

Year 12 Work Experience

Monday 29th June – Friday 3rd July 2020



Finding your own work experience
placement

Work Experience – who does what?

You

- Identify a career area to try out with an employer
- Research what skills are required to do that type of work
- Attend work experience related events and workshops
- Find a placement by contacting employers and attending interviews
- Inform your tutor who will inform Mrs Ashby when you have found a placement
- Complete the paper placement form provided by your tutor, these are also available from reception.
- Confirm your attendance, working hours, dress code, and duties with the employer prior to the placement start date
- Prepare for work experience using the Barclays LifeSkills 'Work Experience Log' booklet
- Use the above booklet and online survey to evaluate your experience and set goals for the future
- Thank the employer after your placement and ensure you have requested and received an employer assessment / reference

The College

- Ask you to look for your own placement
- Provide you with an employer letter
- Offer support and assistance in finding a placement
- Help you identify the type of placement that may suit you
- Provide you with a paper placement form to submit your placement details for checking
- Inform you when your placement has been confirmed and health and safety checks have been completed
- Prepare you for work experience with health and safety information

Parent / Carer

- Support you to consider suitable careers
- Help you to find a suitable placement

- Encourage you to fill in your work experience log book daily when on work experience
- Help you to complete any evaluation / reflection on your work experience after your placement

Employer

- Gives you the opportunity for work experience
- Makes sure it is a worthwhile experience for you
- Completes an assessment of how your work experience has gone

Form the Future

- Process your self-arranged work experience form
- Complete health and safety checks with chosen employers, put together a job description and confirm your working hours

How to decide on a work placement

You may already know what career you're interested in – if that's the case, good for you! The best thing to do is to look for work experience that's related to the job you want to do, or in the same sector or industry as your chosen career.

Here are some examples:

- If you know you want to be a chef, you could try to find a placement in a restaurant or canteen.
- If you're interested in a career in medicine, you could try to find a placement in a hospital or GP surgery.
- If you like travel, you could look for a placement with a travel agent or tour company.
- If you think a career in finance would suit you, you could try to get a placement in an accounts office or at a bank.

Don't panic if you're not sure what career you want to go into just yet – lots of people aren't! The career choices section of this website should help give you some ideas about different types of jobs and industries. Or you could start by thinking about what subjects you are interested in.

Here are some examples of how different subjects can help with different jobs:

- English – newspapers, magazines, publishing, writing, libraries, teaching
- Math's – accountancy, banking, engineering, computer programming, finance
- Geography – green charities, local borough town planning, environmental sciences
- Science – vets, pharmacies, zoos, laboratory work, hospitals, teaching
- Photography – local, news, fashion, portrait and nature photography, processing film.

If you really can't think of an area of work you want to find a placement in, you could use **www.unifrog.org.uk** to research career sectors or careers linked to a subject area. Try asking yourself these questions as a starting point:

- What am I good at?
- What are my interests and hobbies?
- What jobs have I seen other people do that I think look interesting?

Work experience is all about giving you an insight into the world of work. It doesn't have to be in a career that you would choose in the future.

You could identify career interests by:

- Meeting with Lesley Ayres, the college Careers Adviser to discuss options (appointments are available each Monday)
- Dropping in to see Mrs Ashby, Head of Careers for a short discussion on options (available in college on Monday and Wednesday).
- Researching in the Careers Library at the Careers Hub both at Wootton Upper School and Kimberley College sites
- Speaking to your teachers about subjects you are good at and enjoy – what careers could link to these?
- Visiting the following websites to do some careers research:
 - www.unifrog.org.uk
 - www.nationalcareersservice.direct.gov.uk
 - www.icould.com
 - www.prospects.ac.uk

How do I identify potential employers to approach?

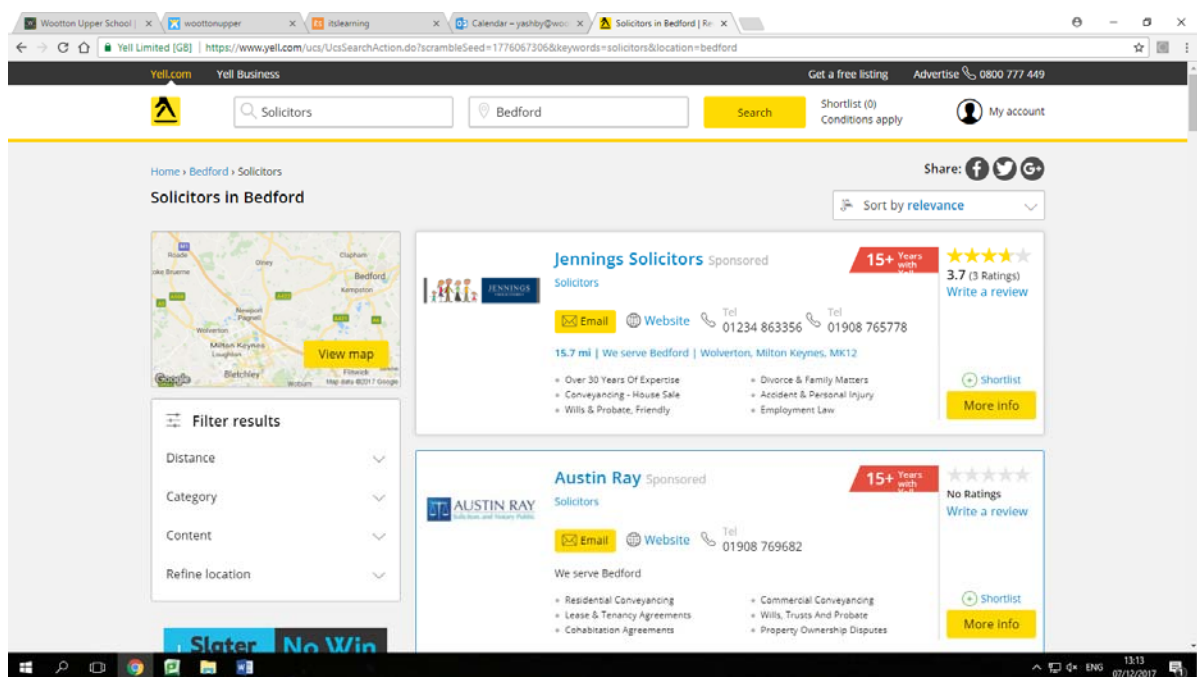
Here is our step-by-step guide:

Step 1: Your own local knowledge. If someone you know works somewhere interesting, you can ask them if they'll contact their human resources department for you.

Step 2: If you already know of an organisation that interests you, do a web search for their contact details.

Step 3: Yellow Pages website www.yell.com, Thomson local website www.thomsonlocal.com, <http://www.itslocalbedford.co.uk/bedford/> Bedford Borough's local business directory

Go to one of the above websites, type in the kind of work you would like to do, e.g. "solicitor", and the area you would like to work in, e.g. "Bedford". They will give you every solicitor in Bedford.



Step 5: Read job adverts in the local newspaper to find employers in your area www.bedfordtoday.co.uk/jobs or by following the Bedford Jobs Hub on Facebook www.facebook.com/thejobshub

Step 6: Be willing to travel to other areas, as long as it's not too far or expensive to get there. This will give you more choice and open up other opportunities.

Step 7: If you are willing to travel out of area and want to consider some top employers for your industry who offer apprenticeship schemes, they may also have structured work experience programmes you can apply for. A search on google can often be the best starting point. E.g. a quick google search for 'top accountancy employers' provided a link to this page:

Ranking vs 2016	Name	UK income (£m)	% change vs 2016	Year end	UK partners	Fee per partner (£k)
#1 -1	PwC	3437.00	+11.00	30/06/2016	926	-
#2 -2	Deloitte	3040.00	+13.60	31/05/2016	956	-
#3 -3	EY	2150.00	-7.00	30/06/2016	683	-
#4 -4	KPMG	2068.00	+5.60	30/09/2016	615	3.44
#5 -5	Grant Thornton UK	533.80	+2.54	30/06/2016	186	2.98

Followed by a search for 'PWC work experience' on google and this page was reached:

Work experience
Are you thinking about your next steps once you leave school or college? Find out more about the different ways we can help you launch your career.

Do you have an interest in business and finance or technology? We have two exciting programmes for you to find out more about us and discover where your interests lie.

If you're interested in business or technology, then one of our paid work experience programmes could be for you. Spend an action-packed week in a PwC office during your summer holiday – meeting our people, experiencing the work we do and making new friends.

You'll see how we support household brands, governments, charities and global companies with everything from planning for the future, to how they can make best use of their technology and meet the challenges of a changing world of business. Plus, you'll get advice and coaching from our recruitment team. If it goes well, you'll have the opportunity to secure a full-time job with us when you leave school or college, explore our Flying Start degree programme, or join one of our undergraduate work experience programmes if you decide university is for you.

Our programmes

- Business insight week
- Big data summer camp

Not sure which companies offer apprenticeship schemes? Search for employers on <https://careerfinder.ucas.com/> as a starting point.

Step 8: Remember to ask for help if you need it. You're already showing loads of initiative by looking for a placement on your own. Good Luck!

Task 1

Now that you know how to go about finding potential employers to approach, it's time to do some research and list your top ten employers:

Employer Name Address Telephone No.	Name and email address of person to send CV and Cover letter to	Any other details to note?

Once you have a list of companies, the next step is to contact them.

Contacting employers

If the company is small and in the local area you could drop in and speak to them. If you do this, still ensure that you have a CV and cover letter with you to leave with them, should the person you need to speak to not be available.

Most companies will require a letter and CV. You will need to ring up the company and ask who organises work experience. Some larger companies put this information on their websites. Once you have the name of the person you should speak to, you will need to phone them to introduce yourself.

Making the telephone call:

Lots of young people may feel uncomfortable calling an employer. Even some adults get nervous phoning companies. The more you do it, the easier it will be – you'll soon wonder what you were worried about.

Aim: to find out who has responsibility for work experience and their contact details

Here are some tips that might help:

- Think about what you want to say before you make the call.
- Write it down on a piece of paper and keep it in front of you.
- Have a pen and paper ready to take down any names or notes (use the task sheet on the previous page).
- Take a deep breath and relax before dialing the number.
- Always be polite and try to speak clearly.
- Start by introducing yourself – give your name, say which college you go to and explain that you're looking for work experience.
- Know your phone number in case they want to call you back, the dates of the work experience and when you could meet them.
- Be prepared to say why you are interested in a placement with that employer.
- Don't be discouraged by employers saying no – it's nothing personal.
- Keep trying other employers – don't give up.

- If you're really nervous, you could ask a parent or teacher to be with you when you make the first phone call.

Example script:

Hello. Could you tell me please who would be the best person to speak to about doing a work experience placement with your organisation? *(Write down the name.)* Would it be possible to speak to him/her now? My name is and I am a student at Kimberley College. Thank you. *(Put through to work experience person)*

(If the work experience person is not available): When would be a good time for me to call back? *(Write down time, call back then.)* Thank you for your help.

(If the work experience person is available): Hello. My name is and I am a student at Kimberley College. All students in my year group are going on 1 week of work experience in July and I was wondering if it would be possible for me to undertake work experience at your organisation?

(If no): Okay. Thank you for your time. I am really interested in gaining experience in your industry, do you know of any other local companies I could try?

(If maybe/yes): Thank you. Would it be possible to make an appointment to come and see you to discuss it? *(If yes: set a time/date, write it down and keep appointment)* I look forward to seeing you then. Goodbye. *(If no)* Okay, I do have a cover letter and CV that I could email through to you if you would like to see them. *(If yes: take down email address ensuring you take this down accurately, send email and follow up with a telephone call)* Thank you, I will send those over to you straight away and follow up with a phone call in a few days' time. Thank you for your time. Goodbye.

Cover letters

This could be sent via email or through company websites. You could even visit a small local employer in person to leave this with a copy of your CV with the person responsible for considering work experience requests. Always make sure you try and get the name of the person responsible for work experience otherwise your carefully prepared letter and CV may never be seen by them.

Example letter:

Your address

Post code

Date

Name of contact

Company

Company Address

Company Post Code

Ref: Work experience placement

Dear Sir/Madam

My name is and I am a student at Kimberley College. All Year 12 students at my college are undertaking a one-week work experience placement from the 29th June – 3rd July 2020 and I was wondering if it would be possible for me to complete a placement at your organisation?

I would like to work at your organisation because I am interested in.....

I think that I would be suitable because I am.....

If this is something that you would consider, I would be grateful if I could make an appointment to come and see you to discuss this further? Please could you telephone me on outside of college hours which are, or contact me by e-mail to or write back to me at this address.

Thank you for your time in reading this letter. I look forward to hearing from you.

Yours faithfully

(Your name).

Task 2

Using the template provided on the previous page, write your own cover letter that can be used when sending a speculative work experience application to employers. You can either start making notes on this below, or do it straight onto the computer.

Writing your CV

If an employer asks you to send in a letter and CV, always say yes and then find some help to create one. You could use the CV builder on **Unifrog**, but some general pointers can be found below!

What should you include in your CV?

Your CV should include contact details and information about your education, work experience and skills. The CV template provided on the following page will show you what to include and where, but make sure you also read our top tips below before you write your CV.

There is no need to name your CV – do not waste space putting ‘CV’ at the top of the page, simply start with your name.

Check your contact details - Potential employers need to be able to get in touch with you. Make sure you include up-to-date contact details (a mobile telephone number and email address at least) and check and double-check that these details are correct. You should also make sure your email address is appropriate – something like charliesexykitten@hotmail.com probably won’t make a good impression.

Introduce yourself - It’s a good idea to have a brief profile section at the top of your CV, just below your name and contact details. This is where you can introduce yourself and say what kind of work experience you are looking for.

Keep it short - Keep it short and sweet – two sides of A4 paper at the most, but try to keep it to one side if you can.

Every CV should include (at least) the following sections –

- Contact details – how else will they invite you to an interview
- Experience – including work experience, paid work and voluntary work
- Education – your qualifications and any courses you’ve done or are doing
- References – it’s okay to put ‘references available on request’ if you don’t want to list other people’s contact details.

Other sections you could include are:

- A profile at the start – it's a good way to introduce yourself
- Some skills – maybe as a list of bullet points
- Your hobbies and interests – especially if they link to the job somehow, but it's also good to show that you're a real person, not just a CV!

Make sure it looks good - There are some things to remember when you are formatting your CV – number one is the font that you use. Make sure you use a font that is easy to read. Avoid old-fashioned fonts like Times New Roman because they look out of date. Choose a more modern, fresh font like Arial, Calibri or Tahoma. Size 11 or 12 is good for the main text, perhaps using bold size 14 or 16 for headings. You should make sure your name is big at the top of your CV – at least size 20.

Check, check and check it again - You'll probably spend quite a bit of time on your CV, so make sure it isn't let down by poor spelling, grammar or punctuation. A top tip for checking written work of any kind is to read it out loud. There is even a 'read aloud' function in the review menu of Microsoft Word where the computer will read it out to you. That way you should pick up any mistakes. It's a good idea to get at least one other person to look at it too. You don't want to realise you've made a mistake after you've sent your CV out!

Task 3

Write a personal profile for your CV which introduces yourself to a potential employer.

[Name]

[Address]

Tel: [phone number] **Email:** [appropriate email]

PERSONAL PROFILE

A few sentences to summarise who you are and what you are looking for.

EDUCATION

[date from]–[date to] **[School name]**, [school address]

GCSEs: [subjects and grades]

Also: [any other awards or qualifications gained in school]

WORK EXPERIENCE

[date from]–[date to] **[Employer name]**, [employer address]

[skills you have developed e.g. time-keeping]

[Responsibilities you have and why they are important, e.g. I do a stock take of leftover food at the end of the day and send it to the head office. This shows that I am trustworthy and pay attention to details.].

ACTIVITIES AND INTERESTS

[Activity name (e.g. Tennis)]: [Short detail, e.g. I have represented my school in tournaments for the last two years.]

[Add more activities or interests here]

ADDITIONAL INFORMATION

[Certificates or qualifications gained outside school. Include date gained. E.g. Basic Food Hygiene certificate (Sept 2012)]

REFERENCES

[Full name]

[Company/organisation name]

[address]

Tel: [phone no.]

[Full name]

[Company/organisation name]

[address]

Tel: [phone no.]

Skills and personal qualities that employers want:

- **Effective communication:** Employers seek candidates who can listen to instructions and act on those instructions with minimal guidance. They want employees who speak, write, and listen effectively, organize their thoughts logically, and explain everything clearly.
- **Computer and technical literacy:** Almost all jobs now require an understanding, ranging from basic to advanced, of computer software, word processing, e-mail, spreadsheets, and Internet navigation.
- **Problem-solving/Creativity:** Employers always want people who can get them out of a pickle. Problem-solving ability can aid you with making transactions, processing data, formulating a vision, and reaching a resolution. Employers need the assurance that you can conquer job challenges by thinking critically and creatively.
- **Interpersonal abilities:** Relationship-building and relationship-management are high priorities with many employers. These skills confirm that you can relate well to others, both co-workers and customers.
- **Teamwork skills:** The ability to work well with others while pursuing a common goal is a long-running favourite of employers. But so is the ability to work with little supervision.
- **Planning and organizing:** Workplace life requires prioritizing and organizing information.
- **Leadership and management:** Leadership consists of a strong sense of self, confidence, and a comprehensive knowledge of company goals. These are qualities that motivate and inspire, providing a solid foundation for teamwork.
- **Adaptability and flexibility:** Nearly half of employers in a recent survey gave a high rating to “openness to new ideas and concepts.” They also like candidates who can work independently or as part of a team, changing gears when required, whether multitasking or adapting working hours and locale.
- **Professionalism and work ethic:** Employers seek productive workers with positive work ethics who stick with challenges until they meet them.
- **Positive attitude and energy:** The last to be picked and promoted are candidates who show gloomy outlooks and emotional immaturity. Exhibit a sunny outlook and energetic, organized behaviour.

What to do when you have found a placement

Congratulations, your hard work has paid off!

When you have found a placement you should submit your placement details to your tutor asap using the placement form on the next two pages. This will then be submitted to Form the Future who will contact the employer to confirm that they have agreed to provide you with work experience. Form the Future will then go through various checks with them, alongside producing a job description for you. You will then receive an email to confirm that your placement checks have been completed and will receive a copy of the job description that has been produced. The college will also be informed of the confirmed placement.

WORK EXPERIENCE STUDENT PLACEMENT FORM

Please return this completed form to your tutor asap. This form must be completed IN FULL – any missing information will result in the form being passed back to you for full completion.

Student Details

Dates of Work Experience:	
Name of Student:	Date of Birth:
School/College:	Year Group / Tutor Group:

Employer Details

Name of Company/Organisation:	
Type of Company eg: Engineering/Architects	
Position Offered:	
Name of Person to be contacted:	
Tel No:	Job Title:
Email:	
Address of Company/Organisation:	
	Postcode:

Additional Details

I have contacted this employer about the placement and they have confirmed they are able to host me as a work experience student: Yes/No
I have attended an interview: Yes/No/Not required
My placement dates are different to the standard Monday 29 th June – Friday 3 rd July 2020 dates: Yes/No If YES – the dates of my placement are:
Do you already hold a part time paid position within this company? Yes/No
Is this placement linked to your future career aspirations? Yes/No

Parent/Carer: As parent/carer of the student named I confirm that I agree to his/her taking part in this scheme. I confirm that he/she does not suffer from any medical condition which could result in an unnecessary risk to his/her health or to the health or safety of another person.

I confirm that my child will be able to travel to his/her work placement.

Signed:

Parent/Carer Name:

Email:

Tel No:

A reminder of deadlines

Today - begin looking for your own placement

October/November 2019 - Attend PSHE sessions on work experience

17/01/2019 - Deadline for submitting your placement details to your tutor.

End of January - Book into a careers clinic for support if you have still not found a placement

01/05/2020 - Final deadline for submitting placement details. If no placement sourced at this stage you may not be able to progress into Year 13 of your courses at Kimberley College.

29/06/2020 - Begin placement

Do you need further help/support?

Please speak with your tutor in the first instance. Or contact Mrs Ashby by email on yashby@wootton.beds.sch.uk/in college on Monday and Wednesday. O

Careers appointments are also available on Mondays with Lesley Ayres, please book through Mrs Ashby.