

# Year 12 - Work Experience











# 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 give simply give you an email address or a postal address send your letter accordingly.

# Do it yourself!



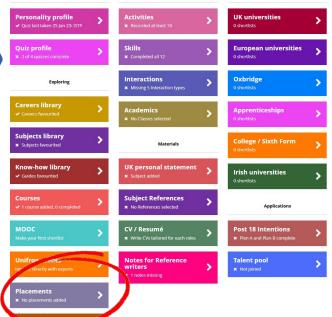
#### Don't leave it someone else to find you a place:

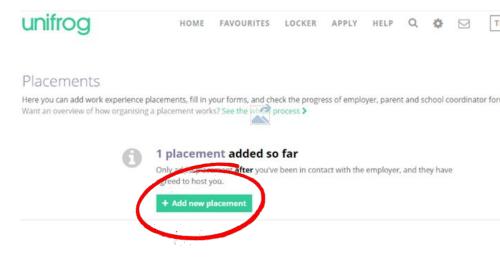
- Employers are impressed with students who contact them directly
- It doesn't matter how nervous you are they will be impressed with your resilience and go-getter attitude
- Some employers have a policy of saying no to a placement if a parent or guardian contacts them (unless they work there and are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

### Once you have an offer - fill in the forms









-- Conportunities

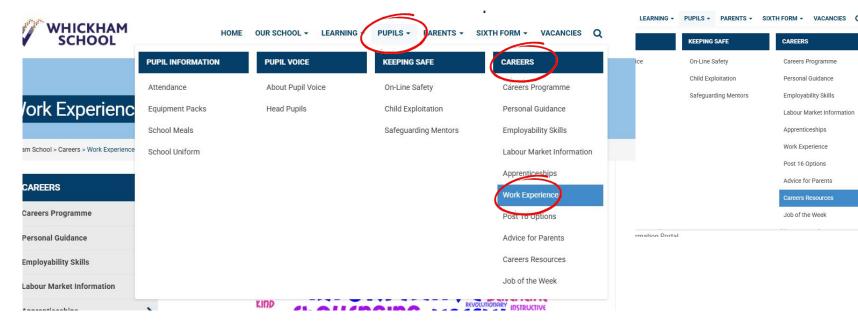
# Work Experience Feedback



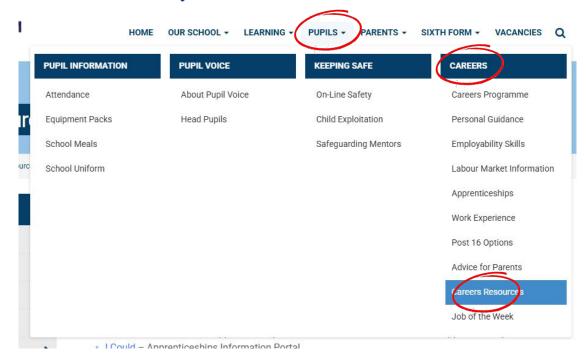


#### More Information





#### More Information





#### 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

