



Getting Ready for Work Experience

A Guide for Students

Work experience is seen as an important step as you start to decide on your choices after school. It is worth spending time getting advice and guidance from the school, parents, carers, friends and contacts so the experience is both valuable and accessible for everyone involved. The aim of this guide is to show you how to go about organising your placement.

Why do work experience?

- To experience the world of work.
- To give you an idea of the different **Employability Skills** in the workplace.
- It helps you understand your strengths and what you could improve for the future.
- To experience a career area, or typical working environment.
- To help with decisions about your future options.

How is work experience organised?

- You were given information about the programme in an assembly on **Monday 9th November** and subsequent wellbeing lessons/tutor groups.
- You will be expected to find your **own** placement, but we are here to help with this.
- Virtual placements will be undertaken within the school premises.
- Any place you find has to be approved by the school before you attend.
- Face to face placements can be anywhere in Wiltshire and surrounding areas. High risk placements may be restricted depending on location, normally 20 miles outside of the school postcode. Please check with the careers department in G121 if you are not sure.
- Once an employer has provisionally agreed to take you, you will need to ask them to complete an own placement form and return it to school.

Finding a placement:

- You might want to search for placements relevant to your interests or to develop different skills.
- Use the internet, parents/carers, relatives for ideas.
- Local papers/magazines are a good start.
- Information will also be circulated via tutor groups and school emails.

If you are finding it difficult to organise a placement, please come and see Mrs Smith in Room G121.

Timetable for your work experience:

Monday 9th November - Briefing session for all year 10 students.

Tuesday 10th November - Virtual Information Evening for parents.

November/December/January/February/March/April - Students find placements and return forms to Mrs Smith in G121

The employers may ask students to attend an interview - please try to organise this outside of the school day.

Friday 14th May - **Deadline for returning ALL forms.**

No forms accepted after this date.

May/June - Health & Safety checks completed.

June - Students will undertake briefings in advance of work placement.

28th June to 2nd July - Work Experience Week.

5th July to 9th July - Work experience debriefing in tutor or wellbeing classes.

For a placement to be approved:

1. It must be within Wiltshire or the surrounding area. Please check with the careers department if you are looking at a placement out of area . The workplace must have Employers liability insurance (and public liability insurance if appropriate).
2. A high risk placement will have to be checked and approved. For example, these include: farms, garages, riding stables, construction sites, kitchens and laboratories. Some high risk placements may be refused by the school.
3. The work offered meets legal requirements for a young employee. Businesses involving working from the employers home, will not be accepted.
4. Parents/carers must be aware of the risks associated with the work place.

Interviews:

As good practice employers will often request to interview students prior to the placement. It is strongly recommended that students arrange such an interview. Interviews may be virtual and these can be organised within the school day, co-ordinated via the careers office.

Employers and students can then use this to gather information and prepare themselves prior to starting the placement.

Form to be completed.

Own Placement Form - **All parts must** be completed and signed by the employer, parent and student before returning. It is crucial that the contact and insurance details are completed clearly and in full.

The work experience form can be found on Sharepoint in the Careers area > Year 10 Work Experience or collected from the Careers Office in G121.

If your child has a medical condition, please attach the relevant details to the Own Placement Form.

Delays are often caused because forms are returned incomplete.

**Completed forms need to be returned directly to
Mrs T Smith in G121.**

**PLEASE DO NOT HAND FORMS IN TO TUTORS OR THE
FINANCIAL MAILBOX.**

Year 10 work experience example application letter

[Your Name]

[Address]

[Postcode]

[Date]

[Employer's Name]

[Full Address]

[Postcode]

Dear Sir/Madam **[or name]**

I am writing to enquire about a potential work placement at **[company name]**.

I am a year 10 student from St John's Academy, studying **[list subjects]**. As part of our school's work related programme, I am able to spend a week at a work experience placement from **Monday 28th June to Friday 2nd July 2021**. I am keen on gaining some experience in **[chosen field of work]**, because **[reasoning for pursuing a placement with this specific company and field]**.

I'm a **[relevant skills and attributes]**, which can be shown in my **[real-life examples that demonstrate your skills]**.

In my spare time, I like to **[list relevant hobbies and interests]**, and I've also had some experience in/am a member of **[list any groups/clubs/other work experience]**.

I would be most grateful if you were able to consider my application to complete a week's work experience with **[company name]**. I would happily attend an interview at any time outside of the normal school day and can be contacted at **[your email address]**. In addition please contact tsmith@stjohns.excalibur.org.uk for further information about St John's work experience week.

Yours [faithfully/sincerely]

[Your name]