

Help in finding a Work Experience Placement.

Sandwell council are committed to helping pupils find a work experience placement and now have a new **ON LINE** procedure.

Log onto www.sandwell.gov.uk/workexperience - if this link does not take you to the correct page, go onto www.sandwell.gov.uk and search for work experience.

You will see all of the details of service areas within each Directorate that have volunteered to have children/young people on work experience (obviously depending on demand/numbers etc).

If you click on the area required more information appears. The details from these pages can be printed.

You need to click on Download your application form here and then click the Download the Education based application form. The application form has to be printed off and completed. This form has to be signed by your parents and by your Work Experience Coordinator in school (Miss A Birch). If you do not have a printer, you can print this off in the school library or see Miss A Birch.

The form is then posted back to the Council House by Miss A Birch and the Council's Central Work Experience Co-ordinator will forward it to the appropriate Directorate who will liaise with **you (the pupil)** regarding the placement. If a place cannot be secured an email will be sent to Miss Birch or you (the pupil) telling you this. **IF THIS DOES HAPPEN, YOU MUST LET MISS BIRCH KNOW IMMEDIATELY.**

There are no guarantees of a placement. As the council will receive requests from pupils in other schools, so you must get your application form in as soon as possible, so that you can be processed. If you are successful in your application, you will be contacted by the council to attend an interview. Before any work placement is agreed, the council wants to ensure that pupils are placed in the correct area/directorate and to ensure they are receiving a high quality work experience placement.

What we offer?

We can offer a range of jobs and career choices to help you develop new skills, help you decide on a career or even to try something different. **Please note:- work experience placements are subject to availability.**

- [Construction](#)
- [Design/Maintenance](#) - there are seven placements in this area - you can apply from 1 September to 30 January 2018. Interviews will take place during half-term week in February 2018.
- [Communications](#)
- [ICT](#)
- [Hospitality](#)
- [Cultural Services](#)
- [Administration](#)
- [Human Resources](#)
- [Operational](#)
- [Environmental Health, Trading Standards and Housing](#)
- [Legal and Governance](#)
- [Working within social care](#)
- [Health and wellbeing](#)

Sandwell SIPS Work Experience Database

Further help in finding a work experience placement can be found on the SIPS Education website.

In order to make sure that you are fully prepared to find a WEX placement. To find out about companies that you could contact and what they do, in order to organise a placement. Use the link below and log on to the Sandwell SIPS education website.

<https://sipseducation.work-experience.co.uk>

Username: woodgreenstudent

Password: pupilwex123

If you click onto SEARCH FOR PLACES (in PINK), you can search companies by type. Click onto the down arrows in each sector and choose a job that you would like to search. Click on search and you will have a list of companies that you could contact. You will have to click into each company to see where it is located. Once you have found names of companies that you would like to contact, you need to find their website on the internet and do some research about them and also note down their contact details.

Whilst you are on the website, please make a note of 5 companies that **YOU ARE going to CALL** and organise a WEX placement for.

Name of Company	Telephone number	Contact name	location
1.			
2.			
3.			
4.			
5.			

Remember Work Experience is about gaining a valuable insight into the World of Work and not necessarily doing the job you want to do after you leave school. It is a very important part of your CV.