

The Becket School

Work

Experience



**Year 10
Work
Experience**

Year 10 Work Experience

Work experience will give you the opportunity to be involved in a workplace, helping you to understand how the world of work operates and how it differs to school. A recent report states that many young people believed that work experience helped to develop their employment skills and many students are offered part-time employment following a work experience placement.

Taking part in Work Experience offers you the opportunity to learn new skills and become more confident and knowledgeable about the world of work. It also gives you the opening to try a career you are interested in and is something to put down on your CV. Many employers will give you a reference for future job or further education applications .

GET EXPERIENCE

**STAND OUT
FROM THE CROWD**



What will I learn while on Work Experience?

Work Experience is useful in helping you to develop knowledge and skills that will help you when you finish school.

Work Experience gives you an opportunity to:

- Gain useful employability skills such as team-work, communication, independence etc
- Make yourself more employable in the future or help you gain a place on a Further or Higher Education course.
- Enhance your C.V.
- Experience the workplace culture and routines.
- Test out ideas about whether or not you would enjoy a career in a certain area.
- Potentially gain an after school or weekend part time job.
- Develop your confidence and social skills.



WORK EXPERIENCE HINTS AND TIPS

The purpose of work experience is simply to give you a chance to find out what it's like to be employed so the type of job you try is not meant to be a career choice as such. However, it could be beneficial to use the opportunity to have a go at something you are interested in.

1. How do I choose my work experience placement?

The following questions may help you:

What do I want to do when I leave school?

What am I good at?

What are my interests and hobbies?

What new skills would I like to learn?

What jobs have I seen people doing that I think look interesting?

2. How do I find a placement?

Use your network' of contacts: friends, family, neighbours etc. Speak to them about the type of placement you are looking for and see if they can help directly (for example by speaking to their own employer).

Use local business directories, such as the Yellow Pages. These detail local firms, by category, with their address's, telephone number and websites.

You could also use the online version of these directories:

www.yell.com.

Try typing the type of placement you are looking for into a search engine e.g. 'Accountants, Nottingham'.

<http://www.manta.com/world/Europe/United+Kingdom/> – List 17,148 companies in Nottingham

Other useful websites are:

<http://www.thomsonlocal.com>

<https://www.ucasprogress.com>

www.nuh.nhs.uk/work-experience

www.successatschool.org/advice

3. How Do I Make Contact With A Company?

- In person
- By phone
- By letter
- By email

Use your local knowledge of businesses in the area. For a small business (like a local hair salon) you might want to call in in person during a quiet period of the day and ask directly if they would be interested in taking you on for work experience. For larger businesses, such as a solicitors or a bank, it would be more appropriate to send an email or letter.

In a large company you are best to contact the Human Resources department. In a smaller company you will usually need to write to the Manager. Send a well-written letter or email to a company. Email can be the most effective way to contact a company, as it is very convenient for the company to reply to you. Even better, if you can, try and find out the name of an appropriate person so you can send your email enquiry directly to them or contact them by phone to speak directly to them if you have a contact number.

It is best to contact several companies as it may be that you do not receive a reply or they may take weeks to say "no". Don't get disheartened by this, it is nothing personal, they are usually just very busy! However because of this, you need to act quickly. It is important to approach several companies so that you have a number of options open to you.



WORK EXPERIENCE HINTS AND TIPS continued

You can also look for placements on the Work Experience Database by following the instructions set out below:

- Go to <http://safetymeasures.workexperience.co.uk>
- Click on Login
- User Name: becketstudent
- Password: Thebecket99 (note this MUST be a capital T)
- Click 'Search for Placements'
- Enter information in as many fields as required, and click on 'search' e.g. choose 'Retail Business' from the category drop down box and enter NG2 in the postcode
- The results will show in a list at the bottom of the page.
- * Click on Job Title:
 - This will give you more details of the job including the address and contact details
 - On the left hand side you can click to view the location on a map
 - There is also a link to a Journey planner to plan the route to get there
 - There is also an option to print the page from here

Please note that the employer being on the database does not mean they will take you on a placement. You will need to contact the employer and request a placement.



Students applying for a placement arranged by school.

Mrs Ellis, the Work experience Coordinator, will arrange an appointment to see each student to discuss which area of work they are interested in. This will take place from October onwards and an appointment sheet will be given to each form teacher.

It is a good idea to think about what you would like to discuss before the meeting, taking into account the questions outlined on the Hints and Tips page: ie.:

- What do I want to do when I leave school?
- What am I good at?
- What are my interests and hobbies?
- What new skills would I like to learn?
- What jobs have I seen people doing that I think look interesting?

Most students are unsure about what they would like to do when they leave school and even if they do know they often change their minds! Have a look on the Safety Measures Database detailed on the previous page for some ideas.



Example of a covering Letter:

Your name
Your address
Your telephone number
Your email
Date

Person's Name (or HR Dept. **or** The Manager
Name and address of organisation

Date

Dear Sir/Madam (or the person's name if you know it)

RE: Work Experience

1st paragraph

I am a year 10 student at The Becket school, and I am years old. During Year 10 we are expected to undertake a one week work experience placement and I am writing to you to ask if it would be possible for me to work in your company/organisation (use the correct term).

2nd paragraph

Briefly say why you want to spend a week with the company or organisation and what you hope to gain from the experience.

It is my ambition to pursue a career in ...

3rd paragraph

Give details of the subjects you are studying – say which subjects you particularly enjoy and why. Give details of any activities or areas of responsibility you take part in at school.

Ideas: sport, clubs, voluntary work, form rep etc.

4th paragraph

Give details of any interests you have outside of school e.g. sports clubs, part time work etc.

I hope that you will be able to consider me and I look forward to hearing from you.

Either Yours sincerely (if you know the name of the person you are writing to)

Or Yours faithfully (if you have addressed the letter to Sir/Madam)

Your name

Example of a CV

Your Name
Your Address
Your Town
Your County
Your Postcode

Tel: 01234 123456

Mobile: 01234 1234567

Email: name@compo.co.uk

PERSONAL PROFILE

Type a short paragraph here about the kind of person you are, what you can do and what you have to offer an employer. You can also include any career aims.

SKILLS & EXPERIENCE

List your skills and experience here such as:

Any part-time jobs, babysitting – briefly describe what you did.

Give examples of things you've been involved with or helped organised, especially if they show that you are motivated, have initiative and stick at something.

Anything where you've represented your school

Key achievements

ICT skills, Microsoft word, excel, power point...

EDUCATION

Include the subjects you have selected and the type of qualification such as GCSE or BTEC . You may wish to include your predicted grades in brackets. For example:

Subject Choices 2015—2016

GCSE

Maths (Predicted Grade?), ICT, English

(Predicted Grade), Science History

The Becket School

HOBBIES & INTERESTS

List the type of interests you have when you are not in school, any clubs you are a member of, play for, reading, cinema, fixing bikes...

REFERENCES AVAILABLE ON REQUEST