

HOW TO ASK FOR WORK EXPERIENCE (SEND) CAREERS LEADER / STAFF GUIDANCE NOTES

OVERVIEW

These guidance notes will provide Careers Leaders and other staff with an overview of the activity which can be undertaken by their students with or without additional support.

This resource has been specifically designed to be used as a discussion activity with a SEND student.

If a pupil is able to please ensure they complete this activity independently.

This activity will enable hub SEND member schools the opportunity to allow their students to understand the communication skills and methods they may need to use when asking potential employers for a Work Experience Placement.

This activity should enable students with SEND to think about the job roles they would like to experience, who they need to contact to obtain a Work experience placement and to research and investigate the people and employers they should make contact with to request a work experience placement.

LINKING TO GATSBY BENCHMARKS

This activity will provide links to the following Gatsby Benchmarks:

> **BENCHMARK 6**

SUPPORT ON OFFER FROM HUB DELIVERY TEAM

The Worcestershire Careers Hub Delivery Team will produce a resource document which can be used by careers leaders, teachers and/ or teaching assistants to support the facilitation of this activity.

The resource document will be specifically focused on activity for SEND Students.

The resource document will allow students to complete the activities on a computer where they can enter their answers / research results into a free text area or provide staff with the opportunity to provide these as a printed version which can be distributed to students within a classroom environment.

These documents can also be found on the Skills for Worcestershire Website.

www.skills4worcestershire.co.uk

PLEASE NOTE:

Throughout the resource document you will see some symbols.

These symbols will highlight the different types of support you may be required provide a student in order to help them fully understand and complete the next activity.

