



my-work-experience.COM



Supporting school work experience now and into the future . . .

Try something different with our fresh approach to the management of work experience programmes for young people. We can offer schools and colleges three options for managing **block work placement programmes**:

Option 1 - The complete management programme - we will

- ✓ employ staff with local knowledge to be able to deal with issues such as work location and travel to work
- ✓ build and maintain a data base of available (offered) work placements
- ✓ carry out all contact, and administrative requirements, with employers regarding offered and self arranged work placements
- ✓ implement a rigorous H&S vetting process to safeguard students and establish the suitability of their placements
- ✓ provide a real-time online system for placement selection to be managed and approved according to individual schools preferences
- ✓ provide clear, attractive and professional paperwork for all aspects of managing work experience including student agreement forms, teacher visit lists etc
- ✓ provide opportunities for school work experience personnel to meet to share experience, give feedback, receive in-service training where required and contribute to continuous improvement

At no additional cost we will provide schools with the following resources to enable teachers to deliver a quality work experience programme for their students:

- ✓ Teacher Guides (one per every 25 students) to using our data books and website
- ✓ Our unique Data Books (one per student) with access to online support to help students prepare for work experience, record and assess their experience and learn about enterprise
- ✓ Special Needs booklets (as required)
- ✓ Work Experience Certificates of Achievement (one per student)

Participating schools and colleges may purchase our other resources at discounted prices.

To join the scheme all schools will pay an annual base fee of £3,000 which includes provision for up to 100 students, then £25 for each ADDITIONAL student. For Example the cost for a school requiring work experience for 140 students would be: £3,000 (for the first 100 students) + £25 x 40 (extra students) = £4,000

Option 2 - Placement health and safety management - we will

- ✓ implement a rigorous H&S vetting process to safeguard students and establish the suitability of their placements
- ✓ provide clear, attractive and professional paperwork
- ✓ provide support and advice for any problems arising from your block work experience programme
- ✓ provide opportunities for school work experience personnel to meet to share experience, give feedback, receive in-service training where required and contribute to continuous improvement

Please Note: Under this scheme schools are responsible for finding their own work placements and matching students to placements.

To join the scheme schools will pay an annual fee of £3,000 for a year group (regardless of the size of the year group)

As an optional extra we can offer schools and colleges and their students an online database system for placement selection to be managed and approved according to individual schools preferences for an annual fee of £350.

Participating schools and colleges may purchase our resources at discounted rates.

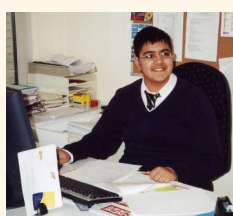
Option 3 - For schools and colleges wishing to manage their own H&S and placements - we will:

- ✓ provide an online database system that schools and colleges have complete control over data entry and use for placement selection according to their particular preferences.
- ✓ provide support and advice for any problems arising from your block work experience programme

For the use of the database system schools and colleges will pay an annual fee of £500. Optional training is available. Reduced rates are available for groups or consortia of schools and colleges.

Participating schools and colleges may purchase our resources at discounted rates.

All prices are subject to the addition of VAT



If you are interested in one or more of the above options and/or would like to learn more, please complete this reply slip and return to my-work-experience.com Ltd, 138a Harvey Clough Road, Sheffield, S8 8PG or Fax to 0871 231 7204, and one of our representatives will contact you. Alternatively call 0114 2582878 or 07899906469.

Name		Position				
School / College						
Tel No			Email			
I am interested in	(tick)	Option 1		Option 2		Option 3