



OXTED SCHOOL

BRINGING OUT THE BEST

Ms K Lambert

Raising Aspirations Co-ordinator

Careers Department



WORK EXPERIENCE DEADLINE MONDAY 5 FEBRUARY

- Do not panic you still have time to sort something out
- YOU DO need to find your own work placement
- Talk to family, friends, local businesses
- Search online for companies in your area then email or phone them
- If you are passing a local business that looks of interest just walk in and ask would they offer work experience
- Everyone is here to help - talk to your tutor, subject teachers or come to the Careers Office



WHY IS WORK EXPERIENCE IMPORTANT?

- It prepares you for the world of work. Employability skills cannot be fully developed in the classroom so experience in the workplace is essential
- Increases confidence, self-esteem and independence
- Gives you an opportunity to demonstrate personal qualities and have a 'hands-on' experience
- To learn new skills and improve those already attained
- To raise your aspirations
- Opportunities to work with adults other than teachers or school staff
- Understanding Health & Safety in the workplace
- Provides evidence for employment or further education interviews
- Confirms an interest in a particular career area



WHERE TO FIND ME....



- The Careers Office is next to the Library at the top of the stairs from the canteen
- From now until Monday 5 February I will be offering a drop in service over lunchtime Monday, Tuesday and Friday for WEX queries
- Please just come in and see me I am here to help you
- Or email me at wex@oxtedschool.co.uk



THE NEXT STEP IS AS SIMPLE AS....



- Knocking on my door
- Coming in and talking to me
- We have a great support structure at Oxted School you just need to ask for guidance
- You will need to do a lot of the work yourself but I am here to focus you
- Good luck ...the process can seem daunting but students get so much from the Work experience process!

**Come in and visit me over lunchtime
Monday, Tuesday and Friday for work
experience queries until
Monday 5 February**

**Thank you
Ms Lambert**