



Work Experience

Student Booklet 2018

Monday 18th June - Friday 30th June 2018



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You will need this booklet for placement preparation and follow up work back at school after your placement.

Key Dates

Date	Details
Monday 19th September	Life Skills sessions to prepare for Work Experience
Tuesday 26th September	Introduction to Work Experience assembly
Friday 27th October 2017	Work Experience application deadline
Week beginning 15th May 2018	Placement paperwork sent from Leicestershire Education Business company (LEBC) and handed out to students
Friday 9th June 2018	Students must have contacted employer by this date to confirm placement attendance
Monday 18th June—Friday 30th June 2018	Students undertake two week Work Experience Placement



Why Go On Work Experience?

What do you think is the best reason?

Most students think that Work Experience is only about trying out a job that they think they want to do in the future. However, it is about so much more than this.

Work Experience is about learning new skills and new ideas to do with the world of work.

It is important that you go on a placement that you are interested in. However, it is better not to restrict yourself just to do a job that you think you want to do in the future.

When you apply for the sixth form, college or a job, people are far more interested in the skills and attitudes that you have developed through Work Experience, rather than where you actually went. For example, the ability to work as part of a team or to be able to communicate your ideas both in writing and in speech, is far more important to a university tutor recruiting law students, than the fact you had your Work Experience in a solicitor's office.

Most employers are interested in general skills and qualities such as the ability to:

- use your initiative, organise and manage yourself well
- get on with people, work as part of a team and communicate with others
- be able and willing to learn new things
- Be enthusiastic, hard working and loyal

Some of these skills are called **Employability Skills**. Employers sometimes refer to these as 'transferable skills' because they are skills that you continue to develop in different jobs throughout your working career. **Employability Skills** are the most important things that you need to develop in order to succeed at work in the future.

Having a **positive attitude** to Work Experience will ensure you make a very good start to your working life.

What's In It For Me?

Work in the 21st century demands highly skilled and flexible employees. You can benefit from Work Experience in many ways.

You will have the opportunity to:

- Gain an insight into the world of work
- Apply skills developed in school to 'real life' work
- Develop your **Employability Skills**
- Develop your confidence and personal attributes

Taking part in Work Experience can have many benefits:

- Allows you to understand about the world of work
- Offers experience of travelling to work
- Allows you to see how businesses work
- Helps you to identify areas of personal weakness in your **Employability Skills**
- Allows you to meet and talk to other people
- Helps you to recognise the advantages and disadvantages of a particular job
- Could lead to a part-time job
- Helps you to understand the importance of your school work
- Gives you a realistic insight into a sector of industry
- Helps you decide what to do in the future
- **Provides potential references for future employment and further education - universities are also looking to see what experience you have as well as your academic achievements!**



Placement Preparation - Finding Your Own Placement

1. **Decide on the type of work you would like to do.** It may be related to an idea for a future career or just an area of work that you would like to experience. All Work Experience can be equally valuable regardless of the career link, providing it gives you a good opportunity to develop your **Employability Skills**.
2. **Look for a placement by asking your parents or carers, relations and friends, if they know anyone doing the type of work that you are interested in.** You can also ask your tutor and staff at school, look at advertisements in newspapers and magazines, enquire at customer service desks, look at shop fronts and businesses in your area and research on the internet.
3. **Discuss your ideas with your parents or carers and tutor.** You should not arrange a placement where you will be working closely with a parent or relative or where you already have a part-time job. It is important the Work Experience is a 'new challenge' in terms of people and environment.
4. **Consider the geographical location.** You need to take into account where you live, what transport links are available and how long will the travel time be from your home to your placement.
5. **Contact the company or organisation and ask if they are prepared to accept you for Work Experience.** This can be done by telephone, personal visit, email or letter. Make sure that you know the dates of your Work Experience and advise the company of these. Think about why you would like to do Work Experience within that organisation and remember to be enthusiastic in your communication.
6. **Once you have confirmed a placement, you should complete the Self Placement Form provided by the school.** Send it or take it to the company or organisation. The form must be completed and signed by the employer to confirm they agree to you doing Work Experience within their organisation.
7. **The company must have Employers' Liability Insurance and Public Liability Insurance otherwise you will not be able to go there for Work Experience.** The policy number and the expiry date will need to be recorded on the Self Placement Form provided.
8. **The completed form should then be handed to your Work Experience Co-ordinator before the deadline date given.** Your placement will then be checked for suitability, insurance and health and safety before it is finally confirmed that you can go there for Work Experience.

Placement Preparation - Making A Telephone Call

Before you dial

Have a pen and paper ready to record any information you are given.

- Make sure you know the correct number
- Make sure you know the correct name of the company or organisation you are trying to contact
- If possible, find out the name of the person you are trying to contact in advance.

Making the call

- Ensure that there will be no distracting background noise
- Dial the correct number

When someone answers

- Say “Good Morning” or “Good Afternoon”, as appropriate
- Introduce yourself, giving your name and school
- Explain why you are phoning e.g. “I am phoning to ask about the possibility of your company or organisation offering a Work Experience placement between Monday 18th June and 30th June 2018”
- Explain why you would like to do your Work Experience there
- Ask to speak to someone who can help you
- Remember to ask for the person’s name

If you are passed to a different person

- Introduce yourself again in the same way and repeat the information suggested above.

If the person agrees to accept you for Work Experience

- You will need to arrange for your Self Placement Form to be completed. Please advise the employer of this and arrange to either send or take the form to them
- The form must be signed by a person in a position of responsibility e.g. a manager
- The employer may wish to see you for an interview before they confirm that they will be able to take you for Work Experience.

Remember to always speak politely and clearly and remember to thank people for their help.

Placement Preparation - Writing A 'Letter Of Application'

Your name and address

Name of contact

Their job title

Name and address of the
company

Date

Dear name of contact or

Dear Sir/Madam

1st paragraph - introduce yourself and explain why you are writing e.g.

My name is..... I am a student at Crown Hills Community College and I am
looking for Work Experience from Monday 18th June—Friday 30th June.

2nd paragraph –explain what sort of Work Experience you are looking for and why
you have chosen this company.

3rd paragraph - give some information about yourself e.g. what are your best
subjects at school or college, hobbies, sports, interests, skills and abilities etc.?

4th paragraph - finish your letter on a positive note and say that you are looking
forward to hearing from them.

Yours sincerely (if addressed to named contact)

Yours faithfully (if addressed to Sir/Madam)

Your signature

Your name in full

Placement Preparation - Arranging An Interview

You will usually have to attend an interview before you start Work Experience. If possible arrange an appointment outside of the school day. You will need to create a good impression from the start and it is important to ensure that you prepare well before you contact your employer.

You need to find somewhere quiet where you will not be disturbed. Make sure you have a pen and paper with you, along with details of your work experience placement.

To help you prepare, you should think about what you want to say in advance and record the following before you make your telephone call:

Company Name _____

Telephone No _____

“May I speak to _____ please?” (name of the person)

“I am _____ (your name) from Crown Hills Community College and I am due to start work experience on _____” (the date you are due to start)

“I am telephoning to arrange an interview before my Work Experience” Listen to the response and note down the following;

Date of interview _____ Interview time _____

Person to report to _____

Where to report to _____

Ideally, this is the way the telephone call should go, but:

- If the line is engaged, try again until you get through
- If the person you want to speak to is unavailable, ask when it would be convenient to telephone them or leave a message but **do** phone again
- If the person you want to speak to has left the company, ask for the name of the person who has taken over responsibility for Work Experience and speak to them. Let your Work Experience Co-ordinator know that the contact person has changed.
- If you cannot contact anyone, let your Work Experience Co-ordinator know at once.

Placement Preparation - At The Interview

Remember first impressions are important

Your appearance will help to create a good impression if you dress appropriately. Make sure that you are clean and tidy.

It is also important to arrive on time. You should plan your travel arrangements carefully and allow plenty of extra time to make the journey in case of delays. Try to arrive a few minutes early to prepare yourself for the interview.

It would be useful to take along your letter of application and any Work Experience information you have been given.

If you have secured your own placement you will need to take the Self Placement Form for the employer to sign and record the policy number and expiry date of the company's Employers Liability Insurance and Public Liability Insurance.

If there is a reception area you should speak to a member of staff there. You should give your name, explain that you have come for an interview and tell them the name of the person you have come to see.

Remember the following:

- No chewing and make sure your mobile phone is switched off!
- Shake hands with people that you meet and make eye contact
- Be polite to everyone, including staff in reception.... Say "please" and "thank you". Wait to be invited to sit down. Smile and try to stay relaxed. Remember that your body language can give-off negative signals!
- Speak clearly and maintain good eye contact with the employer. Give full answers to questions, not just "yes" and "no". Listen to questions and instructions, if you do not understand something then ask politely for an explanation. Write down new information or instructions and don't rely on your memory.
- Prepare some questions about the work that you may be doing and prepare answers to questions they may ask you, for example: "What do you want to do when you leave school?" or "Why did you choose this type of Work Experience?" Be sensible with your answers
- Check that the employer knows what date you are starting and how long the placement lasts. Give advance warning of any time you need to take off e.g. hospital appointments or exams and provide evidence of this.

Remember to be enthusiastic and smile during your interview!

Work Experience Placement - Top Tips

You will be treated as a junior employee at your work place



1. Attend your placement everyday
2. Be on time every day as arranged
 - Late? Phone your employer to explain
 - Too ill to work? Phone your employer and the school as early as possible
3. Make sure you wear the right clothing for your work placement. Ask before your first day! Work boots and overalls can be borrowed from Mrs Squires.
4. Listen and follow all instructions. Attend your Health and Safety induction.
5. Think first! Always ask if you are not sure.
6. If there is a problem tell your supervisor at work straight away. If there is an issue with your placement speak to your Work Experience Co-ordinator.
7. Keep a record of your week. write in your diary pages or you could make a blog. You could take photos, or record interviews on your phone (always ask permission first).
8. Complete the feedback pages and ask your supervisor and parents to provide feedback for you.
9. Be enthusiastic, polite and courteous at all times.
10. Thank all the people who have helped you during the placement. Write a thank you letter to show your appreciation (see example at the back of the booklet)

Work Experience Placement - Induction Checklist

General Introduction to the Work Placement				
Discussed	(tick)	NA	(tick)	Any notes
Line manager/supervisor	<input type="checkbox"/>	<input type="checkbox"/>		
Introduction to staff	<input type="checkbox"/>	<input type="checkbox"/>		
Company security procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Guided tour of the work place	<input type="checkbox"/>	<input type="checkbox"/>		
Risks & controls	<input type="checkbox"/>	<input type="checkbox"/>		
Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>		
Personal safety	<input type="checkbox"/>	<input type="checkbox"/>		
Hours of work	<input type="checkbox"/>	<input type="checkbox"/>		
Placement Emergency & Communication Arrangements				
Absence reporting	<input type="checkbox"/>	<input type="checkbox"/>		
Fire alarm procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency evacuation	<input type="checkbox"/>	<input type="checkbox"/>		
Use of telephone	<input type="checkbox"/>	<input type="checkbox"/>		
Accident procedures	<input type="checkbox"/>	<input type="checkbox"/>		
First aid	<input type="checkbox"/>	<input type="checkbox"/>		
Specific Health, Safety & Welfare Issues				
Safety policy	<input type="checkbox"/>	<input type="checkbox"/>		
Safe systems of work	<input type="checkbox"/>	<input type="checkbox"/>		
Prohibited areas	<input type="checkbox"/>	<input type="checkbox"/>		
Personal protective clothing & equipment	<input type="checkbox"/>	<input type="checkbox"/>		
Machinery/equipment	<input type="checkbox"/>	<input type="checkbox"/>		
Health & safety notices	<input type="checkbox"/>	<input type="checkbox"/>		
Dangerous substances	<input type="checkbox"/>	<input type="checkbox"/>		
Manual handling	<input type="checkbox"/>	<input type="checkbox"/>		
H&S responsibilities	<input type="checkbox"/>	<input type="checkbox"/>		
Hygiene	<input type="checkbox"/>	<input type="checkbox"/>		

Student: The above issues and arrangements were explained and I agree to abide by the company's existing

Signed:

Print name:

Date:

Company: I agree that above issues and arrangements were discussed with the student to ensure their

Signed:

Print name:

Date:

Work Experience Placement - Thank You Letter Example

Name
School address
Date

Contact name
Business name
Business address

Dear (employer name)

Thank you very much for giving me the opportunity to do my work experience placement at [name of workplace]. I thoroughly enjoyed my time especially [write about the best part of the experience for you].

I feel that it will help me with my future career plans as it helped me to understand what working life is like and I was able to show my [write about one or two of the employability skills].

I found the staff very helpful and friendly but would particularly like to thank [insert name of person you worked most closely with] for all of the help and support [she/he] gave me.

Yours sincerely

[sign]

[print name]