

Name:

Form:

Bury Church of England High School



Year 11 Work Experience Guide 2016/17



Believe



Achieve



Inspire



About this Guide

If you want to gain qualifications and to get a job which you enjoy doing, you will need to acquire the skills and qualities that employers are looking for.

This booklet is designed to help that process and form a complete record of your work experience placement.

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Benefits of Work Experience

Why should YOU take part in work experience ?

A carefully planned work experience placement can:

- Give you a chance to **experience working life**
- Help you **discover** something about your **skills, abilities and talents**
- Give you the chance to see how to **develop your potential** through job choice and vocational training
- Help to show you **the link** between school work and future work within a career
- Help you to learn about **personal presentation skills** for interviews
- Help you to make **better informed decisions** about your future
- Provide you with **opportunities** to work alongside adults and to be **treated as a young adult**
- Employers **value experience** very highly

The Process

JULY 2016

Introduction to Work Experience and letter, form and booklet sent home



JULY-NOVEMBER 2016

Enquire about placements with potential employers.



NOVEMBER 2016

Fill in Work Experience Student Application Form including parent/guardian signature and employer signature

(DEADLINE: 16th DECEMBER 2016)



JAN - MAY 2017

Placements will be checked for health and safety and you will receive confirmation of your Work Experience Placement



FRIDAY 23rd JUNE 2017

GCSE Exams have finished!

Work Experience placements can begin after this date!

What Kind of Placement Interests You?

Here are a few ideas of career fields that you may be interested in. For even more ideas, visit the National Careers Service Website at :

www.nationalcareersservice.direct.gov.uk

- | | |
|---------------------------------|--------------------------------------|
| ⇒ Veterinary Science | ⇒ Retail |
| ⇒ Gardening and Agriculture | ⇒ Marketing, Selling and Advertising |
| ⇒ Broadcast and Media | ⇒ Education |
| ⇒ Photography | ⇒ Financial Services |
| ⇒ Catering | ⇒ Civil Engineering |
| ⇒ Health and Beauty | ⇒ Mechanical Engineering |
| ⇒ Publishing and Journalism | ⇒ Sound Engineering |
| ⇒ Dance, Theatre and Acting | ⇒ Computer Engineering |
| ⇒ Sports and Leisure | ⇒ Chemical Engineering |
| ⇒ Tourism | ⇒ Ordination/ Ministry |
| ⇒ Legal | ⇒ Politics |
| ⇒ Medical and Dental | ⇒ Security and Uniformed Services |
| ⇒ ICT | ⇒ Science and Research |
| ⇒ Construction and Architecture | |
| ⇒ Logistics | |
| ⇒ Transport | |

My preferred work experience placement would be in the field of:

If you are struggling to choose an area that best fits your interests, skill level or ideal career path, speak to Mr Daniel-Sam or Mrs Kell.

Potential Work Experience Contacts

Name of employer	
Business Address	
Phone Number	
Email Address	

Name of employer	
Business Address	
Phone Number	
Email Address	

Name of Employer	
Business Address	
Phone Number	
Email Address	

Potential Work Experience Contacts

Name of employer	
Business Address	
Phone Number	
Email Address	

Name of employer	
Business Address	
Phone Number	
Email Address	

Name of Employer	
Business Address	
Phone Number	
Email Address	

Your Cover Letter

It is important that you give an employer a good first impression of yourself, and show them why you are interested in a Work Experience Placement with their organisation.



The best way to do this is to hand them a cover letter which briefly introduces who you are. Hand this to the employer at the same time as the Student Application Form.



If you need help with writing your covering letter, Mr Daniel-Sam and Mrs Kell will be available to help you during Tuesday lunch times.

Come to R2 for help with your cover letter and other queries regarding your Work Experience Placement.

example

Your name

Address

Date

Name

Address of the person you are writing to

Dear (name of the person you are writing to. If you don't know it, Dear Sir or Madam)

I am a year 11 student at Bury C of E High School currently studying for my GCSE examinations. These include **(name up to 3)**.

From the 23rd June onwards, the school is running a Work Experience Programme for Year 11 students and I am writing to ask if you would be willing to offer me a work placement within your **(company, school, nursery, organisation etc)**.

(Write a few sentences saying why you want the placement. Include any relevant work experience and the skills and personal qualities you have which will help with the placement applied for. You may also say how the placement links with your studies at school if applicable).

I would be grateful for any assistance you may be able to give with my Work Experience. If you are able to offer me a placement, I would be grateful if you could let me know as soon as possible.

Thank you in anticipation and should you have any queries about Work Experience please do not hesitate to contact my school on 0161 797 6236.

Yours faithfully (Yours sincerely if you write to a named person)

Your signature

Your name

Telephoning

If you are finding a placement with somebody that you do not know, you may need to call them rather than write a letter.



Before You Telephone

1. Get organised.
2. Write down the name of the person you want to talk to and exactly what you want to say.
3. Make a note of some questions you could ask about the job.
4. Keep a pen and paper with you to write down any useful information they pass on.
5. Know which dates you are free in case they ask you to attend an interview.

During the Call

1. Speak slowly and clearly.
2. Give them your name and what you are telephoning about.
3. Be ready to answer questions about yourself.
4. If you don't hear clearly what they say, politely ask them to repeat it.
1. Be polite and listen carefully.
2. Accurately write down any details or information you may need to remember.

Interview Hints

You may be asked to conduct a formal interview prior to being offered a placement. Here are some handy hints to consider if this applies to you.

- Read the job description and any other information about your potential placement very carefully.
- Introduce yourself to the receptionist or secretary as soon as you arrive.
- Be prepared to shake hands with the interviewer and sit down once they ask you to do so.
- Make eye contact with the interviewer. This gives the illusion of confidence (even if you don't feel it!)
- Be yourself and answer questions politely and clearly.
- Don't worry about being nervous—everybody is!
- Make sure you know the interviewer's name and use it where appropriate.
- Listening is an important part of any interview. Give your whole attention to the interviewer and take your time before answering questions.
- Prepare at least one question to ask the employer at the end of the interview.
- Finally, remember to smile!



My Work Experience Placement

It is a good idea to research the organisation or business where you will be doing your work experience placement before you go.



Business/Organisation Name.....

Address.....

Telephone Number.....

Email Address.....

Contact Name.....

Company Web address.....

When was the organisation established?.....

Who owns the organisation?.....

How does the company advertise itself?.....

(T.V./Local Paper/Radio etc)

How many employees does it have?.....

Do the employees belong to a trade union?.....

15 things you may need to do on work placement

During your placement you should find out what skills and qualities the organisation wants from you. Tick the right boxes below for those things you can do and those the organisation may need you to do. Be honest !

Then complete the section at the bottom of the page identifying the 3 main skills you feel are most important in your placement.

	Things I can do	Things they may want me to do	Things I need to learn
Listen carefully			
Make or receive a phone call			
Use ICT skills			
Be pleasant and polite at all times			
Follow instructions			
Be honest and trustworthy			
Be punctual			
Keep a record of what you've done			
Making refreshments			
Understand the need for confidentiality			
Make decisions			
Light cleaning duties			
Travel on your own			
Ask for help when you need it			
Use specialist machines/equipment			

My job is:.....

The three main skills I will need are:	Can Do
.....
.....
.....

Improving Skills



How can we get the skills we haven't got?

Skills I need to improve:

E.g. *Use a database on a computer*

I Will:

Ask Mrs Carter to show me how to use the database

Skills I need to improve:

.....

I Will:

.....

.....

Skills I need to improve:

.....

I Will:

.....

.....

Skills I need to improve:

.....

I Will:

.....

.....

What to do if...

You are ill

It is very important that you telephone your placement as early as possible and speak to your contact person. If you are unable to ring yourself then your parent or guardian must let the employer know.

Explain the reason for your absence and how long you are likely to be away. Once you have let them know, you must also inform school. If you cannot speak to either directly, leave a voicemail message.

You are going to be late

Let your supervisor know. Always apologise for lateness. Do not try to blame anybody else. Make sure you are early on every occasion afterwards.

You have a problem

Quietly speak to your supervisor, away from your colleagues if possible. Explain your concerns sensibly and calmly. The chances are that others will have had similar problems before. If you are still unhappy, contact school. Do not leave your placement or behave rudely towards your employer. Someone from school will come and see you as soon as possible.

You do not understand what to do

If you are given a task which you do not understand or are not sure how to do, always ask for help. People will always be willing to help and guide you. They will remember what it was like when they were new too. Always thank them for their help.

Health and Safety

As part of your induction program, your employer should inform you of the hazards you may face in their workplace. They should also tell you what health and safety precautions are in place and the safety procedures that you must follow. It is vital that you listen carefully to this information in order to keep yourself, others and your working environment safe.

Health and Safety at Work

Most employers will have specific processes or activities to highlight health and safety in the workplace. These should be introduced to you in your introduction to your placement and may include:

- Fire drills
- Instructions for how to handle dangerous substances
- Displayed warning signs
- Instructions for use of any machinery

You will receive Health and Safety information from two sources:

You will have received some information on Health and Safety from school as part of particular subjects. For example, you have been taught how to handle dangerous substances safely in science as well as the importance of wearing goggles. You will also have received a Health and Safety brief from school as part of your Work Experience preparation.

You will be given your health and safety induction on your first day of your work placement. Make sure you listen carefully and understand the rules and fire regulations.

Find out the answers to the following questions

Who is responsible for health and safety?.....

Where are the fire extinguishers?.....

What protective clothing is needed for the job you are doing?.....

Where is the accident book kept?

Who is the trained first aider?

Diary Log

By completing this diary each day, it will help you to reflect upon your experiences and help you to make sense of what you have learned from your work experience placement.

Day 1 What did you do today?	Day 2 What did you do today?	Day 3 What did you do today?
Day 4 What did you do today?	Day 5 What did you do today?	Day 6 What did you do today?
Day 7 What did you do today?	Day 8 What did you do today?	Day 9/10 What did you do today?

Self-Evaluation

Fill in the boxes to show how much you think you have improved during work experience. Remember, you are comparing how well you can do something now with how well you could do it before your placement.

	No Improvement					Big Improvement				
	1	2	3	4	5	6	7	8	9	10
BETTER ORGANISED										
MORE KNOWLEDGEABLE ABOUT WORK										
MORE CONFIDENT IN MYSELF										
BETTER WITH PEOPLE										
MORE DETERMINED										
MORE ABLE TO TAKE RESPONSIBILITY										
MORE LIKELY TO SOLVE A PROBLEM ON MY OWN										

Making Sense of Learning

What did you enjoy most about your work experience placement?

.....
.....

What did you not enjoy?

.....

What are your feelings about the organisation and conditions in which you worked?

.....
.....

What are your feelings about the people you worked with?

.....
.....

Which things did you find most difficult and why?

.....
.....

What are the main things you have learnt from your work experience?

.....
.....

How will what you have learnt effect your approach to school or further education?

.....
.....

What, if anything, would you do differently if you did your work experience again?.....

.....

How was going on work experience different from school?

.....

Congratulations on completing your work experience placement!

We hope that you found it an enjoyable and rewarding experience that will help you discover your dream career.

Please do let us know how we can improve the Year 11 Work Experience programme for next year's students by completing this short online survey:

<http://tinyurl.com/buryworkexp>



For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future.

Jeremiah 29:11

