

Work Experience HANDBOOK 13th May to 17th May 2019

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Name:

Tutor Group:

**LIFE IS NOT AN ORDEAL TO BE SURVIVED.
IT IS AN ADVENTURE TO BE LIVED!**

SELECTING A WORK EXPERIENCE PLACEMENT

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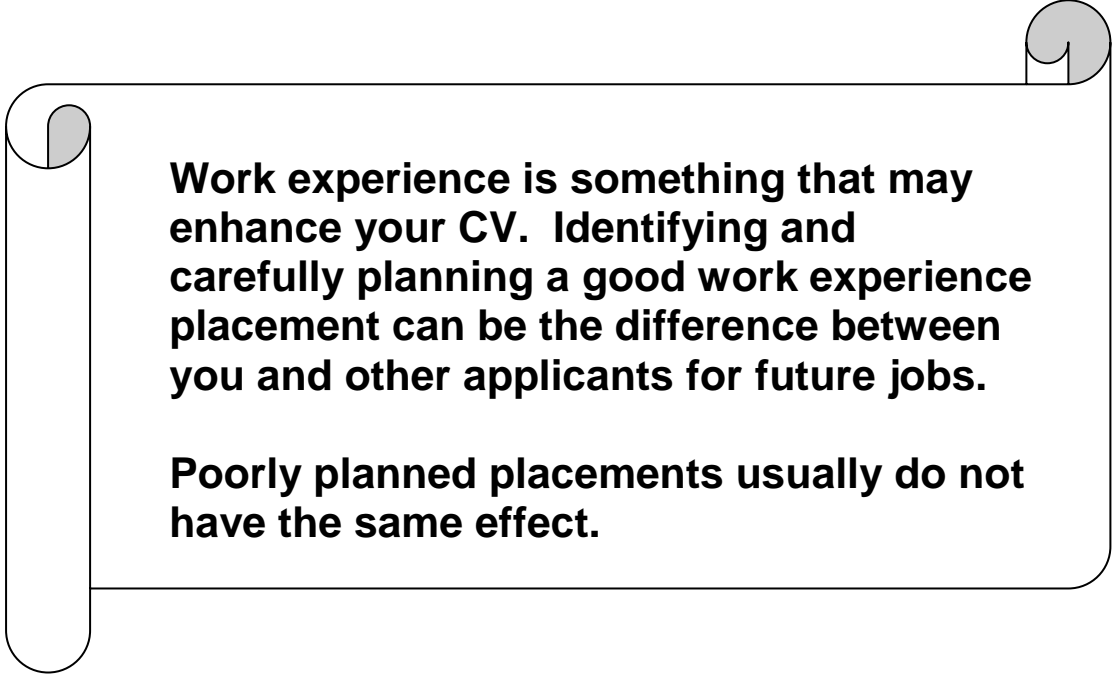
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INTRODUCTION

Work Experience Aims to Provide:

1. An opportunity for students to work in a situation with adults other than teachers
2. A way of finding out what work involves
3. A way of relating school work to life after school
4. A way of giving young people experience of what going into the adult world of work will be like

Work experience is not essentially career related. It is the experience of the world of work and should not necessarily be used as a means of deciding future career choices.



Work experience is something that may enhance your CV. Identifying and carefully planning a good work experience placement can be the difference between you and other applicants for future jobs.

Poorly planned placements usually do not have the same effect.

Step 1: How do I choose?

Think about:

1. Skills and interests
2. An opportunity to master new skills or develop qualities
3. An opportunity to try a career
4. A chance to practice curriculum skills in the 'real world'
5. A chance of being offered a Saturday or summer job

Tick one or more of these statements that you feel are important.

Step 2: What do I want from my Work Experience?

Look again at Step 1 for ideas to start you thinking. Make a list of your objectives below.

Step 3: Research

Research your chosen areas of work to ensure that you are matching your skills and strengths to the requirements of the job. If you do not research the job description and do not match your skills and interests to the requirements of the job, your work experience may not be so successful. Remember you can login to KUDOS to assist your research and identify career preferences.

It is important that you do not let down yourself or future students, who may be affected by your uninformed decisions regarding a work experience placement.

List below 3 different areas of work that interest you.

Availability of jobs

Although it is very important to match your skills to the job, it is also important to build up a range of skills to try to adapt to what jobs are available.

Trying to get work experience is a small indication of what it will be like for you in the future when you are trying to get a job.

Build up a range of skills now. Trying to find a placement for work experience will show you that there are too many people chasing too few jobs.

It can be very difficult to find a placement or job in a particular sector sometimes. This is why skills and qualities development is important.

WARNING! IF YOU LIKE:

- Sitting down a lot
- Having Saturdays off
- Finishing early
- Only interesting things to do
- And get bored easily

DO NOT WORK IN:

- a hairdressers salon or a leisure centre

You will need to be on your feet from 9am – 5.30pm at least. You will also have to work on Saturdays with a day off in lieu. You will have to clean up, make tea/coffee and 'look busy' in slack periods.

It is very unlikely that you will be able to: -

- perm/ cut/ highlight hair
- use the till
- do the same job as the qualified assistants

You must also take the following in to account

Travel arrangements, travel costs, working hours, working clothes and health considerations. Discuss your choices at home with these factors in mind.

Do not select a placement only to find that you live too far away or you cannot afford the fare or the hours are not practicable for you.

Step 4: How do I find a placement?

Use the **Veryan** Work Experience Website to find the work of your choice.

Instructions on how to access and use the website are included in **The Veryan Webview Student Handbook**. Use this booklet to help you consider this step. You will be given a PIN to access the system. Look at the database to see what opportunities are available under your chosen categories.

Look at different areas of work that will match your skills, interests and abilities – be willing to explore a range of jobs that use your strengths.

For example:

If you like the idea of working with children, think about working with the elderly who are often very appreciative and responsive to young students. If you have already thought about your future career, try to find a placement that will give you an introduction to that particular vocation.

Step 5: How do I apply?

By telephone

If you have found a placement from the Database that interests you and you wish to make an enquiry by phone, below is an idea of what to say when contacting an employer.

“Hello. My name is

I am a year 10 student from the Axe Valley Academy.

I have seen the job description for a work experience placement with you on our school Work Experience database.

I’m interested in this position, and wonder whether this opportunity is still available and, if so, would you consider giving me a placement from to”

If the employer indicates that the position is still available, then ask if you can make an appointment to meet. Occasionally an employer may agree to accept your request over the phone, but it is still important that you meet.

By Letter of application

Sample letter

Your name and address

Name of Employer
Address

Date

Dear(Sir/Madam if no name given)

Work Experience Placement Request

I am a year 10 student at the Axe Valley Academy and during the summer term of 2019 I will have the opportunity of participating in a week of work experience.

I have seen a job description for a Work Experience placement with your (organization/company/school) on our school database and am writing to ask if it would be possible to spend my week with you.

I am particularly interested in this position of
because.....

The dates would be from Monday 13th May to Friday 17th May.

I would be grateful if you would let me know, as soon as possible, if you can offer me such an opportunity. I can attend an interview at a mutually convenient time to discuss the details of the placement if it is possible.

Yours sincerely

.....

(Print name beneath signature)

Finding a placement that is not listed on the database.

Remember to look at different types of placements. If you are inflexible, you will find it difficult to be placed.

You can use your initiative and look on the Internet, local newspapers etc. Check to see if the company is already on the database. If it is not, you will then need to make contact to see if a position can be created for you.

If this is possible then the details of the job (name of company, address, phone number, and contact name) will need to be given to Mr Horn on the enclosed booking form. Mr Horn will then proceed with the necessary paperwork for completion of Health and Safety checks.

We will inform you and issue your Work Experience Agreement once the position has been approved and recorded on the Database.

The same applies if you use contacts such as family friends or relatives to find a placement.

Do not make your own private arrangements with an employer without informing Mr Horn. Every placement must be approved and recorded on the database.

When you find a placement that you would like to take up, do not assume that you can just make a phone call at the last minute – you must have a Work Experience Agreement in place for the placement to be guaranteed.

Remember – Mr Horn is here to help you.

Step 6: The Adventure Begins!

You will be given a Work Experience Log Book shortly before starting your Work Experience.

By using the Log Book you will:-

1. make an action plan of the things you want to learn on Work Experience.
2. improve and practice your skills and personal qualities.
3. have evidence to show your achievements.
4. record and review the things you have learnt during your Work Experience.
5. find it a very useful guide for planning, completing and reviewing your Work Experience.

Reporting Back

At some time during your Work Experience, a member of the College staff will visit your place of employment to see how you are getting on and report on your progress.

Your employer will also be asked to complete an Employer's Report form at the end of your Work Experience. This can be used to attach to future job applications.

So remember.....

- Dress appropriately
- Be polite and respectful
- Be a good time keeper
- Be willing and adaptable
- Use your initiative
- Work hard
- Be reliable and trustworthy
-and **enjoy!!**

If you are unable to attend any of the days during your Work Experience, due to illness or any other valid reason, it is very important that you inform **BOTH** your employer and the school.

HEALTH AND SAFETY

Did you know?

Most accidents on Work Experience are caused by:

- **CARELESSNESS**
- **LAZINESS**
- **FORGETFULNESS**
- **MESSING ABOUT**
- **OVER CONFIDENCE**
- **IGNORANCE**

Health and safety at work is a shared responsibility.

Your Supervisor must tell you about the dangers and safety rules.

You have a personal, legal responsibility for yourself and other people in the workplace.

(Health & Safety at Work Act 1974)
*** THINK SAFE * ACT SAFE * BE SAFE***