**Key points to help arrange Work Experience 2015**

**19th – 23rd October**

1. All placements must be organised for Friday 2nd October 2015.
2. Do your research and find somewhere appropriate; For example if you want to be a mechanical engineer – google Mechnical Engineers in NI and see what companies names you come up with and can then contact;
3. Your placement must be related to what you hope to follow as a future career.
4. Get parent/guardian to sign one of the blue forms and the rest to be completed by your employer.
5. **All blue** forms must be submitted to Mr L Kielt or Mrs C O’Kane .
6. Glenview Primary School names are to be given to Mrs C O’Kane, do not call with Mr Hegarty.
7. Kilronan Special School you need to fill out an application form please see Mrs C O’Kane.
8. Anyone hoping to attend a medical placement, please provide your name to Mrs C O’Kane and know the area you wish to work in. You may only get 1 or 2 days in a medical placement so please have something else arranged.
9. If you are arranging a medical placement and know someone who is a nurse, OT etc and they are willing to take you on placement please provide Mrs C O’Kane with their name after you have asked them.
10. Check out Charter and School Employer Connections for ideas and if any of them listed on their websites interest you please see Mrs C O’Kane
11. <http://www.schoolemployerconnections.org/>
12. <http://charter-ni.com/site/companies/>
13. Link for Kainos 4 day placement is - <https://www.kainos.com/careers/work-experience/>
14. If you are completing **2 placements** you need to collect another employer letter and set of blue sheets.
15. If anyone needs any help please see Mr Kielt or Mrs C O’Kane

