



# Work Experience 2023



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# Aims and Objectives

Students taking part in the Work Experience scheme are likely to benefit in the following areas:

## Employability and Key Skills

Gaining insight into skills and attitudes required by particular sectors and employers; opportunities to develop, practise and demonstrate key skills in a work setting, in particular, recognising hazards, assessing and controlling risks, working with others, ICT skills and improving their own learning and performance. One of the main aims of work experience is to display a positive attitude in your work placement.



## Careers Education Guidance

A better understanding of changes in the world of work and the implications these have for their own careers.

## Vocational Subjects

A better understanding of the vocational areas being studied, the opportunity to investigate real examples for coursework and the opportunity to gather evidence of vocational skills developed.





## Personal and Social Development

The development of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills leading to demonstration of a positive attitude.

## General Subjects

Opportunities to enhance students' understanding of the National Curriculum, develop a practical understanding of a range of issues involving health and safety, economic and business issues, citizenship and environment and moral and social education.



## Specific Career Areas

If a student wishes to undertake work experience within a specific career area e.g. engineering, animal care, sports, etc. a placement will need to be found ASAP due to the popularity and a lengthy application process. Some employers only offer 1 week, hence another placement needs to be found +/- or a Plan B.

**WORK EXPERIENCE IS NOT INTENDED TO BE  
CAREER TRAINING**



# Key Messages for Students

**You must arrange this experience yourself.**

**You will need to have a CV and Personal Statement in case your placement requests this. Some employers may ask for an interview - this must be treated seriously.**

**You will normally need to meet your employer, taking along your work experience form which will need to be completed. A parent / carer also needs to sign this and return it ASAP (no later than February half term).**

**Think about employability/key skills not just careers e.g. customer service, admin skills, IT skills, practical skills, team working rather than law, banking, mechanics, hairdressing. Many jobs need a variety of these skills and a student in a placement that isn't their career ambition will still find themselves using the skills they will need.**

**Think about what you might be able to do on a placement taking into consideration your age and experience.**

**A good example are legal firms where students are unlikely to get practical experience of the law but are more likely to be involved in admin, IT and possibly customer service. Likewise in hairdressers you will be involved in doing the more basic duties as opposed to cutting hair.**



# Helpful Hints

The following tips should help to smooth the way to a successful work experience placement:

## Arranging the Placement

When considering placement opportunities try and be as flexible as possible about the areas you can travel to. You are more likely to get a placement matching your requirements if you can travel further away. Consider using the bus – timetables are available online.



## Job Description

The job description is a guideline only. If you are successful in obtaining a particular placement do not expect to be doing everything on it. Providers will do their best to give you a variety of interesting things to do but it will depend on what is happening whilst you are there.

## Contacting your Placement

Although the thought of phoning a stranger to arrange your interview may seem scary it is important that **you** do it – not your parents. It does not create a good first impression with the placement provider if your parent phones to make all the arrangements! Make the appointment out of school hours. Your tutor has a help sheet should you need one. Write down what you want to say and some possible questions. Always make a note of the person you spoke to.



**Careers advice and help with placements can be sought from Mrs Day in the Careers Office.**

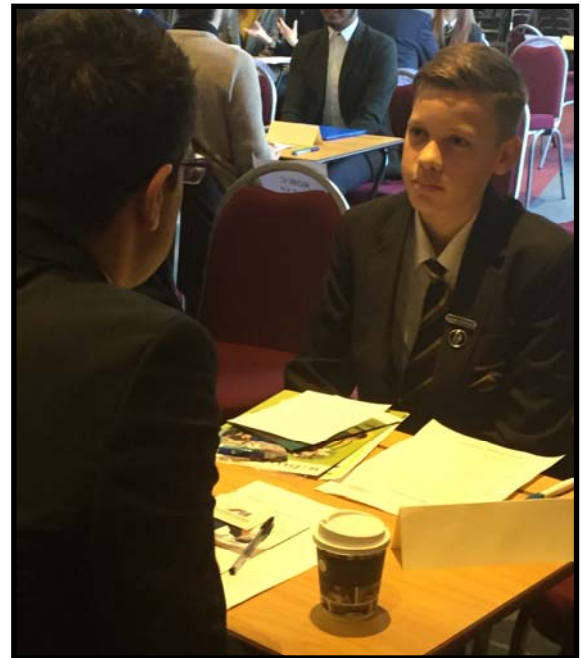


## Once the Placement is Arranged

Some providers will expect you to work Saturdays in return for a day off in the week – this is reflecting their normal working pattern. If you do not know where the placement is situated try an on-line map or use the phone number on the contract to ask. Check out the starting time and how long your journey will take. You need to be punctual!

## Interview

All students should be prepared to have a pre-placement interview – we consider this to be an important part of the experience. It will help reassure you; give you the opportunity to try out the route there, meet someone from the placement and ask questions about what you should wear, what the arrangements for lunch are etc.



## Starting the Placement

You are likely to be spending more time on your placement than you normally would at school and you will feel tired especially for the first few days. It is very different to being with all your friends and you may not like it at first. Persevere, things will get better as you settle in, most students in past years have found that by the end of the placement they are having a great time.



## **Working at the Placement**

If you have problems at the placement the first person you should talk to is your supervisor. If you are unhappy they need to know. Talk to your parents or another adult you know who has experience of work, they may be able to put your mind at rest. If you are unable to resolve a problem please contact the Year Office and/or Mrs Day the Careers Advisor at school.



## **Certificates**

All students who successfully complete their work experience will be presented with a Certificate.

**If you are unable to attend your work placement because of sickness or for any other reason, please contact firstly the employer then the school.**

**Placement Forms are to be submitted to your tutor by no later than February half term.**

# Quotes from Employers and Students about Work Experience

## Employers...

### Premier Inn

'Lovely Girl. Very polite. Has used initiative every day, asking for help and jobs to do. Timekeeping and Attendance are excellent. Absolute Star!'

### Wyevale Garden Centre

'He has been a pleasure to have and I can honestly say he has been the best Work Experience placement we have had. Since day one, he has got stuck in, always looking for the next thing to do and asking questions where needed'.

### Peugeot

'He is a pleasure to work with and gets his head down with any work we assign to him. He completes the work to a very high standard. He has completed some work where he updated the information on google for all of our dealerships which will save the company around £30,000'.

## Students...

### Mocha Lounge

'The staff have all made me feel welcome and helped with everything I needed to learn as I felt very nervous. They have offered me a job which I'm looking forward to starting in the Summer'.

### Magna International

'Not only have I learned about car design and manufacturing but I've learned what it's like to have a job. It has definitely helped me with my communication skills'.

### Allesley Hall Primary

'Enjoyed it. I was treated like an adult. I liked being trusted to take small ICT groups. It was hard work but enjoyable. I am now interested in Teaching'.