



Rye College Year 10 Work Experience

24th June to 28th June 2024

What is Work Experience and why are we doing it?



- ▶ Next June you will spend a whole week out of school and at work
- ▶ You get to choose where you work - this could be with friends or family, but the company must have Employer Liability Insurance
- ▶ This is compulsory for all students
- ▶ It is free (unless you choose a place in Kent or further afield without a H+S check)
- ▶ Following the lockdowns there is a real need to build your aspirations and gain some direction for your post-16 options
- ▶ Develop your Rye Values Employability strand

Why is work experience important?

- ▶ Young people are more likely to be successful in their job hunt if they have some meaningful work experience.
- ▶ If you haven't got a clue what career you want to do, work experience is a perfect way to sample some of the career options out there. It's a way of exploring different jobs without actually committing to anything.
- ▶ It's the best way to get a real sense of your chosen industry. You'll get to speak to employees and ask them questions. You won't know what it's like until try!



Why Do We Do Work Experience?

- ▶ Doing work experience shows engagement and interest. Evidence that you have done work experience shows the employer that you are motivated to get into a chosen career and that you've done your homework.
- ▶ If you're not sure what you want to do in the future, you might find something you are passionate about and get motivated.
- ▶ Work experience gently introduces you to the world of work. You get to learn the dos and don'ts, get workplace savvy and learn to navigate your way through the jungle of office politics. Vitally, it will give you an idea of the skills you might need to thrive in the workplace.
- ▶ It gives you a chance to practice your employability skills in real life!



More benefits of Work Experience

- ▶ It will help you identify your own skills and perhaps even highlight the areas that you might want to work on. It'll give you a good understanding of your strengths and weakness.
- ▶ You might impress your employer so much that they offer you a part-time job, a full time job after your exams or an apprenticeship!
- ▶ Work experience gives you something to put on your CV and write about within your personal statements.
- ▶ It's all about networking: It will help you build up contacts and, you never know, they might even give you a heads up about a future job or recommend you to another company.



What Do I Need To Do Now?

By Friday 27th October 2023:

- ▶ You will be receiving a letter via email with your log-in details. PLEASE keep this safe! If you lose this, please see Mrs Starkey for your details. We will also email a copy to your families.
- ▶ Check that your username and log in work on ASPIRE - **it will not work on a mobile phone or tablet**
- ▶ Try and secure an own placement in the employment sector you are interested in. Call around local businesses to see if they are able to take you for the week and check that they have Employer Liability Insurance - You will need to get key details such as their address, name of person who will be overseeing you, phone number and what the job entails - **Students in Year 10 enjoyed 'own find' placements the most**
- ▶ For anyone who is not able to secure an own placement it will be possible for you to make some choices on the ASPIRE database.
- ▶ You will need to look through the range of jobs available on ASPIRE - Make 4 choices. And rank them 1-4.
- ▶ You will need to give reasons for your choices - We will try and place you with your favourite but this can't be guaranteed.
- ▶ Mrs Starkey will speak to you again in September for an update



To Do:

Aspire system log in

- ▶ <https://aspire.eastsussex-brighton.org.uk/> (Search aspire work experience log in)



The screenshot shows the login interface of the Aspire system. At the top left, there is an orange banner with the text "Brighton Hove and East Sussex". To the right, the text "placement search" is displayed next to a magnifying glass icon. The main content area has a dark purple background. A light purple box contains the following text: "This program helps you to search and select your preferred choice of work experience placement. Use the instructions on the left to work through your selections. Your selections will be reviewed by the school work experience co-ordinator. Begin your selection process by entering your userid and password, and clicking on the continue button." Below this text are two input fields: "User ID : dstarkey" and "Password: *****". A yellow "continue" button with a right-pointing arrow is located below the password field. At the bottom left, the copyright notice "© Aspire Business Solutions Ltd 2010-2014" is visible.

Brighton Hove and East Sussex

placement search

This program helps you to search and select your preferred choice of work experience placement. Use the instructions on the left to work through your selections. Your selections will be reviewed by the school work experience co-ordinator. Begin your selection process by entering your userid and password, and clicking on the continue button.

User ID : dstarkey

Password: *****

continue ▶

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After log in

- ▶ Option 1:
- ▶ Choose 4 placements
- ▶ This will also ask you to rank order and give reasons for choice

The screenshot shows a web application interface with a purple background. On the left, a white sidebar contains a user profile section with a blacked-out name and a 'logout' button. Below this, a red error message states: 'You must select 4 placements and no more than 4 placements'. Underneath, it says 'No Placements Selected' and features an 'own placement' button. The main content area is divided into two sections. The top section, titled 'Search and view placement details', contains a list of instructions: 'Build up a list of placements that interest you using the 'Add to List' button', 'You must select 4 placements and no more than 4 placements', 'When finished review selection and delete any not required', 'Click 'Submit' button and complete the form', 'Click 'Submit' again to save your choices', and 'Your Work Experience Co-ordinator will get back in touch with you about the next step'. The bottom section, titled 'search', includes a 'Job Number' input field and a 'Select type of work' section with two columns of radio button options. The left column lists: Animals (inc Vets), Building and Construction, Education and Training, Farming, Hair and Beauty, Computers and IT, Marketing and Advertising, Admin Business and Office Work, Performing Arts, Security and Armed Forces, Social Work and Counselling Services, Transport and Logistics, and Vehicle Trade. The right column lists: Catering/Hospitality, Design Arts and Crafts, Engineering, Financial Legal and Political Services, Health Care Work, Manufacturing and Production, Media Print and Advertising, Parks Gardens and Tree Surgery, Science Mathematics and Statistics, Retail Sales and Customer Service, Leisure Sports and Tourism, and Unknown.

logout ▶

You must select 4 placements and no more than 4 placements

No Placements Selected

own placement ▶

- ◆ Search and view placement details
- ◆ Build up a list of placements that interest you using the 'Add to List' button
- ◆ You must select 4 placements and no more than 4 placements
- ◆ When finished review selection and delete any not required
- ◆ Click 'Submit' button and complete the form
- ◆ Click 'Submit' again to save your choices
- ◆ Your Work Experience Co-ordinator will get back in touch with you about the next step

search ▶

Job Number

Select type of work


- Animals (inc Vets)
- Building and Construction
- Education and Training
- Farming
- Hair and Beauty
- Computers and IT
- Marketing and Advertising
- Admin Business and Office Work
- Performing Arts
- Security and Armed Forces
- Social Work and Counselling Services
- Transport and Logistics
- Vehicle Trade
- Catering/Hospitality
- Design Arts and Crafts
- Engineering
- Financial Legal and Political Services
- Health Care Work
- Manufacturing and Production
- Media Print and Advertising
- Parks Gardens and Tree Surgery
- Science Mathematics and Statistics
- Retail Sales and Customer Service
- Leisure Sports and Tourism
- Unknown

After log in

► Option 2:

Brighton Hove and East Sussex

placement request



[◀ back](#)[submit ▶](#)

Provider Name

Address

To search for an address, either enter the full post code or the street and town/partial post code. Click 'find address'.

Full Post Code:

Street:

Town/Partial Post Code:

find address ▶

Click on an address in the list to select.
If the address cannot be found then enter the full details.

Addresses found:

(None) ▲

select address ▶

Street:

Area:

Post Town:

County:

(None) ▼

Post Code:

Contact Details

☐ Dr☐ Miss☐ Mr☐ Mrs☐ Ms☐ Mx

Deadline: Friday October



- ▶ By the 27th October you need to have logged into ASPIRE and entered your own placement details.
- ▶ If you are unable to secure an own placement then you need to have made your 4 choices from the Aspire database.
- ▶ Please discuss your choices with your parents - It is really important that you think of the following things:
 - ▶ Travel
 - ▶ Clothing
 - ▶ Will it help you towards your future goals?
- ▶ Any questions please see Mrs Starkey

Any questions?

