



*Saint Joseph's*

CATHOLIC SCHOOL

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# Work Experience Support 2026

St. Joseph's Catholic School



Miss Gale  
Mrs Nobis

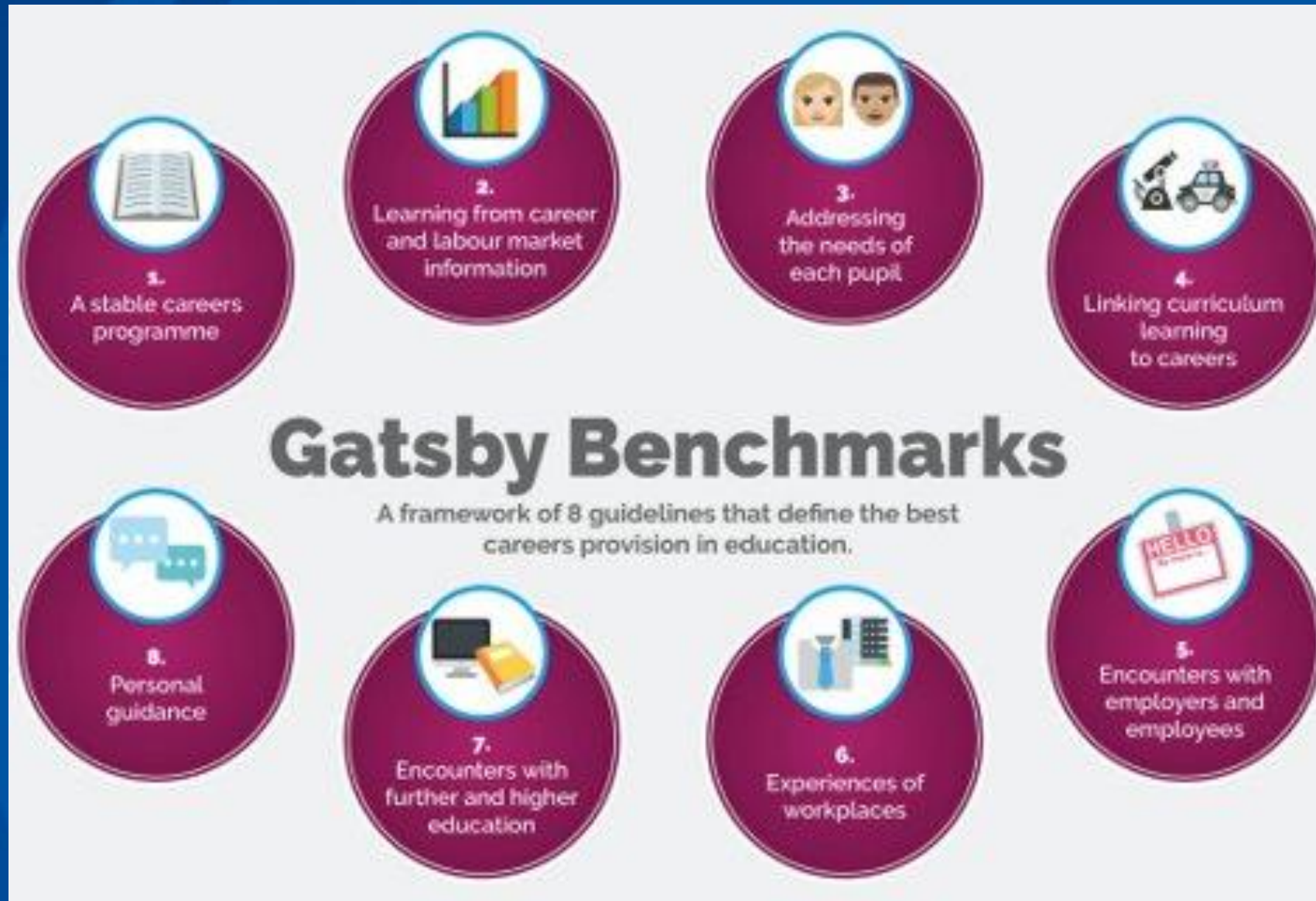


# Work Experience 2026

- What is the World of Work Programme
- Importance of Work Experience
- Process of Applying



# Careers Overview



# The World of Work Programme 2026



# World Of Work Programme 2026

## Job Application

- Identify a job
- Create a CV
- Write a tailored cover letter
- Interview preparation
- Mock Interview

## Work Experience (WEX)

- Approaching employers
- Setting up work experience
- Attend 1 week WEX

If time, they can do a "goal setting" task for their Work Experience:  
Ideas of goals (aim for a personal one and maybe a Career research one):  
These can be written in their PSHE books

**Personal:**

Develop my confidence working with people of different ages

Develop my ability to use my initiative

Develop my ability to ask relevant questions

To develop my communication skills, working with people of different ages/ out of the school setting

**Career Related:**

To get a better understanding of what an architect does

To understand the different skills needed to become an IT programmer

To know more about the different job roles that exist in a solicitors firm

To know the day to day tasks that a personal trainer does

# Task 1: WoW – Job Applications

## CHOOSE YOUR JOB!



# Going Places Ltd.

<b>JOB REFERENCE:</b>	<b>123-SJS10026</b>
<b>JOB TITLE:</b>	<b>Photography Assistant</b>
<b>EMPLOYER:</b>	<b>GOING PLACES LTD</b>
<b>LOCATION:</b>	<b>SALISBURY</b>
<b>SALARY:</b>	<b>Many photographers are self-employed, working as freelancers, so their prospects and pay depend on their business skills as well as their photographic skill.</b>
<b>WORKING HOURS:</b>	<b>Variable</b>

## DESCRIPTION

Photography is a mixture of art and technology. To take a good photograph involves having an artistic eye to compose the picture, and the technical ability to obtain a clear photographic image

## DUTIES TO INCLUDE

- Meeting clients to discuss their requirements
- Researching different ideas
- Choosing locations
- Communicating with models or people to be featured in the photos
- Setting up equipment and lighting
- Retouching images
- Printing photographs or arranging for them to be printed
- Quality control



links v



PARENTS PUP

lick on

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# Interview Preparation sessions

## Feb - March 2026



# Interview Prep Talk – via PSHE

## March 2026

- Effective Communication
- First Impressions
- Interview Techniques
- Virtual Times



# Mock Interview Day – April 2026



# Mock Interview Day – April 2026



Task 2: Work Experience  
WEX is LAUNCHED!  
YOU NEED TO BE CONTACTING  
EMPLOYERS NOW!!!!



# What previous students have said . . .



[WEX Video.mp4](#)



Work Experience Week  
Monday 29th to Friday 3<sup>rd</sup> July 2026



# Why do work experience?

<https://youtu.be/vPcQazsFca8?feature=shared>

## Work experience:

- gives insight into the skills needed for a particular job
- is an opportunity to test out a job to see if your child really likes it
- can broaden their knowledge of jobs they have never considered
- will increase their awareness of their own skills and strengths
- helps them understand how the subjects they study in school link to certain jobs
- gives insight into what the world of work is really like and employers' expectations
- can increase their motivation in school
- puts them in contact with potential employers
- can give them useful experience for the CV and provide references
- helps them appreciate the skills needed to succeed in a job

St Josephs's are "the benchmark of how other schools should do Work Experience" and "your student's are the best we've had".

## Costs



- Basic Placement - £28
- Payment for the placement must be made online or by cheque when returning your child's form
- Late submission of forms – cannot be processed.

**HOW  
TO  
APPLY**



- **Find an employer**
- **Make contact – ask if they can do WEX**
- **Confirm**
- **Blue and white forms  
(companies **MUST** have employer & public liability)**

# Finding an Employer



- Contact companies where you would like to do your work experience
- Database – Miss Gale – Friends, relatives.....network!
- Be proactive!
- Think outside the box


## Finding an Employer 2

- Career Aspiration
- Related role
- Subject they enjoy
- Skills development
- Personal development



# Using the Link2 Database

<https://ssp.learnaboutwork.net/>



You are logged in as **Saint Joseph's Catholic School** **Log Out**

**Home** **Noticeboard** **Search** **Students & Bookings** **School Details** **Reports, Lists & Resources** **Own Placement Details** **Bulk Printing, Flags & Mailmerge**

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## Welcome

**Welcome to Link2.**

This site allows you to review work experience placements.

Select who you are from the list below to log in to the site:

- **Employer**
- **Member of school staff**
- **Student**


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This copy of the Link2 system, and the data in it, is operated and managed by  
**Somerset Work Experience Partnership**  
[rebecca.cody@yeovil.ac.uk](mailto:rebecca.cody@yeovil.ac.uk)

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No personal data is collected or passed to any third party by Veryan Software Limited.

# Using the Link2 Database

<https://ssp.learnaboutwork.net/>

**SWEP**

You are logged in as **Saint Joseph's Catholic School** [Log Out](#)

[Home](#) [Noticeboard](#) [Search](#) [Students & Bookings](#) [School Details](#) [Reports, Lists & Resources](#) [Own Placement Details](#) [Bulk Printing, Flags & Mailmerge](#)

## Student Log In

Enter your name and PIN, then click 'Login'.

N.B. You must enter your name and PIN *EXACTLY* as they have been given to you by your teacher.  
If the school name is incorrect, click on it to change it.

School **Saint Joseph's Catholic School**

Name

PIN

This copy of the Link2 system, and the data in it, is operated and managed by  
**Somerset Work Experience Partnership**



You are logged in as **Rupert Acreman**

[Log Out](#)

[Home](#)

[Work Experience Resources](#)

[Search](#)

[Own Placement](#)

[My Placement Details](#)

## Student Home

This system has been designed to help you prepare for your placement, whether you are finding your own or selecting one from Link2.

Information to get started is in the Work Experience Literature, see above.

All the details you need to be aware of are on the job descriptions; make sure you have read and understood them before making your selections.

**Travel arrangements must be agreed by your parent / carer before submitting your placement choices.**

**If an employer requests an interview, you must attend.**

If you have any questions about work experience, please talk to your teacher / work-experience co-ordinator.

Go to "Search"



You can search by:

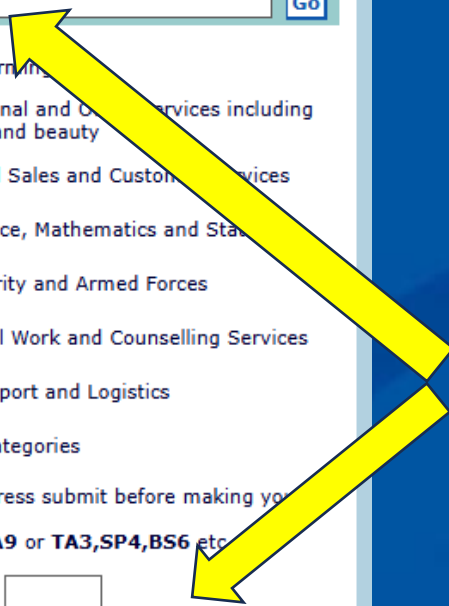
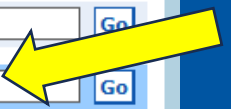
"Employer" if you have somewhere in mind, or you can do a general search for estate agents or school, by using the % symbol ie.

'%Estate Agent' or "%school"

"Postcode" or "Town"

After you add a postcode, or town press "Submit"

If you clear searches, make sure you press "submit" to refresh the page; then select a category.



## Found an employer what next?

- Complete blue 3 way agreement form and white Health form and return to Miss Gale/Tutors with online payment.
- Health and Safety Check – Conducted by SWEP
- Once accepted – student can log in and see full details  
They will get a printed copy several weeks before they begin.

← → ↻ sjs.org.uk/careers-portal/#

WELCOME ▾ KEY INFORMATION ▾ PARENTS & PUPILS ▾ CURRICULUM ▾ ADMISSIONS ▾ TRANSITION ▾ SAFEGUARDING ▾ COVID-19 ▾ CONTACT ▾

HOME → CAREERS PORTAL

## CAREERS PORTAL

Welcome to the Careers Portal at St. Joseph's Catholic School. This resource is for pupils, carers, teachers, employers, training providers and anyone who has a keen interest in careers for their future.

We are very proud of the careers provision at St. Joseph's Catholic School. We have been awarded a national Career Mark Gold quality standard which recognises excellence in careers, employability and enterprise. Our independent Careers Adviser, Sue Glover, has also been awarded the Salis Careers Education and Guidance Award 2018.

Currently, the pace of change is more rapid than at any time in history. Changes in society are having a profound effect on traditional patterns of employment. If young people know more about the range of careers open to people with the right qualifications, they will have a clearer idea of the routes to better jobs.

This page will link you to sources of information for further information.

OUR CURRICULUM  
PSHE  
RSHE  
KEY STAGE 3 & 4  
HOMEWORK TIMETABLES  
EXTRA CURRICULAR & ENRICHMENT  
HIGHER ATTAINERS / MOST ABLE  
CAREERS PORTAL  
EXAMS & GRADING



← → ↻ sjs.org.uk/careers-portal/#

**Careerpilot** is a free one-stop website helping 13-19 year olds in the South of England to find out about all of their options. Careerpilot also has a Parents Information Zone to help parents/carers support young people in making the right decision about study and work.

[Go to Careerpilot](#)

**Careercomp@nion** provides students and parents/carers with the most up-to-date, independent, and impartial careers information about education, apprenticeships, labour market information, special educational needs, job hunting, qualifications, and more.

Username: stjosephsstudent  
Password: stjosephsstudent

[Go to Career Companion](#)

**eCLIPS** helps young people to make informed study and career decisions. It has accurate information on over 1400 jobs including live labour market information and lots of advice on education and employment choices.

Login: Stjosephs

[Go to eCLIPS](#)

### MORE USEFUL LINKS AND RESOURCES

**National Careers Service** - <https://nationalcareers.service.gov.uk/>  
Providing information, advice and guidance to help make decisions on learning, training and work.

**Apprenticeships** - [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) Government portal containing information and advice about apprenticeship opportunities together with a search facility.

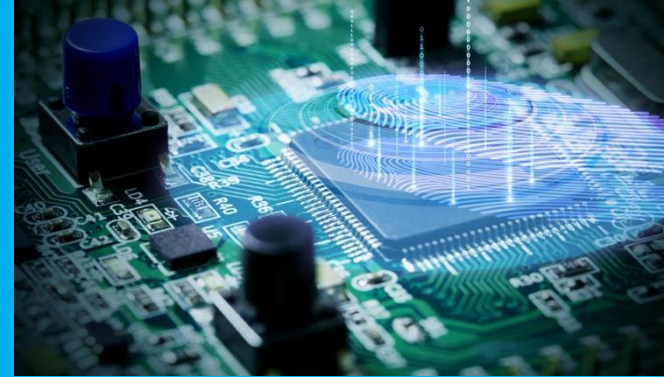


# Where are future jobs going to be?

Medical, Health Science and Care



IT and Digital Technology



Engineering and Construction

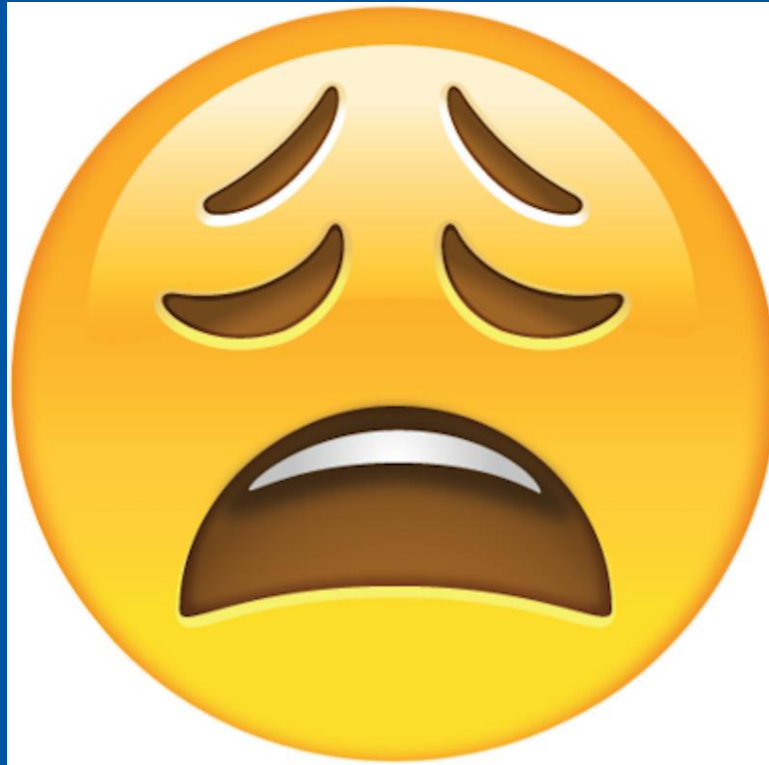


Environmental (Green Jobs)



This is Labour Market Information (LMI)  
Be in the know to know where to go

# Trouble finding a placement



- Have you tried everything?
- Speak to Miss Gale!
- Your tutor
- Subject teachers

# The Placement

- Summer term – pupils contact their placement
- Pupils keep a work experience diary to record skills they have learnt
- Staff visit or telephone placements

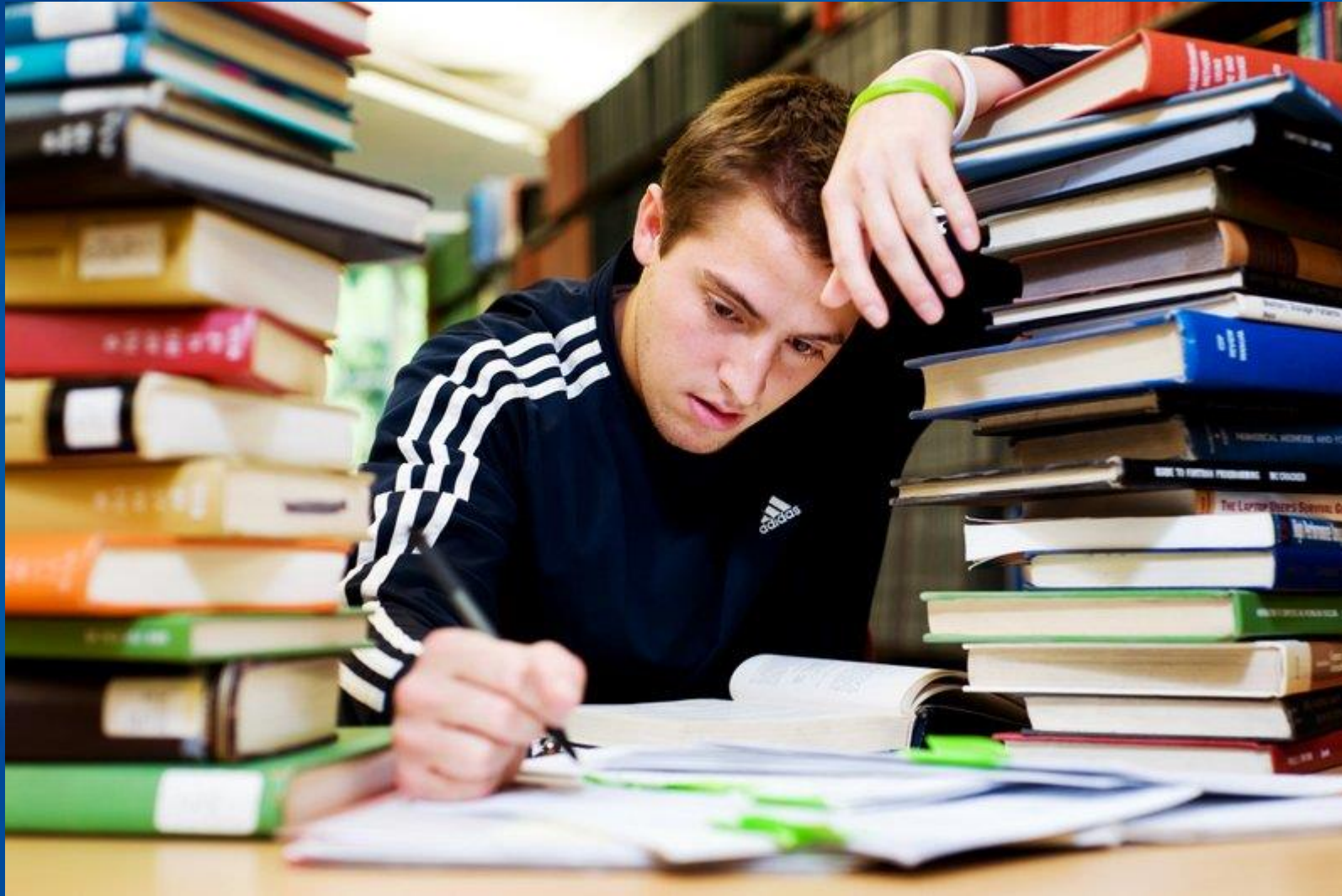
# Reflection and Evaluation

- The skills they have learnt?
- What did they do/what was the role?
- The highlights/downside to the role?
- The effect on future plans?
- What were they good at/not so good at?
- How have they benefited from WEX?
- Are they likely to pursue it as a career?

.....you never know what might happen!...



What if I don't find a placement?



# Virtual Work Experience



# Timeline for the World of work programme

- 21<sup>st</sup> November & 12<sup>th</sup> January WEX launch letter to parents & reminder
- From end January 2026 WEX Launch through PSHE
- Feb/March 2026 Mock Interview Preparation support
- March/April 2026 Mock Interview Day
- 16 March 2026 **WEX FORMS DEADLINE**  
(Blue & White forms to Miss Gale)
- 29<sup>th</sup> June – 3<sup>rd</sup> July 2026 **WEX Week**

# **Year 10 Work Experience**

**Monday 29th June – Friday 3<sup>rd</sup> July  
2026**



THANK YOU  
FOR YOUR  
ATTENTION  
ANY  
QUESTIONS

# Parent/Carer Feedback Form!


← → ↻ sjs.org.uk/careers-portal/#

outstanding provision through the dedicated, determined and passionate work of their careers coordinator and careers adviser.

CAREERMARK GOLD - AWARDED IN JULY 2019

independent careers adviser in preparing them for the future.

OFSTED - JANUARY 2018



## YOUR FEEDBACK

We are proud of the careers programme that we run at St Joseph's. We are always interested in hearing ways in which we can improve or feedback about what we're doing well!

If you have any comments about our Careers programme and the information you or your child have received, please share your feedback using this form:

**Name \***

First Name

Last Name

**Email \***

Email Address

**Feedback/Comments \***

Please enter your feedback here.

Submit Feedback

https://sjs.org.uk/careers-portal/#

## Contact details for Miss Gale

- Email: [vgl@sjcs.org.uk](mailto:vgl@sjcs.org.uk)
- Tel: 01722 335380