



Year 12

Work Experience Planning

January 2022



Work Experience



Whether you have chosen Work Experience as your Wednesday afternoon enrichment or not - it is still important that you attempt to source some work experience. **All students in Year 12 are expected to undertake a week long Work Placement week commencing 27th June 2022** it can be any of the following:

- *Workplace* – at a company or an organisation local to you.
- *Volunteering* – for a charity is the most popular, and offers the same great benefits of work experience
- *National Citizen Service* - Visit their site for more information: <https://wearencs.com/find-programme>

Remember all experience counts!!

https://www.youtube.com/watch?v=xse_7vqmbog

Work Experience - Why??



- Work experience is a great way of getting *transferable skills* and experience that will support your *Personal Statement* (whatever post 18 pathway you choose).
- Future employers (including Apprenticeship providers) will want to know that you have the *skills and experience* to successfully carry out the job role you are applying for.
- *Employers value candidates* who have done some form of work experience
- Getting Work experience will *impress your future contacts* and show them you are *motivated and willing to learn*

<https://www.youtube.com/watch?v=IDEWxfloSwo>

Benefits to you . . .



- Get an insight into the world of work and a particular career and *find out if its for you*
- Develop those all important *employability skills, personal qualities* and *transferable skills*
- Establish a *professional skill set*, to help you in future job positions
- *Motivate you* to keep your eye on your future goals
- *Build networks and relationships* – which may lead to future paid opportunities
- Personal development – *build your confidence* in a professional environment
- It *looks great on a CV*

Most of all it can be a really enjoyable experience!!!

Finding a Placement - Do your research



- Use your current *networks of family and friends* who may work in or have contacts who work in the places you would like to start
- *Research companies in the area* where you would like to work. Look around when you are out and about and try the internet.
- Many companies have *specific work experience offers* and you may find information on their websites including contact information and to whom you should address your letter of application
- *Get your letter of application right* – a good first approach will go a long way.

Letter of Application - The basics . . .



Most important things to remember - get the basics right:

- *Politeness* - please, thank you etc
- *Formal* - Start with “Dear” and end with “Yours sincerely”
- *SPAG* - Spelling, grammar and punctuation - *check, check and check again!*
- *Sell yourself* – why should they have you - make sure you are making yourself look as good and professional as possible - *You never get a second chance to make a good first impression!*

Starting your letter



- Include *your name and address* at the top
- Include the name and address of the *person you are writing to*
- Include the *date*
- *Remember do your research* – Make sure you go on the company’s website and find out the name of who you are writing to - this makes a good impression that you are genuinely interested in coming to work for them!
- Use *Dear Mrs Smith* (or *Dear Sir/Madam* if you were not able to find out their name)
- State the purpose of your letter e.g. *“I am writing to enquire about completing a possible work experience placement within {company name} the week commencing 27th June 2022”*

Selling yourself - bagging the placement



Include a short separate paragraph for each of the following:

- *Why are you interested* in that type of work *person you are writing to*
- What *attracts you to this company?* Make sure to mention things that *compliment the company* and impress them - don't tell them its because its close to home and wont take long to get there!!!
- *Sum up your strengths* and how they may be an advantage
- Relate *your skills* to the job (e.g. if you are looking for a Primary school placement mention you are good with children)

Finishing the letter - ending on a high!



- *Thank them* for taking the time to *read your letter*
- Thank them in *advance for considering* your application
- Say you *look forward to hearing from them soon*
- End the letter with *Yours sincerely* if you addressed the letter to them *by name*
- End with *Yours faithfully* if you addressed the letter to *Sir/Madam*

BEFORE YOU SEND!!!!



- *Re-Read* that letter yourself - check it makes sense and check your *SPAG*
- Get *someone else to read it* just in case you have missed anything - another student, teacher, parents/carers, or Mrs Ross
- Decide *how you're going to send it*- Email? Postal? Some companies will prefer email others a hard copy letter
- *If in doubt - phone them first and ask how they'd like to receive it!*

Approaching a company in person



- If there are no email contact details on-line use the published telephone numbers for the offices you are interested in and *call directly*, introduce yourself and ask for the contact details for a work experience application – this will demonstrate your *motivation and enthusiasm*
- They may ask you *more about yourself* there and then so have your letter handy – it will make a good prompt
- They may simply give you an email address or a postal address
– *send your letter accordingly.*

More top tips for finding a placement:

<https://www.youtube.com/watch?v=o2F4bZX2yUg&t=76s>

Key Dates:



Your work Experience Week is
week commencing 27th June 2022

You must confirm your placement & submit your forms to Mrs Ross
no later than Monday 4th April

Paperwork



- The *Employer / Placement form* must be completed and has a section that must be completed by the *Employer*
- The *Parental Consent form* must be completed by your *Parents/Carers*

Work Experience Placement Form



Please ensure that as much information as possible is filled in and that handwriting is legible. Have a great placement!

Learner Details

Learner Name: _____ Tutor Group: _____

Learner Age: Under 16 16-17 18 plus (tick appropriate box) Gender: Male Female

Notes eg Medical conditions or allergies:

Placement Details

Name of person organising placement (eg Parent, student, school staff): _____

Placement Start Date: _____ Placement End Date: _____

Business Name: _____ Landline Number: _____

Contact Name: _____ Mobile Number: _____

Contact Position: _____ Email: _____

Work Experience Parental Permission Form



Dear Parent/Guardian

Your son/daughter will be taking part in work experience and will be expected to participate in a full range of activities involved in their placement. They will be expected to undertake any reasonable tasks set by the employer whilst under the employer's care and supervision.

They will be expected to make their own travel arrangements to and from the venue and will take responsibility for their own lunch arrangements.

In the event of illness or if the student is unable to attend the placement the school and the placement must be contacted immediately and if the illness occurs during the work experience the school should be notified.

Please complete the consent form below and return to Mrs Ross

Name of Pupil _____

Tutor Group _____

Both can be downloaded from the school website: <https://www.whickhamschool.org/careers/work-experience/>

Work Experience - Great Links



Here are some great links with further advice, guidance and examples to help you source Work Experience:

- [How to find good Work Experience](#)
- [Unifrog – a guide to Work Experience](#)
- [How to ask an employer for Work Experience](#)
- [Tips on writing a Work Experience Application Letter](#)
- [How to Apply for a Work Experience Placement](#)

Further Information:



The National Careers Service: <https://nationalcareers.service.gov.uk/>

UCAS Careers: <https://www.ucas.com/explore/careers-list>

UNIFROG: <https://www.unifrog.org/>

School Website: <https://www.whickhamschool.org/careers/work-experience/>

Mrs Ross, Careers Officer: dross@whickhamschool.org