers
- Preparing for interviews
- How to behave in the workplace
- Health and Safety in the workplace
- Preparing to go on work experience





supporting with employability & enterprise

Year 10 Work Experience 2024



WHAT IS WORK EXPERIENCE? **NO RIGHT OR WRONG!**

5 days during school time to work with/for an employer – an experience of the world of work.

It is not necessarily training for a particular job or career.

But....

It can lead to and support with some many pathways you choose to go down.

You can demonstrate skills, responsibility, aptitude, knowledge, communication, working with others etc ...

So useful for any application for college, apprenticeships, 6th form and/or University.

You can get a useful reference.

Benefits

- Experience of work & work practice
- Discover skills and preferences
- Transitional skills
- Encourage independence
- Boost confidence
- Demonstrate interests, skills, and aptitude
- Enhance CV
- Preparation for work
- Stand out from the crowd
- Find out what you don't like as well as what you do

Work Experience...

Every student here has an entitlement to work experience

Your work experience is week commencing 3rd June 2024 for 1 week

You need to source your own placement– NOW!

Ideas where to look -

1. Google
2. Family and Friends
3. Proactive Young People CIC directory – www.pypcic.co.uk
(Username and Passwords will be emailed to you in the next couple of weeks)

Forms completed and returned to trigger appropriate checks

Placements will be visited by the Proactive team on a scheduled basis

Forms should ideally be returned by Monday 29th January 2024 or sooner

Do's & Don't's

DO!

- Research the company
- Call them first to find a point of contact
- Write them a proper letter / formal email
 - Dear Sir / Madam
 - Who you are, why you are writing
 - What you offer
 - Why you want to work for them
 - Sign off politely
 - Spell and grammar check
- Follow up with a phone call, show you are keen!
- Be friendly, interactive, engaging!

DON'T!!

- Send blanket generic emails
- Wait until the last minute – all the places may be taken (other schools do WEX too)
- Phone and forget to leave your details i.e. name, telephone number, reason for calling
- Use negative terms like “I don't know what I want to do so thought I'd contact you”
- Be monosyllabic – one word answers

Proactive Young People CIC will:

- Enable access to the potential placements
- Visit all new placement providers
- Visit all placement providers requiring a scheduled visit
- Take a copy of every providers insurance certificate
- Every provider has a logon to our system
- Every provider has appropriate information

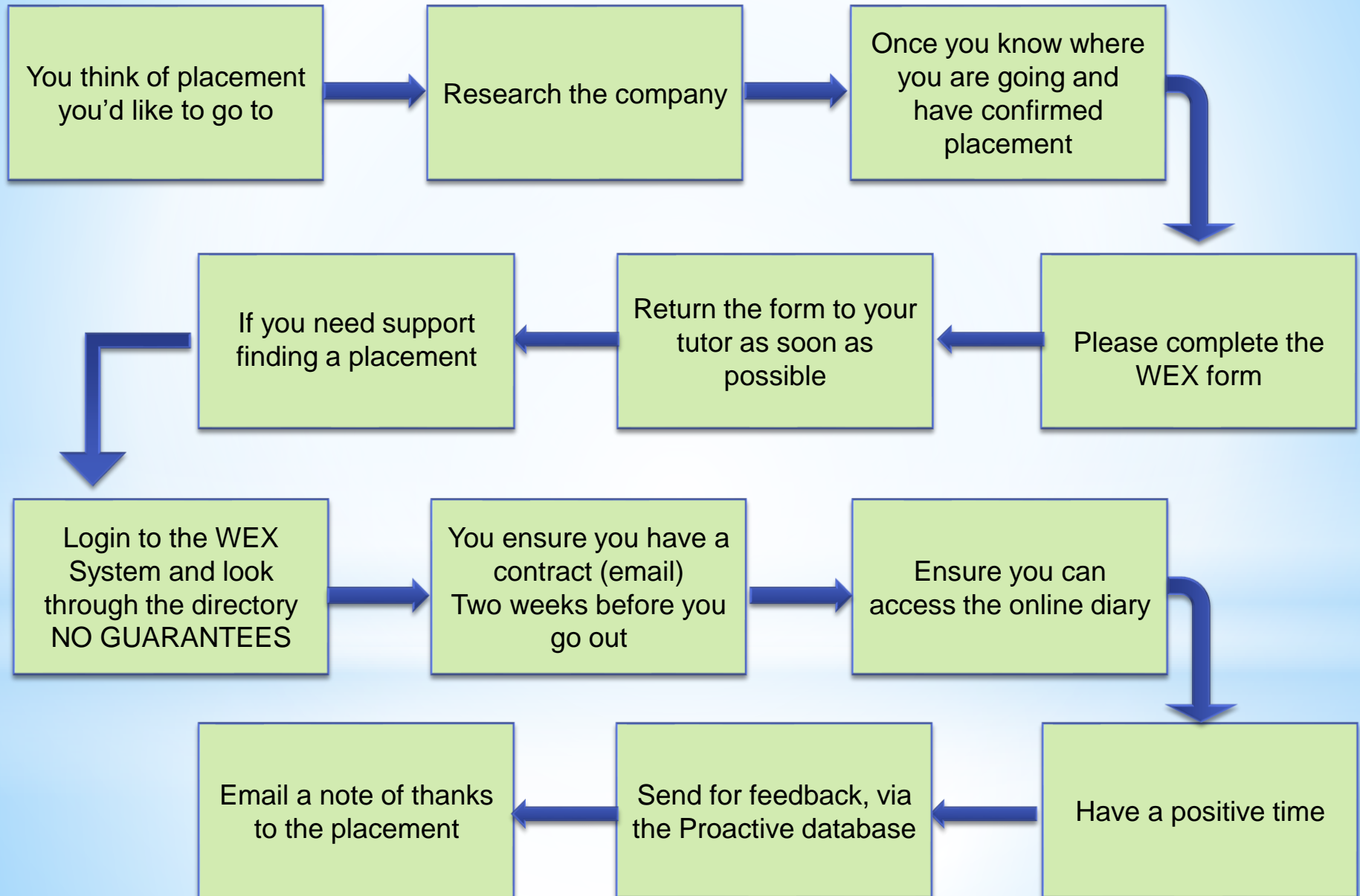
NB: face to face visits

AND THERE'S MORE.....

Students receive:

- Full detailed contract
- On-line 40 page work experience booklet
- Downloadable version
- On-line feedback
- On-line help regarding the system
- Online copies of our policies & procedure
- A printable certificate

Work Experience, the Process... You find a placement....



0800 6349277

info@pypcic.co.uk

proactive
young people

Login

Menu

Welcome to Proactive Young People CIC

Supporting with employability and enterprise

→ Login

→ About Us

Ask Fred

Hello there! Do you have any questions for Fred?

Our support team are here to answer any questions you may have.

Ask Fred

Dismiss



0800 6349277

info@pypcic.co.uk



Login

Menu

Welcome to Proactive Young People CIC

Supporting with employability and enterprise

→ Login

→ About Us

Login

Select account type:

Choose...

Username

samantha.fitzgerald

Password

Show password

.....

→ Login

Help

Students please note these companies are not guaranteeing you an offer, you will need to ring them to request a work experience placement. They may say no for various reasons. Please also note if you identify any errors with the placement details, please click the thumb down TELL US. Thank you.

- Work
- ☐ Construction, Building and Trades
 ☐ Performing Arts
 ☐ Hospitality and Catering
 ☐ Retail and Sales
 ☐ Travel and Tourism
 ☐ Logistics, Warehousing
 ☐ Design, Arts and Crafts
 ☐ Engineering
 ☐ Computers and IT
 ☐ Education, Training and Childcare
 ☐ Scientific
- hed
- ☐ Energy and utilities
 ☐ Personal services
 ☐ Charity / Voluntary Organisations
 ☐ Consultants
- ll
- es
- ☐ Digital, social media and photographic
 ☐ Entrepreneurship

County

Select County



Areas selected

Aynho & Greatworth
Banbury
Barton Seagrave/Burton Latimer
Bicester
Brackley

Select job type

- | | |
|--|---|
| <input checked="" type="checkbox"/> Administration, Business and Office Work | <input type="checkbox"/> Construction, Building and Trades |
| <input type="checkbox"/> Marketing and Advertising | <input type="checkbox"/> Performing Arts |
| <input type="checkbox"/> Motor Vehicle | <input type="checkbox"/> Hospitality and Catering |
| <input type="checkbox"/> Environment, Plants and Animals | <input checked="" type="checkbox"/> Retail and Sales |
| <input type="checkbox"/> Health and Social Care | <input type="checkbox"/> Travel and Tourism |
| <input type="checkbox"/> Legal and Related Occupations | <input type="checkbox"/> Logistics, Warehousing |
| <input type="checkbox"/> Finance, Accounting and Insurance | <input type="checkbox"/> Design, Arts and Crafts |
| <input type="checkbox"/> Media, Print and Publishing | <input type="checkbox"/> Engineering |
| <input checked="" type="checkbox"/> Hair and Beauty | <input type="checkbox"/> Computers and IT |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Education, Training and Childcare |
| <input type="checkbox"/> Sport and Leisure | <input type="checkbox"/> Scientific |
| <input type="checkbox"/> Uniformed Services, Security and Armed Forces | <input type="checkbox"/> Energy and utilities |
| <input type="checkbox"/> Motorsport Engineering | <input type="checkbox"/> Personal services |
| <input type="checkbox"/> Political, Council and parish/town hall | <input type="checkbox"/> Charity / Voluntary Organisations |
| <input type="checkbox"/> Estate Agents, Recruitment Companies | <input type="checkbox"/> Consultants |
| <input type="checkbox"/> 360; Multi discipline placement | <input type="checkbox"/> Digital, social media and photographic |
| | <input type="checkbox"/> Entrepreneurship |

Keywords/Tag

Keywords/Tag

Submit

Administration, Business and Office Work

Progress: 0 %

No. of Page:

Role	Employer
Assistant test technician	Intertek Group plc (8 Tanners Drive Milton Keynes MK14 5BN)
Assistant Surveyor	MK Surveys (1 Potters Lane Kiln Farm MK11 3LA)
IT and web design assistant	MK21 (7 Clarendon Drive MK8 8ED)
Administration Assistant	GTR Limited (32 Burners Lane MK11 3HB)
Administration Assistant	Enorth (Suite 33, Linford Forum Linford Wood MK14 6LY)
Administration Assistant	The White Clarke Group (White Clarke House Woodlands Business Park MK14 6FG)
Administration Assistant	Shanks Waste Management Limited (Dunedin House Auckland Park Bletchley MK1 1BU)
Development and Creation Assistant	Cranswick (Steinbeck Crescent Milton Keynes MK4 4AE)
Accounts Administrator	RSM UK Group LLP (The Pinnacle 170 Midsummer Boulevard MK9 1BP)
Funeral Trainee Administrator	Haseldine Funeral Services (192 High Street Cranfield MK43 0EN)
Admin Assistant	M&M Supplies (First Avenue Denbigh West Industrial Estate MK1 1DX)
Administration Role	Trace PT Limited (404 Milton Keynes Business Centre Foxhunter Drive MK14 6GD)
Admin and Accountants assistant	Tickets.com Limited (The Mezzaine CBX11 West MK9 2EA)
HR and administration Assistant	MGA Entertainment Limited (50 Presley way MK8 0ES)
Estate Agents Assistant	Leaders (12 Market Square Buckingham MK18 1NR)
Administration Assistant	Mechline Developments Limited (1 Brudenell Drive MK10 0DE)
Office Assistant	Quest Hardware (Quicksharp) (Signal Hill Lenborough Road Buckingham MK18 4BU)
Internship - Finance Team (Aug)	Pure Group (Technology House Michigan Drive Milton Keynes MK15 8HQ)
Internship - Finance support	Pure Group (Technology House Michigan Drive Milton Keynes MK15 8HQ)



Placement

[Export to pdf](#)[Back](#)

Progress: 0 %

No. of Page:

Organisation	MK Surveys
Organisation Address	1 Potters Lane Kiln Farm Buckinghamshire Milton Keynes MK11 3LA
Contact Person	Dan Grigg (Ph: 01908 565561)
Role	Assistant Surveyor
Keywords/Tag	
Category	Construction, Building and Trades
Places Available	1
Enable this placement	Yes
This is a private placement	No
Description	This placement is at a surveying practice. The student will assist surveyors to carry out topographical surveys in the field and data processing in the office.
Days and hours to be worked	Monday to Friday. 9am to 5pm. - To be confirmed at interview.
Lunchtime Arrangements	The student should provide a packed lunch, snacks and drinks and may leave the premises during the lunch break.
Transport Arrangements	Student to make own way to and from the placement.
Dress Code	Smart casual. No trainers / No jeans. If any PPE is required this will be supplied by the company. Bring a waterproof jacket
Interview	The student MUST contact the employer two to four weeks prior to the start date of the placement. The student should advise the employer of any relevant medical issues when attending for interview.
Code of conduct	Dress appropriately to the needs of the placement. Switch mobile phone to silent and keep out of sight. Be punctual, appropriate to the hours of the business. Adhere to company rules and regulations. Phone the employer and school if absent from the placement. The student should maintain the confidentiality of the business, staff and clients at all times.
Employer Risk Assessment Info	The student should observe good general housekeeping in the work areas. The student will be supervised at all times. The driver of the car will have a full UK driving licence and business insurance and the student must wear a seatbelt at all times.
Health and Safety Induction	Full induction should be given before work commences, to include as a minimum a tour of the working environment to identify possible hazards, advise on safety precautions and make student aware of any prohibited areas and activities. Fire drill, emergency and evacuation procedures, First Aid and accident reporting should be explained to the student. Risk assessment and control measures should be explained. This induction may be enhanced and appropriate training given, depending on the nature of the work. A Covid risk assessment has been carried out. Cleaning, Handwashing and Hygiene procedures are inline with government guidance The business has taken all reasonable steps to help people work safely from a COVID-19 secure workplace The business has taken all reasonable steps to maintain 2m distance in the workplace Where people cannot keep 2m apart the business has ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk - PLEASE NOTE THAT SUCH GUIDANCE MAY CHANGE FOR WHEN THE PLACEMENT COMMENCES IN JULY 2021



2 x £25 vouchers

Names in a draw to all
students whose forms
are handed into school
before

Monday 29th January
2024

Tracking Applications

- In January students will be given an update each week via their form tutor.
- Red – No Form has been received
- Amber – Form has been received and is waiting for sign off by proactive
- Green – Contract is in place – they should log on to proactive to review

Name	Status	Registration form(s) this academic year
Bugs Bunny	Green	10CA1
Daffy Duck	Amber	10CA1
Harry Potter	Red	10CA1
Homer Simpson	Green	10CA1
Mickey Mouse	Green	10CA1
Pegga Pig	Amber	10CA1
Postman Pat	Red	10CA1



When Contract is in Place

- If they are happy with it, they don't need to do anything
- Check if the employer requires them to go in for informal interview or complete paperwork.
- Two/Three weeks before they should call the employers to check if they would like them to pop in or if there is anything they need to know.



Support in school

- Form Tutor
- Mrs Lonsdale-Office Manager and admin support for WEX (go to student services)
- Mr Whitney-AP for Curriculum and Careers
- Mr Laurie-Progress Leader for Year 10
- Any questions please contact via enquiries@haz5d.com

