

# Year 10

## Flight Path to your Future!



## Work Experience Guide



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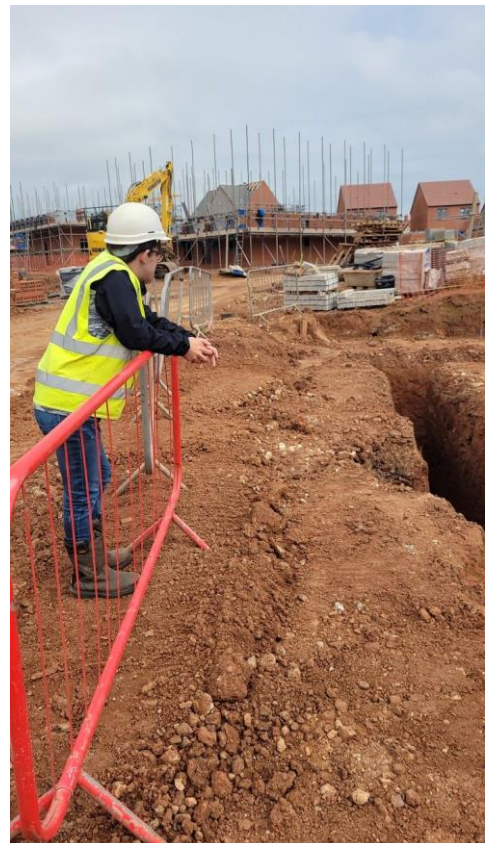
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## Why complete work experience?

Employers are increasingly looking for students who are able to combine excellent academic achievement with practical hands-on experience.

A recent survey showed **two thirds of employers** look for potential employees **with** relevant work experience because it helps them prepare for work and develop general business awareness. Importantly, one third of employers felt that applicants did not have a satisfactory level of knowledge about the world of work.



**Work Experience** is an opportunity to spend a week with an employer of your choice. This is to help you decide what you want to do in the future and what it's like to be part of the world of work.

You will be treated like an employee and it will be like having a real job for a week (without pay!). This will help you when you are applying for a job as employers are all looking for experience.

### Work Experience aims to:

- Give you a chance to see and experience the real world of work
- Relate what you already know and have learnt in to a working environment
- Enable you to develop confidence and work ready skills
- Build and develop your personal statements for university and to help with applications for employment, apprenticeships and college courses in the future.

## When are we completing it?

### Monday 12<sup>th</sup> – Friday 16<sup>th</sup> of June 2023

At the moment, June 2023 may seem a long way off. However, there are thousands of students, just like you, who are applying for work experience in the local area and if you don't act now you may miss out. This guide will give you lots of hints and tips and there will be support in school if you are struggling.

### ***“You will be responsible for finding your own placement!”***

This is because so much of the learning will come from finding the placement for yourselves. Employers are telling schools that they admire and respect students who are prepared to have a go for themselves. An approach directly from student is more likely to get a placement than the school doing it all for you.

### So how do you go about deciding what you want to do?

You may already have a good idea about what sort of placement you might want to do. In which case skip directly to ***‘How do I find a placement?’***



#### **If not:**

Think carefully about what you want to do when you leave school.

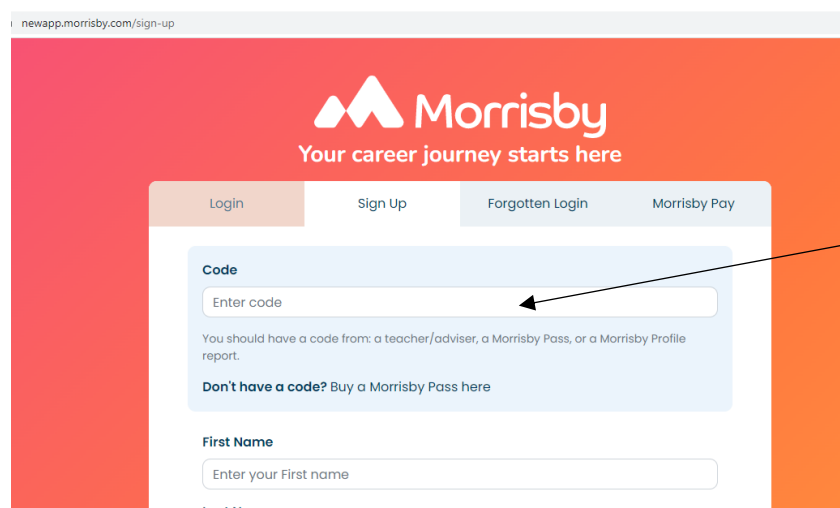
What are your favourite subjects? Ask for help making a list of related jobs, for example:

**English:** Newspapers, Libraries, Press Officer, Teacher, Solicitors, Advertising, TV & Film, radio

**Maths:** Banking, Accountancy & Finance, Engineering, Meteorology

**Geography:** Environmental Services, Development organisations, Charities, Politics

You can also log on to <https://newapp.morrisby.com/sign-up> and complete the Careers questionnaire.



You then need to enter the following code:

**MC436G8K**

The software asks you a series of questions. The profile report could give you some ideas about which areas to try.



## The following websites provide useful information, advice and inspiration:

- [www.icould.com](http://www.icould.com) This contains a Buzz quiz that will help you to start thinking about your future careers and discover what type of personality you have and so what sorts of careers you *may* be suited to.
- <https://nationalcareers.service.gov.uk/skills-assessment> This is another assessment tool that will help you to discover careers that you *might* be best suited to.
- For careers information in film and video format: [www.careersbox.co.uk](http://www.careersbox.co.uk) and [www.icould.com](http://www.icould.com)

## How do I find a placement?

Once you have decided what sort of work you would like to do, how should you go about looking for a placement? This sections contains some useful helps and tips for finding a placement

- Family, friends, neighbours, teachers etc. are a good source for finding placements. What do your parents/guardians do? How about your brothers & sisters or your aunts & uncles? You may find you know someone whose organisation is willing to give you a placement
- Do you already know anywhere you may like to work? E.g. A shop that you like, or an organisation you pass on the way to school?
- Many large/ well known organisations may have areas of their company website devoted to work experience.
- It's important to think about how you will get to a placement, as you and your parents or careers will be responsible for transporting you to and from your placement. If you won't be able to safely travel to and from a placement, it's probably not worth considering.
- Go to [www.yell.co.uk](http://www.yell.co.uk) Type the kind of work you would like to do, e.g. "**solicitor**", and the area you would like to work in, e.g. "**CV32**". Yell will give you every solicitor in CV32. Give this a Try!

The screenshot shows a Yell search interface. At the top, there are navigation tabs for 'Search', 'Maps', and 'Reviews'. The search bar contains 'solicitors' and the location 'CV32'. Below the search bar, there are social media share buttons for Google+, Twitter, and Facebook. The main result is for 'Band Hatton Button', a solicitor firm. The result includes a star rating, contact information (Tel: 024 7601 3834), and a list of services: House Sales & Purchases, Relationships, Family Law, Wills Probate Inheritance Tax, Accident / Injury Claims, Employment Issues, and Company Law, Business Issues. There is also a map showing the location of the firm in Coventry, CV1, which is 6.7 miles away from CV32.



## Make a list of 10 places that you would like to contact

Call/visit and **ASK!** E.g. *“Hello, I’m enquiring about the possibility of organising a work experience placement from xxxx.” Can I ask who the right person is to speak to about that please?”*

You can then write to or email the person who is responsible for organisation work experience. They may put your straight through the person who is responsible so do have a short script ready which includes:

- When the work experience dates are
- Why you have approached that company (what is it about what they do that is of interest to you)

(Remember if you intend to email the company, ensure that you have a sensible email address) You can use the templates on the next page to help you set out your letter or emails

You will find work experience information in the **Careers section of the school portal**- Y10 Work Experience folder. All forms, documents and any information or news that we have will be posted there. ***It also has spreadsheets with lists of companies who have accepted students on placements in the past 2 years. Open the Y10 Work Experience folder. You can look on here for inspiration!***

<https://northleamingtonco.sharepoint.com/sixthform/Careers/SitePages/Home.aspx>

- Don’t be put off if you are turned down several times before you finally secure a placement, some organisations have health and safety restrictions or restrictions on the ages of students they can have in their business. It’s not a reflection on you

**DO NOT be disappointed if the placement you eventually get does not relate to your future career. Work experience is about developing ‘skills for life’ and is increasingly important to include on your CV for college, work, and university.**



## Template letter to an employer requesting a work experience placement

Your name  
Home address 1  
Home address 2  
Postcode

Contact name (HR Manager, Recruitment Manager or Manager)  
Company Address line 1  
Company Address line 2  
Postcode

Dear Name or Sir/Madam,  
I am a student from North Leamington School. I will be completing my work experience from [start date] to [end date] . I am hoping that you are able to offer me a placement within your company/organisation. The reason why I would like to complete my placement at (company name) is

(Explain why you have chosen to write to them e.g. I am interested in finding out more about..... or I would like to gain experience in..... )

You can also use this section to show what you know about the company: At school I am studying.... Or my hobbies and interests are.....

(Tell the company a bit about yourself; include any responsibilities that you have, both in and out of school)

You can contact me on 01926 123456 or on email at [1234@gmail.com](mailto:1234@gmail.com). I look forward to hearing from you

Yours faithfully or Yours sincerely (if you know the persons name)

*(Sign here)*

Print your name

## Email Template for an employer requesting a work experience placement

|      |         |  |
|------|---------|--|
| Send | To...   | <input type="checkbox"/> jane.smith@1243.co.uk |
|      | Cc...   |  |
|      | Subject | Work Experience Placement                      |

Dear Ms Smith

I have been given your name as the person at 1234 Ltd who is responsible for organising work experience placements.

I am a student from North Leamington School, currently in Year 10.

I will be completing my work experience from ( Start date ) to ( end Date ) . I am hoping that you are able to offer me placement with 1234 Ltd.

The reason that I would like to complete my placement at 1243 Ltd is:

*(Explain why you have chosen to write to them eg I am interested in finding out more about ...or I would like to gain experience in ...) You can also use this section to show what you know about the company. At school I am studying....Or my hobbies and interests are... Tell the company a bit about yourself; include any responsibilities that you have both in and out of school)*

You can contact me on 01926 12345 or via email at [abcd@gmail.com](mailto:abcd@gmail.com). I look forward to hearing from you.

*Yours faithfully or Yours sincerely ( only if you know the person's name )*



### Don't forget:

- Presentation is very important
- Double check your spelling
- Check e.g. names and addresses
- Make sure your contact details are correct
- Get a parent , learning mentor, teacher or Mrs O'Donnell to check your letter before you send it

Competition for work experience can be really tough, so you'll need to make the right impression when asking for it.

**To note:** You must be sure that the company you are going to work for **has Employer Liability Insurance** in place. Work Experience students are classed as employees so this insurance **MUST** be in place in case you have any type of accident at work.

Most people who are self- employed or are sole traders will not have this insurance which is why you must ask first before you agree to any placement.

### Some things to remember when you are on your placement

**We will provide much more information and class time next spring about what to expect on your placement and lots of guidance on how to make it a success. In the meantime, some things to consider now are:**

- **Transport.** The School cannot pay for your transport to your work experience placement, or be responsible for transporting you there. It is important that you test out where you are going and work out which bus or train can get you there in good time
- **Dress appropriately** - You will be advised of the relevant clothing to wear to your placement closer to the time. Make sure you adhere to the requirements and where relevant ensure that you follow any guidelines on uniform and safety clothing
- **Working Times** - You need to agree your working times prior to the placement, be expected to work for a full working day, and not just school hours
- **Mobile phones** – Yes, you are used to having your mobile phone in your pocket or your bag. On work experience you will be expected to work hard and that doesn't include texting your friends whenever you feel like it – even if you can do it without looking! **Some placements will not allow you to have your phone on you for security reasons**
- **Social media** - i.e. Facebook, Twitter, etc. You must be extremely careful about any comments you publically make about your work experience placement. It is easy for people to get the wrong impression
- **Confidentiality** - is important. You must not use social media to discuss your work experience, but you also must not tell your friends or family about confidential things in your workplace





- **Safety** - We have a duty to make sure that you are safe on your work experience placement. We need you to let us know if you do not feel safe or anything makes you feel uncomfortable whilst on your work experience
- **Sickness** - If you are not well during work experience week, please phone your placement provider **and** School as soon as you know that you are not able to attend.
- **What if I don't like it?** - You can phone school at any time if you have any concerns with your placement. However, walking out of your placement, or simply not returning **is not an option**. School will work with both you and the employer in order to resolve the matter so that you can continue with your placement.
- **Log Book**- this will be an excellent way to keep a record of what you are learning. You need to fill it in daily and there is a section for your employer to fill out an assessment at the end of the week

### **Employability Skills:**

These are the skills that employers want their employees to have so that employers can have a productive work force, and employees can thrive and be promoted.

The key employability skills that you will be focusing on during your work experience are grouped into **Qualities, Standards and Skills**.

#### **Qualities**

- **Honesty:** Can your employer trust you?
- **Confidence:** Do you believe in your ability to do a good job?
- **Resilience:** Are you able to cope when things get a bit tough?

#### **Standards**

- **Time keeping:** Can you arrive to work on time?
- **Appropriate dress:** Are you dressed appropriately for your work place?
- **On task:** Can you focus on what you've been asked to do without becoming distracted?
- **High quality work:** Are you able to complete tasks to the best of your ability?
- **Professional:** Are you trying to do everything that is asked of you to the best of your ability?

#### **Skills**

- **Communication:** Are you able to speak clearly and respond in an adult way?
- **Team work:** Are you able to get on with others so that you support each other to get the best outcome?
- **Initiative:** Do you do things that need to be done, without being asked?



## The Work Experience Process

Last year over was a fantastic success particularly as it was post Covid. As you can imagine ensuring that 270 students have a successful and safe work experience placement requires some organisation. In order to manage this please find below the schedule.

**Consent and Medical Form (Microsoft form):** This needs to be completed as soon as possible but no later than **3.3.23 (Friday 3<sup>rd</sup> March.)** It is an online Microsoft form which needs to be signed by parents to give their consent for work experience and also alert us of any medical issues that may need to be taken in to consideration.

**Details of Work Experience and Risk Assessment:** When you have found your placement, you need to list the contact details of the placement and the type of work you will be doing.

**Email addresses and Contact numbers** for the company are vital. We need to make contact with your placement to ensure that it is appropriate.

**Risk assessment Form.** When you have secured a placement complete Form 3 with your work experience placement and ask a parent/guardian to sign it. The employer will need to provide you will their '**employers liability insurance number**'. Without this you cannot go on placement. We need to have this **no later** than

We need to have this completed **no later** than **1.5.23 (Monday 1<sup>st</sup> May)** otherwise we **cannot** guarantee that we will be able to process the information in time. However, the earlier we receive the information the better.

## Completing Form 1 and 2 online:

This is a more effective and Green of providing information that we are required to have to ensure that it is legally compliant. Students can follow the steps below and complete either over the phone or in person.

### **Step 1:**

Open your school email account to find your invitation.

#### **Grofar Invitation**

Dear Chris,

You have been invited to Grofar which is an application that has been chosen by your school to help deliver the careers service and the work experience service helping to prepare you for what lies beyond your current studies.

Please use your email address or the username below to gain access.

**cthirk435**

When you login, you will be invited to choose a password and create your profile.

[Log in to Grofar](#)

If you require assistance or have any questions please contact Jacob Burke at [jacobburke@grofar.com](mailto:jacobburke@grofar.com).

Kind Regards

### **Step 2:**

Click on the 'Log in to Grofar' (green box) to create a password.

#### **Create a password**

Welcome to Grofar. To login for the first time you will need to create a new password for your account.

Enter a new password below to continue. Make sure it is something you can remember.



Your password must be at least 8 characters long and contain 1 capital letter, 1 lowercase letter and 1 number.

NEW PASSWORD

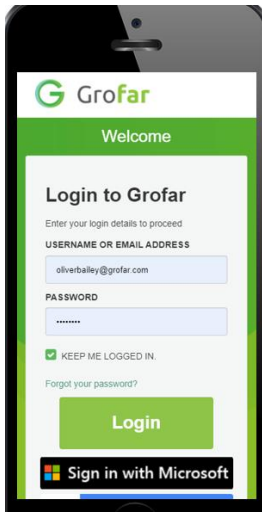
CONFIRM PASSWORD

[Save Password](#)



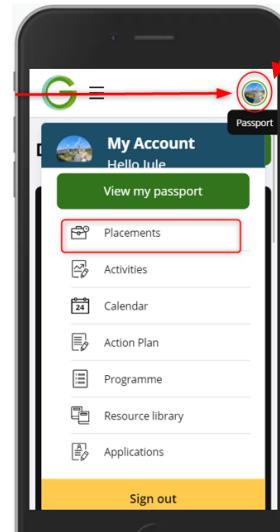
**Step 3:**

Login to your student page with your *school email address* and *new password*  
In the future you can access the login page here:  
<http://auth.grofar.com>



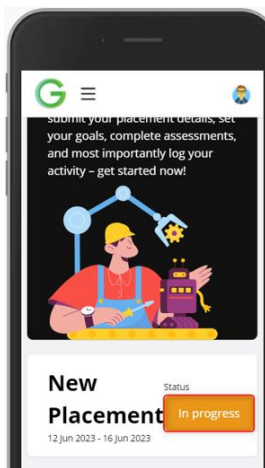
**Step 4:**

Tap the top right hand side logo to open the menu from here go to the 'Placements' tab.



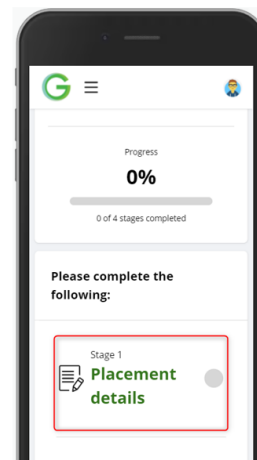
**Step 5:**

Once the page has loaded, scroll down to 'New Placement 12 Jun 2023 – 16 Jun 2023' and click 'in progress'



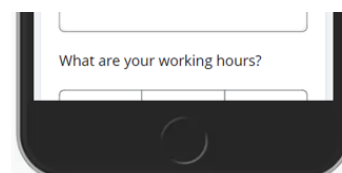
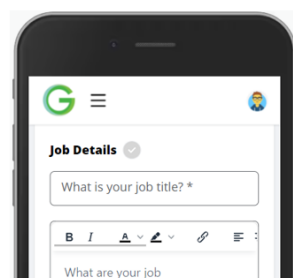
**Step 6:**

On the next page tap on 'Placement Details'



**Step 7:**

Fill out the details of your placement – and once you're happy, keep scrolling down until you reach the 'Submit' button.' \*\*The 'Submit' button will only appear once all fields have been filled in\*\*





## Contact Points

**Mrs O'Donnell will be available to offer Work Experience Help on Tuesdays during social time in the careers office C043. Including support for completing the placement details on Grofar.**

Mrs O'Donnell (Careers Coordinator): [careers@northleamington.co.uk](mailto:careers@northleamington.co.uk)

Mrs Barley-Morey (Careers Lead): [careers@northleamington.co.uk](mailto:careers@northleamington.co.uk)

Tel: 01926 338711

**Tutor:** Your Tutor will check in with you regularly to ensure that you are on track in finding your placement and can provide day to day support.

## **Schedule of Events**

### **Stage 1 – February 2023 Launch**

Parent Communication, Assembly Launch, Issue of Work Experience Guide to students



### **Stage 2 - By 3<sup>rd</sup> March 2023**

Deadline of completion of Signed Consent and Medical Microsoft Form



### **Stage 3 – By 1<sup>st</sup> May 2023**

Completion of **Placement Details** and **Risk Assessment** including **Employers Liability Insurance**

***The placement CANNOT take place without this.***

This can be done either via the Grofar platform (more information to follow via parent communication) or by the completion of the Form 2 and Form 3 (students can request these from the careers office.)

Forms 2 and 3 are to be returned to the Careers Office C045.



### **Stage 4 - No later than 22<sup>nd</sup> May 2022**

Students to contact their placements no later than two weeks before work experience starts to finalise details of the placement and any information needed

***e.g. what to wear, when breaks are, start and finish time.***