

Work Experience Preparation Booklet



1st- 5th July 2024

Name:	
Tutor:	



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Objective: To understand the importance of a work experience placement and know how find a placement.

This booklet is designed to guide you through how to get a work experience placement and how to make the most out of your placement whilst you are there. It is a working document, so there will be videos to watch, quizzes to answer and activities to be completed. These booklets will need to be kept somewhere safe and can be annotated at any time. Feel free to add sheets to the booklet as this will be great evidence for when you apply to colleges/sixth form etc.

There will be regular discussions with your tutor to show them the progress you are making with getting a placement. They are also there to support you, so if you have any questions regarding work experience please ask them!

What is work experience?

It is an opportunity to carry out real work tasks on employers' premises and experience the hours, working conditions and disciplines you will encounter as employees. Depending on your placement, it can also provide an opportunity to find out more about a career path that you may be interested in.

Why is work experience important?

It is a unique opportunity for you to find out about the world of work and to meet people of various age groups.

- **Decisions:** You will have the chance to gain experience of typical working conditions in commerce, industry, retail or other types of workplace and see if it a career you want to pursue.
- **Self Confidence:** Being part of a team and completing tasks can build your confidence.
- **It looks good:** It will help you to see the links between schoolwork and the skills you need in working life. It will help you to understand why services, industry and commerce are so important in our society.
- **New Skills:** You will discover more about your own skills, talents and interests and be able to identify and develop your own employability skills.
- **Networking:** You will meet people doing various types of jobs and find out more about the work they do, and the skills and qualifications required by talking to them and working with them.

<p>1</p> <p>Decisions</p> <p>You'll get a taste of what a job or workplace is like, so you can figure out if you're interested in that kind of career.</p>	<p>2</p> <p>Self-confidence</p> <p>Working with other people and doing your tasks well helps you build your confidence.</p>	<p>3</p> <p>It looks good</p> <p>On <u>your CV</u>, <u>UCAS form</u>, or <u>college application</u>. Work experience shows you're enthusiastic and ready to work hard. You can pick out particular achievements to show off</p>	<p>4</p> <p>New skills</p> <p>Working with other people helps you build the skills employers love to see on your CV.</p>	<p>5</p> <p>Networking</p> <p>You'll meet people at work and might attend meetings or events. You'll make contacts that could provide a reference or help you in the future.</p>
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YouTube Video: 'Benefits of work experience placements, a candidate perspective'.

<https://www.youtube.com/watch?v=rnknMyw2ZM8>

What tasks did the student get involved in on her placement?

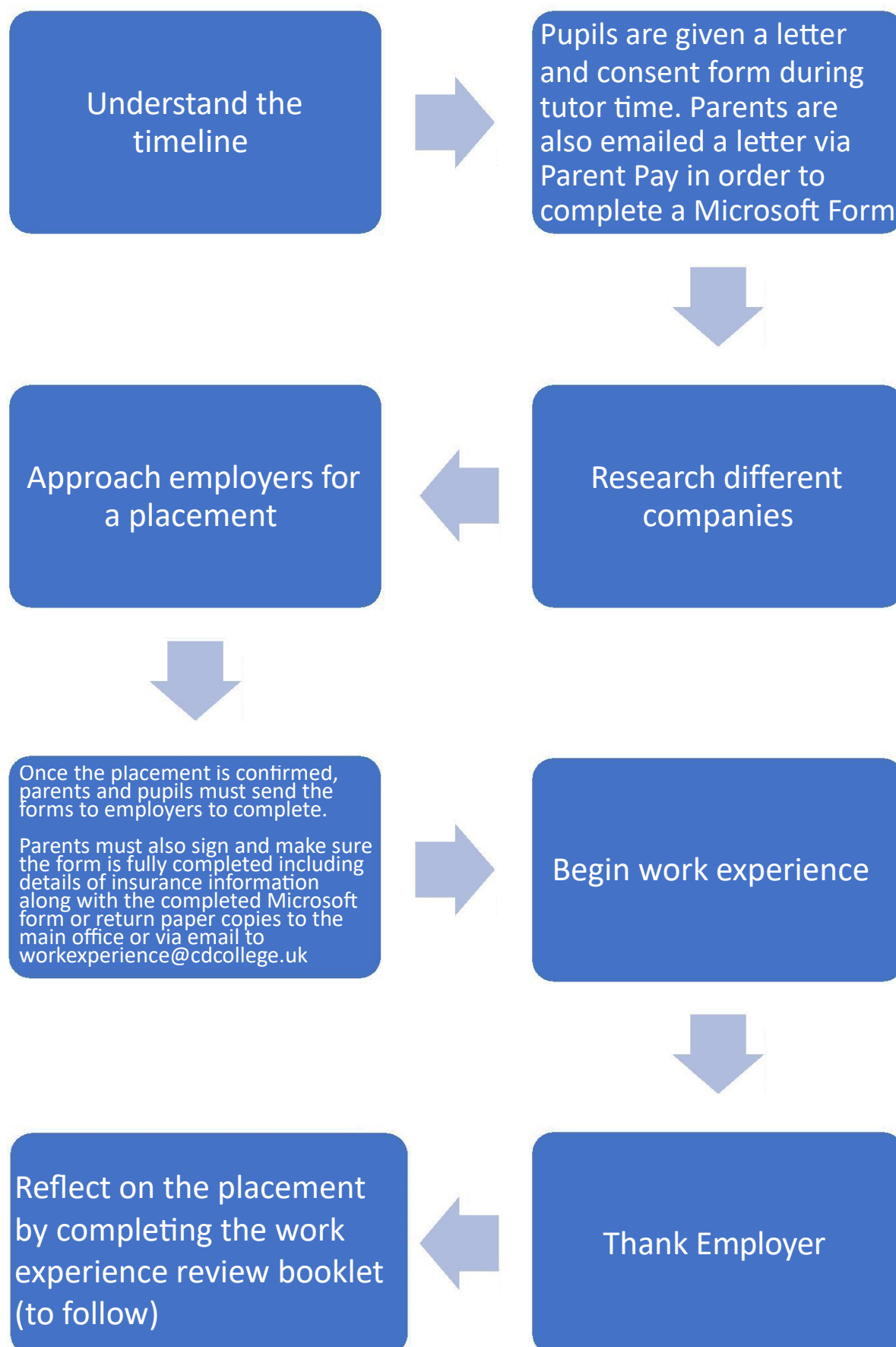
What skills did she develop whilst being on placement?

University: Degree courses where work experience is essential

Work experience is an important feature of any strong university application. For certain degree courses though, it is an essential entry requirement. If you want a future career in Health Care, Medicine, Teaching or Social work; Universities will expect to see that you have done a work placement or volunteered in this setting.

Getting a placement in these areas can be highly competitive and some will not offer placements to under 16's. If you fail in getting a placement in these areas, then consider a job role that will help you develop skills that are essential to this area of work. For example, caring skills via a residential care home, communication skills via a retail outlet etc.

Work Experience Process



How do you get a work experience placement?

Before Your Placement:

Your work placement is probably your first real step into the world of work. So, it is understandable that you might feel a little nervous before you start.

The key to combating those nerves is preparation. Here is a step by step guide to help you get out of the starting blocks and get the most from your experience.

Knowing where to go for your placement:

Do not worry if you are still not sure about the kind of career you want. Work experience is a great way of trying out a career to see if it is for you.

Before you start to investigate what specific careers it can be helpful to think about what you like to do and where you feel your strengths lie. Ask yourself the following questions:

? What are my favourite subjects at school or college?

? What subjects am I good at and which ones do I find more difficult?

? What do I enjoy doing outside school or college? Could I turn my hobby into a career?

? What jobs have I heard about or seen other people doing? Could I see myself doing any of these jobs?

If you are struggling to think of where to go on your placement then the Prospects career planner quiz or the Buzz Quiz will be able to help you. These quizzes look at your strengths and areas of interest which then summarise potential careers that you might be interested in.

[Prospects Career Planner - https://www.prospects.ac.uk/planner](https://www.prospects.ac.uk/planner)

Click on the link. You will need to register but use your school email address. Then complete the quiz to find your career matches.

What are your top 10 matches?

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Are you surprised at some of the results? If so, which job and why?

Take the Buzz Quiz - <https://www.ucas.com/careers/buzz-quiz>

Click on the link. Then complete the quiz to find your career matches.

What character are you?

What job roles have been suggested?

1.

2.

3.

4.

5.

What are your strengths?

You can explore more options and not just jobs that you have been matched to.

[UCAS - https://www.ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs](https://www.ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs)

Researching a placement:

Once you know what industry you would like your work experience to be in, speak to family and friends about companies that might have placement opportunities.

Every employer offering work experience must have Employers Liability Insurance or the placement will not be approved. Please check this with the company.

Make a note of any interesting companies and contact details using the table below.

Work Experience List:

Name of company:	Contact Information: Name/number/email	Reply: Yes/No

When you have found several companies, you then need to contact them. You can do this by email, phone or letter using the guidance below.

Work Experience Email Template

Dear Sir/Madam *[or name]*,

I am a Year 10 student from Castle Donington College studying *subjects*.

I am enquiring about a potential work experience placement at *[company name]*, from *[start date]* to *[end date]*.

I'm keen on gaining some practical work experience in *[chosen field of work]*, because *[reasoning for pursuing a placement with this specific company and field]*.

I am *[list some of your personal skills and qualities e.g. friendly, reliable, hard-working, enjoy meeting people etc.]* My personal interests are *[write any down that may help with your application]*

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at *[company name]*.

I look forward to hearing from you soon.

Yours *[sincerely if writing to a named person/faithfully if you started with Sir or Madam]*

[Your name]

Work Experience Telephone Template

Hello, my name is *[X]* and I am a Year 10 student from Castle Donington College..... I'm ringing up regarding a possible work experience placement on *[dates]*.
Would it be possible to speak to the person responsible for this?

Thank the person for their time (even if they cannot offer you a placement)

- If you are told they are out / busy, ask politely for their name and contact number so that you can ring back another time, and write these details down.
- You probably will not get an answer straightaway so be ready to give your contact details.
- Ask how you should go about arranging the placement. Explain that there is some paperwork that must be completed. Ask if you can bring this in / send it in.
- If you do not get a reply within 5 working days, phone up the company and ask again.

Work Experience letter Template

[Your name]
[Address]
[Postcode]

[Date]

[Employer's name]
[Full address]
[Postcode]

Dear Sir/Madam [or name],

I am a Year 10 student from Castle Donington College, I am studying [list of subjects].
I am enquiring about a potential work experience placement at [company name], from [start date] to [end date].

I'm keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

I am [list some of your personal skills and qualities e.g. friendly, reliable, hard-working, enjoy meeting people etc.] My personal interests are [write any down that may help with your application]

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours [sincerely if writing to a named person/faithfully if you started with Sir or Madam]

[Your name]

You may need to include a CV with your letter of application,
or the employer might request one.

You can use [Connexions Berkshire CV Creator \(cv-creator.com\)](https://www.connexionsberkshire.co.uk/cv-creator) or speak to your tutor.

Once you have confirmed your placement:

The forms must be sent to employers to complete.

Parents must also sign and make sure the Microsoft form is fully completed including insurance information

Return all paper documents to the main office or via email to workexperience@cdcollege.uk

There is a deadline for the placement to be submitted: **30th April 2024**

Things to find out or do before your placement:

- Inform your placement if you have any health issues or additional needs which may affect your work.
- Know how you are going to get there before your first day. Do a practice route.

Questions to ask your employer in advance

- What should I wear?
- Do I need to bring anything?
- What hours will I be working?
- What time should I arrive? What time will I finish work?
- Where should I come e.g. reception or a particular entrance?
- Who should I ask for when I get there?
- Who should I contact if I get delayed or I'm unwell?
- What time will my breaks be?
- Do I need to bring a packed lunch?
- What will I be doing?
- Who should I speak to if I have any concerns?
- Is there a social media policy? Can I post about my experiences?



Anything else?

We are here to help! Ask your tutors should you need any further advice.

Advice from employers

Be PROFESSIONAL <ul style="list-style-type: none">• Write your own application letter and CV, and get a teacher to check them• Expect to be invited to an interview or meeting before your placement• Say thank you regularly	Be PREPARED <ul style="list-style-type: none">• Make sure you plan how to get to your placement so that you're not late• Check with the company what you should wear and if in doubt, go smart• Make notes before and during the placement
Be POLITE <ul style="list-style-type: none">• Never swear and never be rude about or to anyone you meet• Don't look at your phone or social media whilst in the workplace• Treat information you hear as confidential	PUT yourself out there <ul style="list-style-type: none">• Be as communicative as possible and ask lots of questions• Show initiative and make suggestions that might help us• Be confident in the skills you have already
Be PRACTICAL <ul style="list-style-type: none">• Work hard and you will be rewarded• Don't expect to be running things on your first day – some workplace tasks are boring!• Consider how you could build on what you learn after the placement	Take time to PONDER <ul style="list-style-type: none">• Reflect on what you have learnt and tell your employer the impression it made on you• Request feedback on how you did• Ask if you can stay in touch and if the employer will give you a reference

Key web resources for students and parents

- Buzz Quiz for finding your skills: <https://www.ucas.com/careers/buzz-quiz>
- Tips for arranging your placement: <https://www.groundwork.org.uk/improving-your-employability/arranging-your-own-work-experience-placement/>
- CV Template - <https://connexionsberks.cv-creator.com/>
- Success at school - <https://successatschool.org/advisedetails/506/Work-Experience-Ideas>
- Indeed careers - <https://au.indeed.com/career-advice/finding-a-job/year-10-work-experience-ideas>

