



**Y12**

**INFORMATION book**

**Monday 4<sup>th</sup>-8<sup>th</sup> July 2022**

**NAME:** .....

**This INFORMATION book is where you are going to find essential and helpful resources to find and secure your work experience placement. You will need to use this alongside your LOG book.**

**Good luck and if you need any support please contact me**  
[brexworthy@wootton.beds.sch.uk](mailto:brexworthy@wootton.beds.sch.uk)

**Ms Rexworthy 2S02**  
**Careers Adviser and Work Experience Administrator**



# Finding your own work experience placement

## Work Experience Checklist

### You – FINDING A PLACEMENT (by 28th February)

- Attend work experience related events and workshops at college
- Identify a career area to try out with an employer
- Research what skills are required to do that type of work
- Fill in the Microsoft Forms - skills survey 1 link (page 5 of the LOG book)
- Find a placement by contacting employers and attending interviews (help to do this is in the information book)
- Ensure you can travel safely and easily to the placement

### You – CONFIRMING A PLACEMENT STEPS

1. **Complete the FORM the FUTURE placement form.** You can either use a paper copy and discuss it with your employer (most efficient way!) or cut and paste the one in this booklet and send it to your employer (page 6 of the LOG book). **You cannot proceed without this information.**
2. **Collect your FORM the FUTURE online username and password** from Ms Rexworthy 2S02. Show Ms Rexworthy your completed form with your parents/carers signature with confirmation they know about the placement, all your medical needs are up to date and you are able to travel to the placement safely.
3. **Complete the FORM the FUTURE online form** with all the details (it is exactly the same form online. See appendix A for help)
4. **Wait for confirmation** of the health and safety checks are complete and the placement is approved.

### You – A MONTH BEFORE THE PLACEMENT (JUNE)

- Confirm your attendance, working hours, dress code, and duties with the employer prior to the placement start date by phone or email.
- Send the employer an email with your skills information on it (this will be sent to you to forward on by Ms Rexworthy)
- Prepare for work experience using the work experience INFORMATION book p19

### **You – DURING THE PLACEMENT (4<sup>th</sup>-8<sup>th</sup> July)**

- Ensure you are following the health and safety put in place for you and that you let the college know and your supervisor if there are any issues.
- Fill out the reflection parts of this booklet each day (remind your employer you need time to do this, p9 of the log book)
- Write down any questions you have to ask to get the most out of your placement

### **You – AFTER THE PLACEMENT**

- Fill in the Microsoft Forms - skills survey 2 (it is the same form as at the beginning to see if anything has changed)
- Fill in the Microsoft Forms final evaluation
- Thank the employer after your placement and ensure you have requested and received an employer reference (example thank you email in the INFORMATION book p20 and employer reference form p9 of the log book)

### **The College will:**

- 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 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 – Tutorials and Appendix B in the INFORMATION book

### **Parent / Carer:**

- Support you to consider suitable careers
- Help you to find a suitable placement – but not do it for you!
- 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 will:**

- Will ensure that you have any training and health and safety information you need to do the placement.
- Will find out from you the skills that you have and want to use/improve on and see if they can support you in that
- Will ensure you talk to more than one person in the business if possible to find out as much information about their role and the company.
- Will set you tasks, a challenge or project that you can be involved in that they will give you feedback on.
- Will complete a feedback form at the end of your work experience to act as a reference for your placement.

**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

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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, GP surgery, vaccination centre, care home.
- 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 account's 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](http://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:**

- Have a meeting with Ms Rexworthy (2S02) to discuss options (just send an email to book an appointment [brexworthy@wootton.beds.sch.uk](mailto:brexworthy@wootton.beds.sch.uk))
- 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](http://www.unifrog.org.uk)
  - [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)
  - [www.icould.com](http://www.icould.com)
  - [www.prospects.ac.uk](http://www.prospects.ac.uk)

## How do I identify potential employers to approach?

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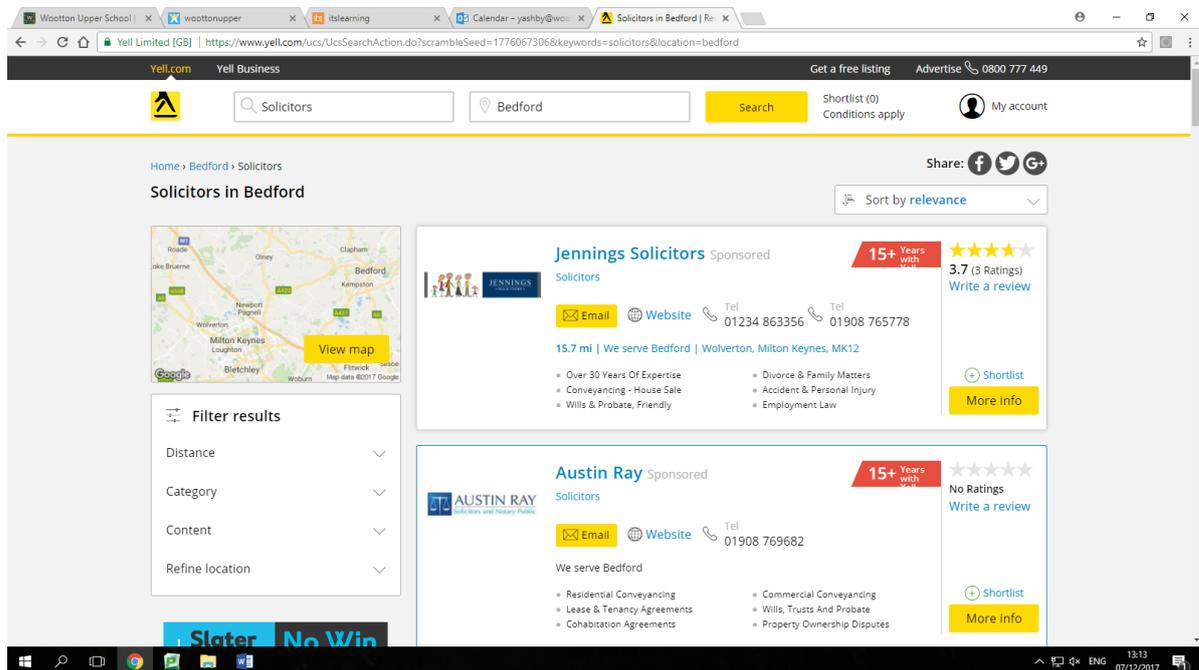
### **Here is our step-by-step guide:**

**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](http://www.yell.com), Thomson local website [www.thomsonlocal.com](http://www.thomsonlocal.com), <http://www.itslocalbedford.co.uk/bedford/> Bedford Borough's local business directory, google!

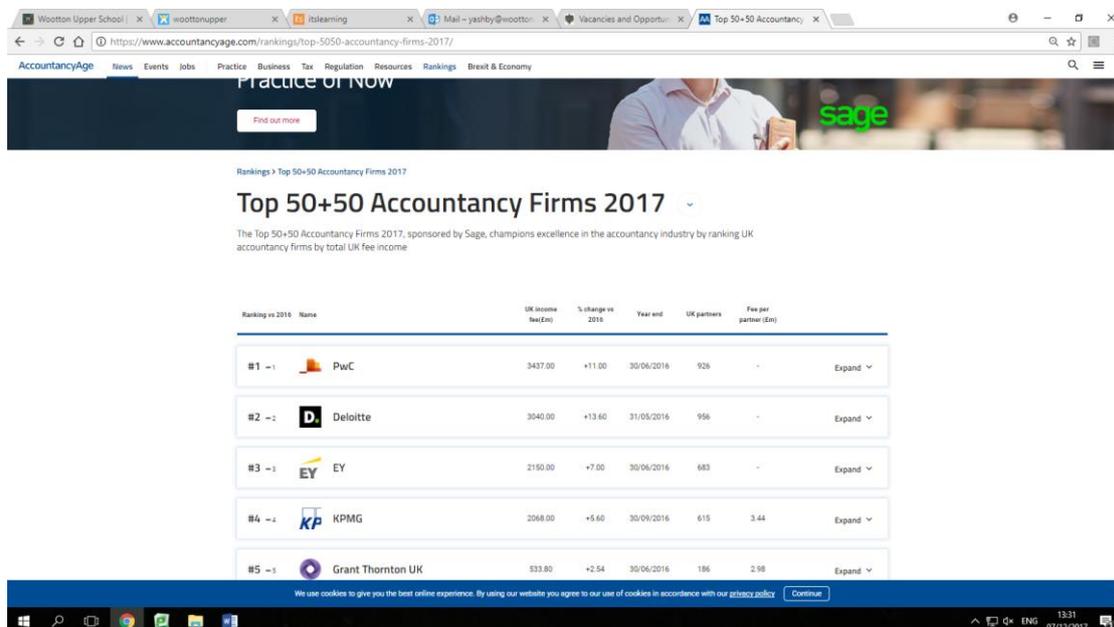
Go to one of the above websites, type in the kind of work you would like to do, e.g. “**solicitor**”, and the area you would like to work in, e.g. “**Bedford**”. They will give you every solicitor in Bedford.



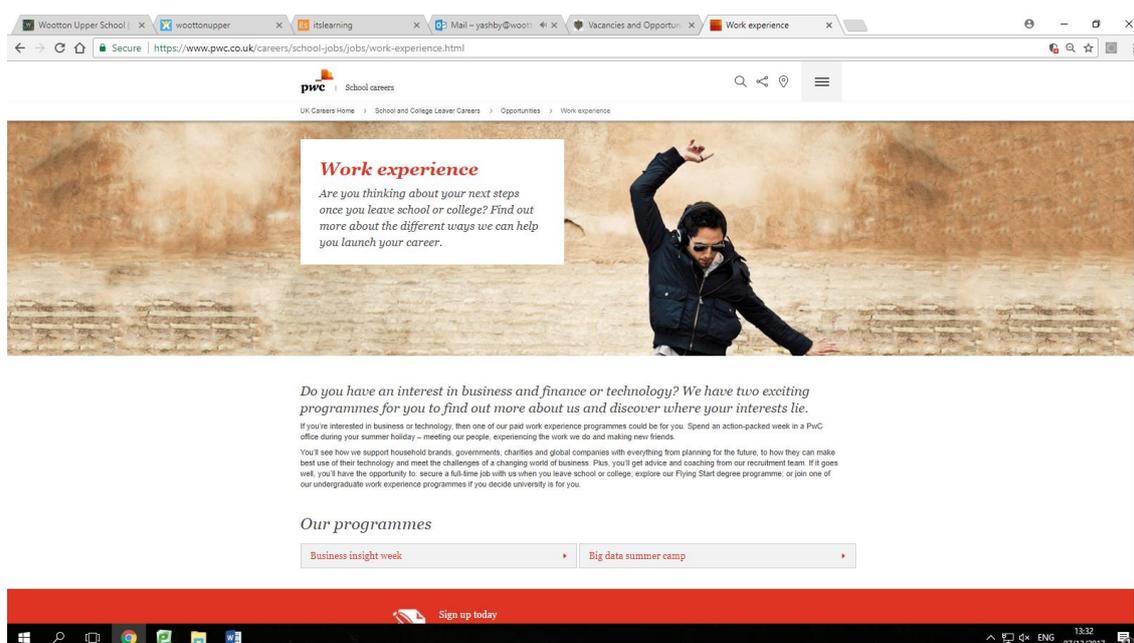
**Step 5:** Read job adverts in the local newspaper to find employers in your area [www.bedfordtoday.co.uk/jobs](http://www.bedfordtoday.co.uk/jobs) or by following the Bedford Jobs Hub on Facebook [www.facebook.com/thejobshub](http://www.facebook.com/thejobshub)

**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:



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



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 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

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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

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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 29<sup>th</sup> June – 3<sup>rd</sup> 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).

# Writing your CV

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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 2

Use **UNIFROG** to help you build a CV. A general template can be found below:

**[Name]**

[Address]

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

## PERSONAL PROFILE

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

## EDUCATION

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

**GCSEs:** [subjects and grades]

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

## WORK EXPERIENCE

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[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

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[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

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

## REFERENCES

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[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

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Congratulations, your hard work has paid off! What do you do next?

1. **Complete the FORM the FUTURE placement form.** You can either use a paper copy and discuss it with your employer (most efficient way!) or cut and paste the one in this booklet and send it to your employer (page 6 of the LOG book). **You cannot proceed without this information.**
2. **Collect your FORM the FUTURE online username and password** from Ms Rexworthy. Show Ms Rexworthy your completed form with your parents/carers signature with confirmation they know about the placement, all your medical needs are up to date and you are able to travel to the placement safely.
3. **Complete the FORM the FUTURE online form** with all the details (it is exactly the same form online. See appendix A for help or contact Ms Rexworthy)
4. **Wait for confirmation** of the health and safety checks are complete and the placement is approved.

# On your work experience placement

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## What employers will expect from you:

1. 100 % attendance. If you are sick you must PHONE the employer and college
2. Punctuality – be on time every day.
3. High standards of manners and politeness.
4. Wear appropriate clothing for the company you are placed with.
5. A willingness to contribute fully as a member of a team – don't wait for another job ask for one!
6. A willingness to listen to instructions, carry them out or if necessary ask for them to be repeated (if you don't understand then say so!)
7. Follow company rules at all times.
8. If asked to carry out anything that you consider being dangerous you MUST let the school know ASAP and also report it to your supervisor.
9. Report any accidents, work related ill health conditions and 'near miss' incidents to the employer/placement provider and also let the college know
10. If you are worried about anything, please call Ms Rexworthy on 01234 762890

## All important.....Day 1

### Check you know:

- ✓ What time you start – so what time to leave home!
- ✓ What to wear
- ✓ Who and where to meet your contact for the placement
- ✓ You have paper, pen, lunch and a drink
- ✓ You know all the health and safety requirements for your placement and who to contact if you have any issues (look at [Appendix B](#) for a refresher in the INFORMATION book)

# AFTER your work experience placement

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Send an email to your employer. Copy and paste this email to your employer so they can fill out a reference for you that you can use later on for employment.

## THANK YOU EMAIL TO THE EMPLOYER

Dear

Thank you for allowing me to spend a week at (*company name*) in July this year. I enjoyed working in (*name of department*) with (*names of people you worked with*).

I found it really useful to be in a real workplace; the most important thing I learnt was (*what was your most important lesson*). This will help me prepare for the world of work by (*insert reasons why this was an important lesson*).

The placement also helped me to realise I had good skills in (*name your strongest skill*) and that I can do more to develop my skills in (*name the skills you now want to improve*).

Thank you for taking the time to organise my placement. I would really appreciate it if you would fill in the form as a feedback and reference for my time with you (*insert the employer reference form link here from LOG book p9*)

Yours sincerely,

(*Your name*).

# Reminder of deadlines and events

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**Today** - Look through the booklets and think about a career area you are interested in and where you could try this out. Talk to parents, friends, teachers and a careers adviser to get ideas and contacts of people you could approach for some work experience.

**November/December 2021** - Attend tutorial sessions on work experience

**28 February** - Deadline for submitting your placement details on the Form the Future Website.

**February/March** - 3 weeks of drop in sessions to support you if you have still not found a placement

**21 March** - 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.

**27 June - 1<sup>st</sup> July** - Employability Focus Event - this will have a lot of information that you need whilst on your Work Experience Placement including health and safety, mobile phone use, dress code, behaviour etc. 100% attendance expected.

**July 4<sup>th</sup>-8<sup>th</sup>** - Begin placement

## Do you need further help/support?

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Please speak with your tutor in the first instance. Or contact Ms Rexworthy  
brexworthy@wootton.beds.sch.uk

# Appendix A

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## Instructions for completing the WORK EXPERIENCE STUDENT PLACEMENT FORM

Once you have found an employer who will give you work experience, here's what you need to do to complete the process for securing your placement:

1. Complete **Section 1** of the form with your details.
2. **Section 2** is the largest section of the form and needs to be completed by the employer who is providing your placement. However, it is your responsibility to make sure your employer completes it in good time!
  - a. You will see that most of the information is marked with a \* which means it needs to be completed. This is because this information is important and ensures that you are safe and both you and the employer are clear about what is expected of you.
  - b. When your employer gives you the form back, check that it has been completed and that you are able to read the information. (Not everyone's handwriting is easy to read!)
3. **Section 3** needs to be completed and signed by your parent/carer.

Once the form is completed you are ready to input the information onto the system.

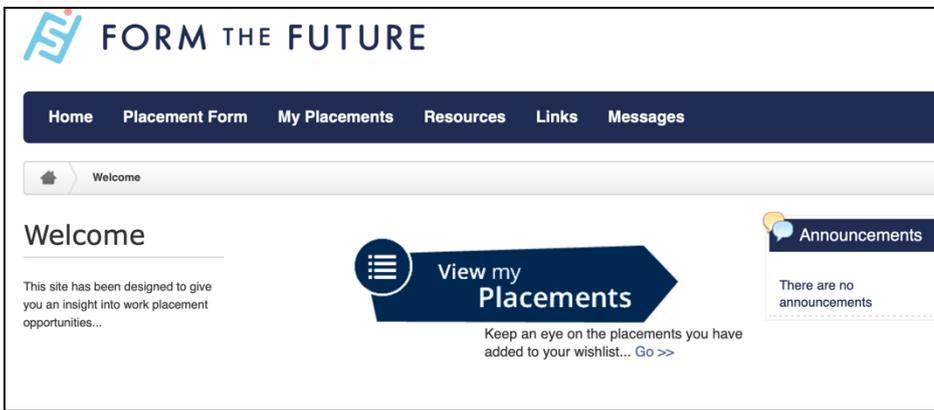
4. Log on to [formthefuture.work-experience.co.uk](http://formthefuture.work-experience.co.uk) using the username and password you have been given (write them here so you remember them):

Username:	Password:
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5. You will be prompted to change your password. Do this and click **Save** (NB. If you want to keep the above password, ignore the request to change your password and just click save).

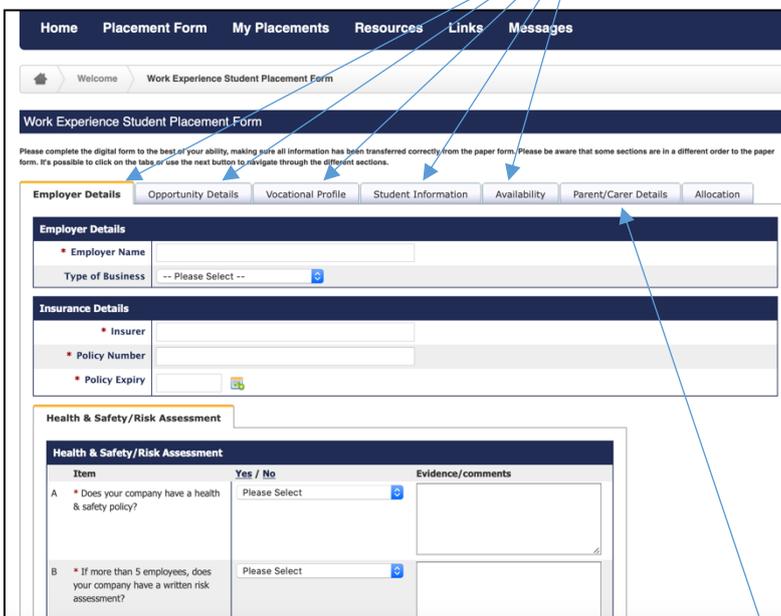
You will now be taken to the home page. Select **Placement Form** from the menu.





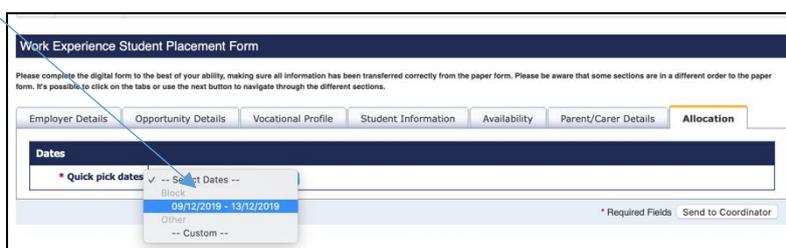
**IMPORTANT:** You will not be able to save your information once you start so check you have all the necessary information on your form before you start to input it.

- Now type in the information from **Section 2** of your placement form. The tabs along the top correspond to **Parts A to E** of the form (the ones your employer completed). Make sure you complete all parts marked with a **red star \***.



- Then complete the **Parent/Carer** details from **Section 3** of the form.

- Finally select the **Allocation** tab and choose your work experience dates from the drop-down menu. You will usually find the dates for your school or college already listed here.  
N.B: If the dates of your work experience are different (and usually they won't be), select **'Custom'** and input the start and end date of your placement and then from the **'Duration'** box select **'Block'** if your work placement is every day in the period or **'Extended'** if your placement is one day or more over a long time.



9. Finally, and most importantly, click on ***Send to Coordinator***. This will send your request to the Work Experience Coordinator for approval.

You will now see that your work placement appears on your ***'Wishlist'*** and that it needs attention from your work experience coordinator. You can log in to see the status at any time. As it moves through the system, your request will show as ***'In Progress'*** and then ***'Confirmed'*** when all the necessary checks have been made.

# Appendix B

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## Using social media at work

Social media forms part of day-to-day life and it's important that you consider how you use social media in the workplace.

You should assume that anything you post online can be found and read by anyone – from your manager or a family member to the media and competitors of the organisation you may be spending time at. Once something is posted on the internet, it can prove impossible to remove it altogether.

Many companies will be happy for you to use social media at work as long as you're acting responsibly. It's worth checking with the company at the start of your placement if they have a social media policy, and what the expectations are for you when using social media.

If you make a mistake and post something you shouldn't have, delete the post then inform your manager. It's easier to address any issues straight away rather than let them develop.

Companies have a responsibility to ensure they follow certain rules and regulations, and client confidentiality is very important. You should be careful not to share or expose anything about a company's clients or customers as this could result in financial and reputational damage for the business.

Remember, before posting on social media something that relates to your work experience placement, ask yourself the question; would the company be happy for me to post this? If the answer is no, then you shouldn't be posting it.

## Health and Safety

All workplaces have some hazards. A hazard is something that can cause harm, illness or damage to health or property. The employer has a responsibility to control hazards so that you and other employees are safe but you also have responsibilities which are to:

- ✓ Act responsibly and not do anything to endanger others
- ✓ Be tidy in your work
- ✓ Follow the health and safety rules and signs
- ✓ Report anything you feel is dangerous such as spillages.

- ✓ Cooperate with the employer's instructions and training.

You will have a health and safety briefing at the beginning of your first day during which you will be told what to do if you have an accident, who the first aider is, what to do if there is a fire and if you need to use any protective clothing or equipment. Even if all the rules are carefully followed, accidents sometimes happen at work. If you have an accident you should tell your supervisor know and also college as soon as possible.

**Prohibition signs** are red with a white background mean STOP or MUST NOT



**Warning signs** warn of dangers and have a black triangle with yellow background with a symbol representing the hazard



**Mandatory signs** mean you must obey or do something and have a blue background and white symbol



**Safe condition signs** have a green background and show the right way or give directions to things such as fire extinguishers or exits.

