



Year 12 PHSCE

Work Experience Planning

November 2023

Work Experience



Employers and Universities value candidates who have done some form of work experience.

Getting Work experience will *impress them* and show them you are *motivated and willing to learn*.

Doing Work experience will also help you to:

- *Get an insight* into a particular kind of career and find out if its for you
- Establish a *professional skill set*, to help you in future job positions
- Build *networks and relationships* – which may lead to future paid opportunities
- Develop *confidence in a professional setting , build your aspiration and determination*

Remember all experience counts!!

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

Your Work Experience week is **Week commencing 1st July**

Mrs Ross will need details of your placements no later than
MONDAY 25TH MARCH





STEP 1

*Deciding what to do for
Work Experience week*



Step 1 - Deciding what to do



- *Personal Awareness*

- What are your interests, skills, hobbies - would you like to do something in those areas?



- *Careers or Job Aspirations*

- Do you have a career in mind or is there a job you would like to try out to see if it's for you?



- *Use Unifrog to help you*

- Try doing the quizzes to figure out what jobs your skills and interests could lead you to
- Use the Careers Library to find out more about different jobs and careers

<https://www.youtube.com/watch?v=o2F4bZX2yUg&t=18s>

Task 1 - Deciding what to do



- *Personal Awareness*

- Write down 3 things that interest you outside of school
- Write down 3 things that you are good at (or skills you have - it doesn't have to be school related)
- Write down 2 of your favourite subjects (or the 2 you are best at)



- *Careers or Job Aspirations*

- Write down 3 different jobs or careers that you think may be interesting to you



- *Use Unifrog to help you*

- If you are struggling with this task remember Unifrog has lots of resources to help you



STEP 2

Finding a place to go

Step 2 - Finding a Place



- Use your current *networks of family and friends* who may work in or have contacts who work in the places you would like to try - perhaps they can help you out
- *Research companies in the area* where you would like to work. Look around when you are out and about - try a google search
- *Make a list of all the places you might like to go* – visit their websites and get contact information (email addresses and telephone numbers)
- *Don't rely on someone else to find you a place* - employers LOVE it when students contact them directly - it shows you have initiative and enthusiasm

Task 2 - Finding a Place



- *Family, friends, neighbours*
 - Write down 3 people who you know that work
 - Note what jobs they do (if you know them)
 - Speak to them about their job - does it sound like something you'd be interested in?
 - If so, ask them if their employer would let you go to work with them for 2 days to shadow them
- *Companies or Businesses in the Area*
 - List 3 kinds of workplaces that you'd like to work in e.g. cafe, shop, office, engineering firm, school, care home, Tech company, Manufacturing Factory etc
 - Try think of at least 2 places that you know of in each category
- *Google*
 - If you're not sure then use Google to find local companies - make yourself a shortlist of places



STEP 3

*Making contact with employers
(email)*

- Address your email formally - e.g. *Dear Mr Smith* (or if you don't know the name use Dear Sir or Madam)
- If you used the name of the person (eg. Dear Mr Smith) end your letter with *Yours Sincerely*
- If you used Dear Sir or Madam end your letter with *Yours Faithfully*



Structuring your letter (or email)

This will be personal to you – structure the letter with a *couple of sentences for each* of the following:

- *Why* are you interested in that type of work?
- *What attracts you to this company?* (make sure to mention things that complement the company and will impress them, (not just “It’s close by”))
- How would you *sum up your strengths* and how they might be an advantage?
- *Relate your skills* to the job (e.g. your applying for a Primary School and you’d like to mention you’re good at working with children)

Remember!



- Be *polite and formal* - Don't use slang
- Check your *spelling, grammar and punctuation*
- Make sure you have *sold yourself*
- *Read and re-read* your letter, check it makes sense then get *someone else to re-read* it!

Email- WAGOLL



Work Experience request

md@thecompany.co.uk

Work Experience request

Dear Sir or Madam [or name if known],

I am a Year 12 student from Whickham School, studying [list your subjects].

I am very interested in a career in [insert type of work done at this company] I am a hardworking and enthusiastic student with a keen interest in pursuing a [degree or apprenticeship] in this field after Sixth Form.

I would like to inquire about the possibility of doing a one week work experience placement with [insert name of company] the week commencing 1st July.

Work Experience will provide me with an opportunity to develop a deeper understanding of a field of work that interests me, whilst also allowing me to develop my employability skills, all of which will be of great benefit to me when preparing for my future career.

Thank you for taking the time to consider my request and I look forward to hearing from you.

Yours sincerely [Use Yours Faithfully if you used their name above]

[your name]

Task 3- Write your letter



- Start to draft your letter
- There are lots of good resources to help on the School Website's Careers Pages:
https://www.whickhamschool.org/careers/careers_resources/



STEP 4

*Making contact with an employer
(phone)*

Step 4 - Making Contact - phone



- *It's always best to address your letter or email to a specific person.*
- If there are no email contact details on-line use the published telephone numbers for the place you are interested in and *call directly to ask.*
- 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* right there and then, on the phone, so have your letter handy – it will make a good script
- They may simply give you an email address or a postal address — *send your letter accordingly.*

Mrs Ross's Top 10 Tips for the phone call



1. *Think about what you want to say* before you make the call.
2. *Write it down* on a piece of paper and keep it in front of you.
3. *Have a pen and paper* ready to take down any names or notes.
4. Take a *deep breath and relax* before dialling the number.
5. Always be *polite* and try to *speak clearly*.
6. Start by *introducing yourself* – give your name, say which school you go to and explain that you're looking for a one week work placement
7. Be prepared to say *why you are interested* in a placement with that employer - and the kind of work they do.
8. *Don't be discouraged by employers saying no* – it's nothing personal.
9. If it's a no - *keep trying* other employers – *don't give up*.
10. If you're really nervous, you could *ask a parent or teacher* to be with you when you make the first phone call.

Telephone call - WAGOLL



1. **If you get through to the receptionist/switchboard:** *“Hello, I’m ringing up regarding the possibility of doing a one week work experience placement with [insert name of company] Could you please put me through to (or) would it be possible to speak to the person who would be responsible for making this decision?”*

(If you are told they are out or busy, politely ask for their name, contact number or email address so that you can contact them another time - make sure you have a pen handy!)

2. **When you get put through to the person responsible:** *“Hello, my name is ????, I’m a Sixth Form Student in Year 12 at Whickham School studying for my A levels. I have a great interest in [insert the subject, job role or career relevant to the company you are talking to] as a career after I finish my studies. Gaining work experience in this field would help me to develop knowledge, experience and skills that will help me in my future endeavours. Would you be willing to offer me a placement with you to undertake some work experience?”*

(You probably won’t get an answer straight away so be ready to give your contact details. Also ask for them for their contact details so that you can forward a formal request letter - *if this information has not already been given to you earlier in the conversation*)

Telephone call (continued)



4. **If they say yes:** *“That is great news, thank you so much. My school will need some further details in order to confirm this placement and there’s a short form which needs to be completed. Would you prefer a hard copy or could I email you a copy?”*

(Make sure you note down their response and then forward their contact details to Mrs Ross so that she can send the paperwork or give you a hard copy to take in.)

5. **Ending the call (whether they offer you a placement or not):** *“Thank you for your time and consideration, it is very much appreciated.”*

<https://www.youtube.com/watch?v=0cZ-dlOJC-g>

Task 4- Practice your pitch



- Using the WAGOLL script, Mrs Ross's Top 10 Tips and the film you have just watched - work with a partner and role play a placement request phone call - take turns to be the employer and the student
- Try again at home with a family member
- Practice! Practice! Practice!





What will you get out of Work Experience

Transferable Skills



- *Work Experience* is a great chance to develop your *transferable skills*
- The more developed your skills are, *the easier your transition* into the workplace or university will be

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

Skills Reflection Tasks

1. *Answer the questions* at the end of the video.
2. *Make a list* of all the transferable skills you feel you *already have*.
3. Then make a list of all the transferable skills you are *still working* on.
4. *In partners*, discuss HOW you think you could improve the skills on your second list.