

**KINVER  
HIGH SCHOOL**



ENGAGE, SUCCEED, ASPIRE TO LEAD

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# WORK EXPERIENCE STUDENT BOOKLET

2<sup>nd</sup> – 6<sup>th</sup> September 2024

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*Invictus Value 6 – Start with the end in mind*



Kinver High School and Sixth Form, Enville Road, Kinver, Stourbridge, West Midlands, DY7 6AA

## Emergency Contact Details

<b>Pupil Name</b>	
<b>Pupil Contact Name</b>	
<b>Emergency Contact Numbers</b>	

## School Details

<b>School Name &amp; Address</b>	Kinver High School, Enville Road, Kinver DY7 6AA
<b>Headteacher</b>	Mrs. N. Clifton
<b>WEX Lead Teacher</b>	Mrs N. Mouzer
<b>School Telephone Number</b>	01384 686 900

## Personal Checklist

<b>WEX Placement Address &amp; Contact Number</b>	
<b>Name of Person to report to</b>	
<b>Dress Code</b>	
<b>Start &amp; End time each day</b>	
<b>Lunch &amp; Break arrangements</b>	
<b>Any other important information</b>	

## WEX DIARY

Write a few sentences about each day and rate each day out of 5 stars.

You may want to include some of the following in your diary entry:

*What you did today/who you met or worked alongside today/what tasks you helped with/what you enjoyed/didn't enjoy/best thing about the day/something you learnt/something that made you laugh/how you felt/something you found difficult/something that surprised you about the job.*

Date	Daily Diary	Rate the day (1 Star to 5 stars)
Monday		
Tuesday		

Wednesday

Thursday

Friday

## Pupil Placement Reflection Sheet

Complete this sheet at the end of your placement

<p><b>Comment on the type of placement:</b> Can you comment on the size of the company or workforce? Was it a large or small company? Is it a local or international company? A business or charity? What sector is the placement e.g. health or finance.</p>	
<p><b>What subjects at school does the placement link with?</b> E.G. An accounting placement would link with Maths.</p>	
<p><b>What skills did you use or develop whilst on placement:</b> E.G. Communication, organisation, working with others, time keeping, presenting skills, computing skills.</p>	
<p><b>How would you describe the placement?</b> Circle all that apply</p>	<p>Interesting   Boring   Busy Demanding   Varied   Fun   Fast Paced   Tiring   Repetitive</p> <p>Add two more descriptors of your choice: _____ _____</p>
<p><b>Did the placement help you consider your future career choices?</b></p>	
<p><b>Do you know any possible routes into the career linked with your placement?</b> E.G. If your placement was in a Vets surgery do you know routes to becoming a vet or veterinary nurse?</p>	
<p><b>Would you recommend this placement to another student? Why</b></p>	