

# YEAR 12 WORK EXPERIENCE

Walton Post 16 Work Experience Guide

2018

**2nd to 6th July 2018**

## Arranging your own work experience placement

Work experience is a great way to learn more about the world of work and gain valuable skills and experience that will look great on your CV. By researching and arranging your own placement rather than leaving it to your school or college you'll have a better chance of working in an industry or profession you're actually interested in. But how do you go about finding a work experience placements in the first place?

"Work experience is an important part of becoming 'workplace-ready', "building useful skills that cannot be taught in the classroom as well as contacts that students otherwise would not be exposed to,"

**Avanade UK's general manager.**





## Digital Support

You can also find lots of useful careers information and planning tools online.

### National Careers

#### Service (England) -

explore over 800 job profiles, match your skills and interests to potential jobs and speak to a careers adviser

**Future Morph** - careers website created to show that studying science, technology, engineering or maths beyond the age of 16 isn't just a one track road to becoming a scientist or engineer!

#### Success at School -

explore different careers, find out about top employers

**Student Ladder** - Information on work placements, Graduate Schemes & Internship opportunities for 16-24 year old students

# 79%

of businesses say work experience develops **effective** skills for the workplace.



## 5 Benefits of getting work experience

1. Having experience of work will make you a more interesting prospect to employers – and it will increase your confidence in yourself.
2. It gives practice at making applications and going for interviews.
3. It can help with future decision making about careers by helping you understand your likes and dislikes better.
4. It allows you to network with organisations; useful when job seeking after graduation.
5. Many national employers recruit directly from work experience placements and some offer university sponsorship/bursaries



## TIPS

On the **Success at School** and **Student Ladder** websites you'll find lots of helpful advice on applying for work experiences:

- Preparing your CV
- Writing a cover letter explaining why you want the work experience placement
- Tips for staying calm and answering common interview questions



## Careers Inspiration and Advice

Don't worry if you're 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's for you.

Before you start to look into 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?

## How to arrange your work experience placement:

Think about the subjects you take, any potential industries that you might like to work in and find a placement that you are interested in.

- Speak to Mrs. Etherington for careers advice
- Speak to family and friends for companies that might have placement opportunities
- Search the internet to identify local business that you could apply to.

Make contact with the company, let them know the dates of the work experience week and ask if they would be willing to offer you a placement.

As soon as you have confirmation of a placement, please let your form tutor know and collect a work experience form from Miss. Scarborough.

# Applying

## Applying for a formal work experience placement

Many well-known large businesses such as Tesco, Pizza Express and HSBC operate their own work experience programmes while some businesses such as Barclays work in partnership with other businesses. It's not just commercial organisations which offer work experience. You'll also find larger charities and public sector organisations offer work experience for pupils and students.

The easiest way to find out whether an organisation operates its own work experience programme is by searching for the name of the business online followed by the words work experience.

## Approaching businesses that don't advertise work experience opportunities

Don't let the fact that a business does not advertise work experience opportunities put you off asking if they'll take you on!

How you approach contacting a business will vary from business to business. It can be a good idea to speak to the manager or owner, either in person or by phone, before making a formal application. Speaking to a person beforehand should give you an idea of whether a business is open to offering work experience. Should your initial contact be positive, you can then ask the business whether they would like you to make a formal application.

Although it's often better to speak to a business beforehand, don't be afraid to send off speculative emails to businesses you are especially keen to work for. A brief email explaining why you want to do work experience at the business, along with your CV, demonstrates your initiative and self-motivation, two qualities employers value greatly.

Good luck!



## Further advice can be found at:

<https://nationalcareersservice.direct.gov.uk/>

<https://successatschool.org/>

[www.futuremorph.org/](http://www.futuremorph.org/)

[www.studentladder.co.uk](http://www.studentladder.co.uk)



# Writing a CV

When it comes to getting work experience, your CV is paramount. Get it right, and you'll have an interview or offer in no time, but get it wrong, and you may face rejection after rejection. Every CV is different as you want to show why your set of skills makes you suitable for the position you're applying for at that moment, but all follow a similar structure.

## What is a CV?

Your CV, short for curriculum vitae, is a personal marketing document used to sell yourself to prospective employers. It should tell them about you, your professional history and your skills, abilities and achievements. Ultimately, it should highlight why you're the best person for the job.

A CV is required when applying for a job. In addition to your CV, employers may also require a cover letter and a completed application form.

Your CV should be in sections:

- Contact details
- Personal details
- Work experience (part time jobs, volunteering)
- Education
- Other interests

Use the CV writing function on **Unifrog**. This can be downloaded, printed off and emailed.

[www.unifrog.org/student](http://www.unifrog.org/student)



# Writing a Cover Letter

## **A good cover letter should include:**

- your name, email address and phone number at the top of the page on the right
- the name of the business and the contact person's full name (if you know it) on the left
- the date you wrote the letter on the right
- a reference line (e.g., "Re: Application for Administration Assistant position")
- an address to the reader directly (e.g., "Dear Mr. Moyle" - try to avoid using "To whom it may concern" if you can)
- an opening statement that briefly introduces you to the reader
- a main body that highlights the skills and experiences you have that are relevant to the job
- a closing paragraph asking to arrange an interview.

## **Other things you can mention in your cover letter include:**

- general skills that help you work in a team and as part of an organisation
- personal attributes that will help you learn to work in a professional work environment
- school work experience or volunteer work that demonstrates your strengths and attributes
- any sporting or community club participation (if relevant)
- any hobbies or interests that are relevant to the job or demonstrate your professional experience.

## **Key points of a cover letter:**

- introduces you to the reader
- responds to the requirements of the job
- attracts the reader's interest and refers them to your resume
- doesn't include too many "I" statements, which can run the risk of disengaging the reader.

**It's a good idea to write a cover letter as a script to help you if you need to contact someone by telephone.**

**Go on to the Shared Folder—Sixth Form— Work Experience for example cover letter templates**



## Work Experience Checklist (TICK AND DATE)

Student name: \_\_\_\_\_ Form: \_\_\_\_\_

1. C.V. written on Unifrog and checked with form tutor ☐
2. Letter of application written and checked with form tutor ☐
3. Employer contacted via email/letter/telephone. ☐
4. Work experienced offer confirmation from employer (in writing). ☐
5. Work placement checked and approved by Form Tutor. ☐
6. Work experience form completed with full details of placement, including full name and title of employer, postcode, contact information and returned to Post 16. ☐
7. Attended an interview with your employer (if necessary). ☐
8. Parental Consent and Health Declaration form completed and returned. ☐

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Form Tutor signature \_\_\_\_\_ Date \_\_\_\_\_