



'Mighty oaks from little acorns grow'



Williamwood High School

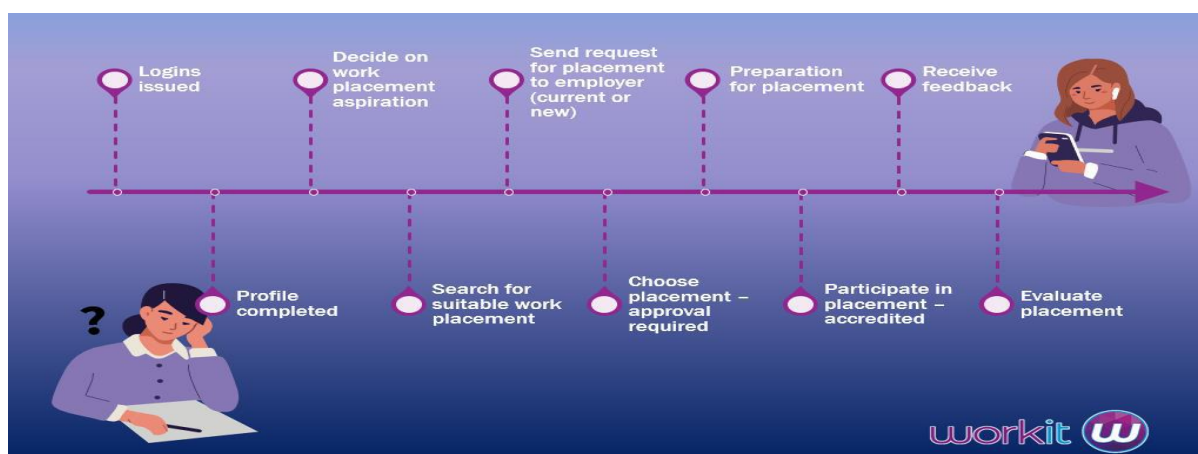
S4 Work Experience – Help Guide

All S4 pupils will take part in a week's work experience from **Monday 27th January to Friday 31st January 2025**. This is an excellent opportunity for our young people to gain an insight into the World of Work, develop their personal skill set and potentially consider their future career aspirations.

Completing their Work Placement along with their logbook, that will be distributed in PSHE after the Christmas break, will allow pupils to gain a SCQF Level 5 Work Placement Award which will show on their SQA Results certificate in August.

Pupils are responsible for securing their own placement. We want to encourage independence but this document is to allow you to support your young person to secure an approved Work Placement. If you have any questions please contact Miss Briggs.

Timeline from beginning to end of the Work Placement Journey



Login Information

All placements are organised and approved by Workit, the pupils will need to become familiar with this online system.

Pupils were all sent their login information in early September via their **Glow email**. This should give details of their username and password to access Workit. Link: <https://www.workit.info/>.

If pupils have trouble logging in on the first occasion they should select the Forgot Password option and should then follow the instructions to reset.





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Work Placements

There are two ways pupils can secure a placement:


Self-Found Placement- Find a placement themselves with either a family member, friend or by making contact themselves

Workit Placement – Workit has a bank of employers that may be willing to support a young person’s placement. Pupils could use Workit to search for areas of interest and approach companies/ businesses to see if they would support a placement.

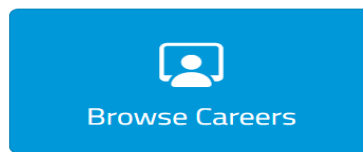
What pupils will see when they login

When pupil’s login the below dashboard will appear:

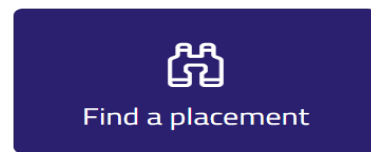
I want to



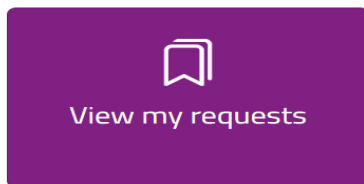
Update My Profile



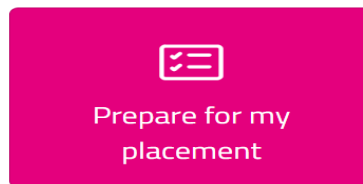
Browse Careers



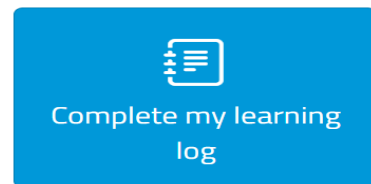
Find a placement



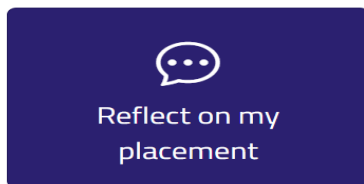
View my requests



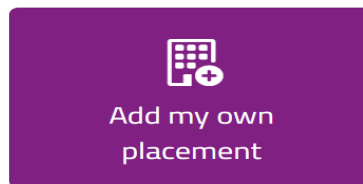
Prepare for my placement



Complete my learning log



Reflect on my placement



Add my own placement

Self-Found Placement

If pupils have secured a placement themselves through a friend, family member or from personal research they should select the purple **Add my Own Placement tab**.

This screen will then appear

Request Details

Request Type (*)

Requested Start Date (*)

Days Of Placement (*)

Hours Of Placement (*)

I'm Interested Because

➔ Next Section



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Pupils must complete the full form and then press the next section button which will take them to the next section shown below:

New Placement Details ^

Placement Title <input type="text" value="Enter Placement Title"/>	Employer Name <input type="text" value="Enter Employer Name"/>
Contact Title <input type="text" value="Enter Contact Title"/>	Contact Firstname <input type="text" value="Enter Contact Firstname"/>
Contact Lastname <input type="text" value="Enter Contact Lastname"/>	Contact Post <input type="text" value="Enter Contact Post"/>
Phone Number <input type="text" value="Enter Phone Number"/>	Mobile Number <input type="text" value="Enter Mobile Number"/>
Email Address <input type="text" value="Enter Email Address"/>	
Postcode <input type="text" value="Enter Postcode"/>	

Pupils will need to have all of this information for the Placement they have chosen for it to be approved. Once completed the pupils should click the next section tab, and will then be shown:

Request Details v

New Placement Details v

Submit ^

Pupils can then select the create placement request, which will the move the request to Miss Briggs who will approve the placement to take place.



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Work Placement Opportunities through Workit

Available on the Workit website is the opportunity to search for employers that have previously stated that they are willing to take pupils for a Work Placement. Pupils are able to request a placement with these employers although it is not guaranteed that the employer will accept the request.

Pupils would use the blue Find a Placement box on their dashboard to begin this process. Below illustrates the steps that the pupil would take:

Pupils could then search by career area by using the drop down menus. This would then provide options in their area of interest, for example:

<u>Opportunity</u>	<u>Career Area</u>	<u>Areas</u>	
Architectural Assistant CRGP Limited	Construction	Glasgow	
Architectural Assistant ECD Architects (Glasgow)	Construction	Glasgow City Centre	
Architectural Assistant Inkdesign Architecture	Construction	Glasgow	

Pupils would then click on an opportunity that interests them using the magnifying glass tool on the right hand side, from there they would be provided with more information about the employer and work placement.



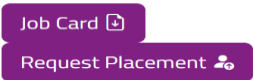
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Pupils should scroll to the bottom where they can access a job card with further information and if interested they can press the request a placement option.

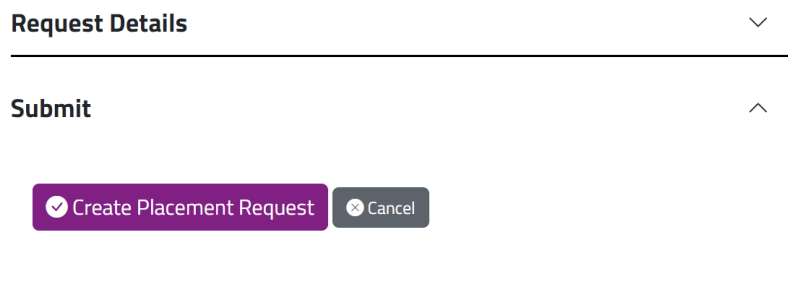
Pupil must be supervised at all times. Regular breaks from computers. Only non-corrosive or non-toxic products and gloves provided. Consideration must be given to age and ability of pupil. One-to-one working or travel must have parental consent and/or relevant staff PVG in place.

Slips/Trips/Falls - Keep areas tidy, clear any spillages, warning signage and instruction. Consideration must be given to the following pandemic (COVID19) matters - training, physical distancing in place, PPE, suitable hand washing facilities, hand sanitiser, cleaning system in place for surfaces and equipment, posters and signage in place, restrictions on movement e.g., barriers, one-way systems, and risk assessment etc.



The final step would be pressing the final create a placement request button.

Create Request



The employer will then receive an email that a young person has requested a placement and decide if they can support this placement. Pupils will need to check their Workit to see if they placement has been approved or the employer is unable to accommodate, in which case pupils would need to identify another placement opportunity.