

## Why do work experience?

- ◆ Sample a working environment
- ◆ Explore the difference between school and work
- ◆ Improve self confidence and gain new skills
- ◆ Realise the importance of good time keeping, safety regulations and discipline
- ◆ Develop personal skills such as:
  - communication
  - working with others
  - problem solving

## Hurworth School

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For further information you can contact

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## WORK EXPERIENCE

**Tuesday 7th May—Friday 10th May  
2024**



## How to arrange your work experience

The best way to ensure you have a meaningful work experience is to arrange your own placement which you can match to your own interests. Talk to family and friends and contact local employers by email or telephone.

When an employer has agreed to give you a placement complete the Blue form and return it to Penny Hudson straight away.

At this point your parent/carer must give permission via the Forms questionnaire sent on parent mail.

Your form must be completed and returned to school by the Friday 29th March 2024.

## What happens next?

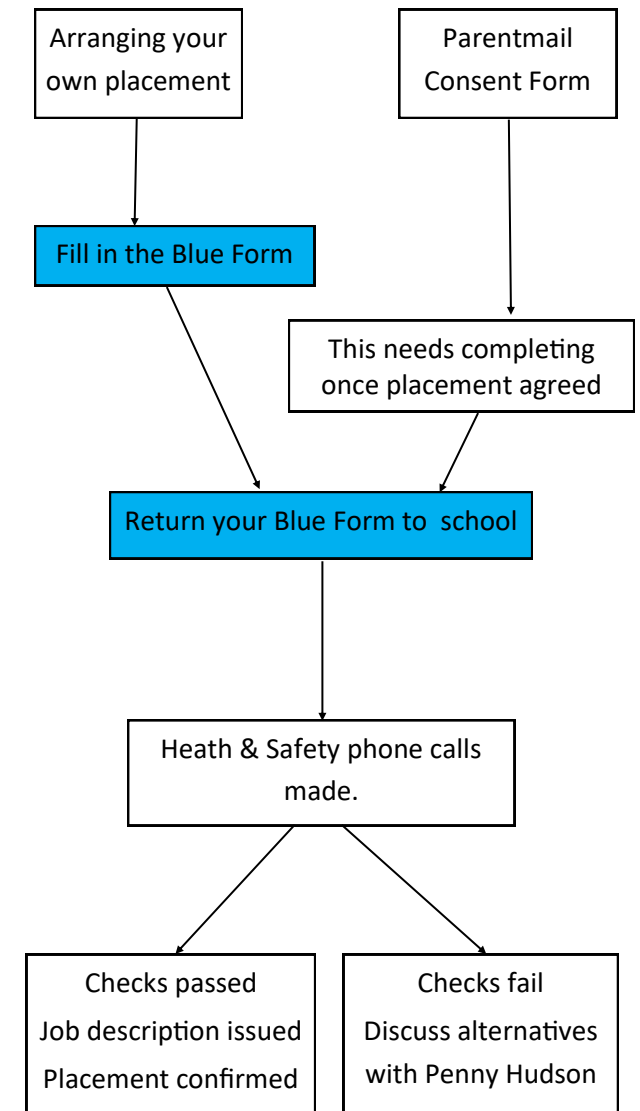
We will check that the employer has the correct Health and Safety Risk Assessments and current Employers Liability Insurance.

Each employer will be contacted and we will ensure that a Health and safety induction has been scheduled for the first day of work experience.

Further information regarding Health and safety in the work place for work experience can be found at the Health and Safety Executive

[www.hse.gov.uk/youngpeople/workexperience](http://www.hse.gov.uk/youngpeople/workexperience)

**We will also liaise with the employer and provide a Job description for the week.**



### Dates

**29th March 20234 Forms must be returned**

**7<sup>th</sup> May –10<sup>th</sup> May 2024**

**Work Experience week**