



Year 12 - Work Experience



February 2025





Work Experience



Work experience is a great way of getting transferable skills and experience that will support your Personal Statement (whatever post 18 pathway you choose). It will help you:

- *Get an insight* into a particular kind of career and find out if its for you
- Gain exposure to what working life is like – and get those all important *“transferable skills”*
- Establish a *professional skill set*, to help you in future job positions
- Build *networks and relationships* – which may lead to future paid opportunities
- *Personal development* – build your *confidence* in a professional environment

Remember all experience counts!!

Your Work Experience week is
Week Commencing 30th June

I will need details of your placements no later than
Friday 11th April

Deciding what to do



Careers or Job aspirations

Do you have a career in mind or is there a job you always wanted to try out?



Personal Awareness

What are your skills, interests, hobbies - could you do something in those areas?



Unifrog for inspiration

Do the quizzes to see what jobs or careers your skills and interests could lead you to and check out the Careers Library to find out more about them

Finding a Placement



- 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 or get googling!
- Many companies have *specific work experience offers* - find information on their websites - it could be an online form or it could be the contact details for whomever you should address your letter of application to
- *Charities and Community Centres* – always welcome Volunteers and charity work always looks good on a personal statement

Making Contact



- A *well worded email* to request a placement will work wonders - who you are, what you are studying and why you would like to do work experience there
- If there are no email contact details on-line use the published telephone numbers for place 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.*

Do it yourself!



Don't leave it someone else to find you a place:

- Employers are impressed with students who contact them directly
- It doesn't matter how nervous you are - they will be impressed with your resilience and go-getter attitude
- Some employers have a policy of saying no to a placement if a parent or guardian contacts them (unless they work there and are making initial enquiries)
- Be the independent young adults that you are - and do it yourself!!

Once you have an offer - fill in the forms



Personality profile ✔ Quiz last taken 25 Jan 23: ISTP	Activities ✘ Recorded at least 10	UK universities 0 shortlists
Quiz profile ✘ 3 of 4 quizzes complete	Skills ✘ Completed all 12	European universities 0 shortlists
Exploring	Interactions ✘ Missing 5 interaction types	Oxbridge 0 shortlists
Careers library ✔ Careers favoured	Academics ✘ No Classes selected	Apprenticeships 0 shortlists
Subjects library ✘ Subjects favoured	Materials	College / Sixth Form 0 shortlists
Know-how library ✔ Guides favoured	UK personal statement ✘ Subject added	Irish universities 0 shortlists
Courses ✔ 1 course added, 0 completed	Subject References ✘ No References selected	Applications
MOOC Make your first shortlist	CV / Resumé ✘ Write CV's tailored for each roles	Post 18 Intentions ✘ Plan A and Plan B complete
Unifrog events Train directly with experts	Notes for Reference writers ✘ 1 notes missing	Talent pool ✘ Not joined
Placements ✘ No placements added		
Special opportunities 0 shortlists		



HOME FAVOURITES LOCKER APPLY HELP 🔍 ⚙️ ✉️

Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator for you. Want an overview of how organising a placement works? [See the full process](#) >



1 placement added so far

Only add placements **after** you've been in contact with the employer, and they have agreed to host you.

+ Add new placement

More Information



WHICKHAM SCHOOL

HOME OUR SCHOOL ▾ LEARNING **PUPILS ▾** PARENTS ▾ SIXTH FORM ▾ VACANCIES 🔍

PUPIL INFORMATION	PUPIL VOICE	KEEPING SAFE	CAREERS
Attendance	About Pupil Voice	On-Line Safety	Careers Programme
Equipment Packs	Head Pupils	Child Exploitation	Personal Guidance
School Meals		Safeguarding Mentors	Employability Skills
School Uniform			Labour Market Information
			Apprenticeships
			Work Experience
			Post 16 Options
			Advice for Parents
			Careers Resources
			Job of the Week

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• I Could – Apprenticeships Information Portal

Volunteering

- [National Citizen Service](#)
- [Vinspired](#)
- [Gateshead Council – Volunteering in Gateshead](#)
- [Newcastle Volunteer Centre](#)
- [Do-it.org](#) – Linking volunteers with organisations
- [UNIFROG – Volunteering: Why it matters and how to start](#)

Work Experience

- [Save the Student – How to find good Work Experience](#)
- [UNIFROG – A guide to Work Experience](#)
- [Prospects – How to ask an employer for Work Experience](#)
- [Reed – Tips on writing a Work Experience Application Letter](#)
- [Total Jobs – How to Apply for a Work Experience Placement](#)

