



# S4 Work Experience



**Tuesday 27  
to  
Friday 30  
September 2016**



# Aims of Work Experience



The work experience programme has a number of aims:

1. It is hoped that it will demonstrate the relevance of school to the world of work.
2. Pupils should develop a range of personal and social skills that will enable them to cope when faced with new faces and unfamiliar places.
3. They should also develop ways of thinking, feeling and behaving appropriate to an adult working environment and so gain an appreciation of the personal qualities valued by employers.
4. A further aim is to prepare pupils for the transition from school to adult life.
5. Finally, all pupils in the present S3 will participate in the work experience programme.

# Work Placements?



Many pupils will wish a placement in an area of work related to their future career intentions.

It is not essential to the aims of the scheme that this should be the case.





# Documentation



The “**Work Experience: Self Found Placements details**” must be returned to Mrs McKirdy after it has completed by the proposed employer. This will allow health & safety checks to be carried out if required.



A “**Letter of Understanding**” which should be passed to employers of self-found placements.





# Primary or Nursery School



Any pupil wishing to attend a placement at **Busby, Carolside or Netherlee Primary or Nursery school** should give their name to Mrs McKirdy.



I must stress that pupils or their parents should not contact the primary or nursery schools directly.





# Important Information



The latest return date of the “**Work Experience: Self Found Placements details**” is **Friday 10 June 2016**.



Forms should be returned to **Mrs McKirdy**.

A letter along with the relevant forms will be sent to your parent/carer over the next week.



Please speak to **Mrs McKirdy** if you require any further information.

