

# Work Experience Programme (WEP)

## Form 4 & Year 10 Students.

30<sup>th</sup> Oct. – 9<sup>th</sup> Nov. 2017

### Introductory Notes:

In line with our school motto, "**Above and Beyond**" we endeavor to produce Wesleyans who are all-rounded, excellent in academics, character and leadership qualities. One of the myriad of learning experiences planned for our students is the **Work Experience Programme** which will start after the year-end examination, from 30<sup>th</sup> Oct - 9<sup>th</sup> November 2017.

The **Work Experience Programme** or **WEP**, as we called it, was initiated and carried out since 2011 as a value-added educational experience for all Form 4 / Year 10 students. The students are sent to companies / organizations / institutions to gain work experience through internships, job-shadowing and working in real job situations. Through WEP they gain exposure to the knowledge, skills and responsibilities required for a particular job, to experience work life and culture, to assimilate values and work ethics and to learn basic skills related to their assigned job. Besides experiencing these, the student will also get to practise interpersonal and communication skills in a real setting, and to experience the world beyond the classrooms. Through the WEP we hope to prompt students to think about their future career goals.

Some of the workplaces that our students had successfully gained work experiences include hospitals and clinics, restaurants, F&B and retail outlets, hotels, law firms, educational and development centres, universities and colleges, charity organizations and many others. The feedback from students, parents, placement providers and organizations every year has been positive.

Before starting WEP the students will attend a school-based workshop on career preparation, job expectations and work life values and conduct.

During the work experience period some teachers are assigned to visit the students to check on their progress and performance at the workplaces. The students may not be paid unless the organization or company wishes to give them an allowance as an incentive.

### Instruction to Parents:

All Form 4 / Year 10 students have been given letters with information regarding WEP to be handed to parents for their perusal. Parents are required to assist their child to find suitable job placements in companies / organizations / institutions that suit the child's interest.

**We would also like to seek the help of parents and interested parties to offer job placements in their own companies / organizations or from those of their personal contacts for our students to undergo WEP. If you can, kindly fill up the Reply Slip below hand in to the homeroom teachers or email or scan it to us.**

If you need further information kindly contact the school office and ask to speak to our Guidance Counsellor, Mdm. Wong Yen Chen. Tel: 03-40425863 ext. 251

**REPLY SLIP**

*Please fill in the relevant particulars in the spaces provided and hand in this form to Wesley Methodist School Kuala Lumpur (International) or send it by fax or by email.*

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To,

The Principal,  
Wesley Methodist School Kuala Lumpur International  
Lot 185, Jalan Lima, Off Jalan Sentul,  
51000 Kuala Lumpur.  
Tel: 03-40425863  
Fax: 03-40457107  
Email: principal@wms.edu.my

Dear Sir,

**WORK EXPERIENCE PROGRAMME (WEP) FOR YEAR 10 & FORM 4 STUDENTS - 2017**

Thank you for your letter, Ref: WMSKL/013/2017-125. I have noted the contents.

With regards to the Work Experience Programme (WEP) from 30<sup>th</sup> October - 9<sup>th</sup> November 2017, I would like to offer places in my organization\* / my friend's organization\* to WMSKL(I) students. (\*delete appropriately)

(i) \_\_\_\_\_ (if you know the students' names)

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

**DETAILS:**

Name of Organization/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Website & Email: \_\_\_\_\_

Job Description: \_\_\_\_\_ No. of Places Available: \_\_\_\_\_

Name & Tel. of Contact Person: \_\_\_\_\_

Note: In order to provide a more authentic environment for the WEP, we encourage that the students DO NOT work under the direct supervision of their parents or immediate family members.

Thank you.

Yours truly,

.....  
Signature

Name: ..... Tel.: ..... Date: .....