



Woodrush High School

**HANDBOOK FOR
STUDENTS AND PARENTS**

**YEAR 10
WORK EXPERIENCE WEEK**

Monday 20th May – Friday 24th May 2024

CONTENTS

Introduction & Finding a Placement	Page 3
What Type of Company to Consider	Page 4
Work Place Experiences	Page 5-7
Health & Safety	Page 8
Employability Skills	Page 9-11
Contacting a Company	Page 12
Example Letter	Page 13
Example CV	Page 14
Student Guide -How to ask for Work Experience	Page 15-17
Final Preparations and During Your Placement	Page 18
Important Dates to Remember	Page 19
Example Thank You Letter	Page 20
Introducing Xello	Page 21
Can you help?	Page 22

INTRODUCTION

Experiences of the workplace forms a part of the Year 10 Curriculum, and all students are expected to complete one week of unpaid work experience with an employer to learn about a job or an industry. Students are required to find a placement for their week of work commencing Monday 20th May 2024.

Talking to your child about the benefits of work experience can help them to understand how useful it can be. Work experience:

- gives insight into the skills required for a particular job
- is an opportunity to test out a job to see if your child really likes it
- can broaden their knowledge of jobs they have never considered
- will increase their awareness of their own skills and strengths and build confidence
- helps them understand how the subjects they study in school link to certain jobs
- gives insight into what the world of work is really like and employers' expectations
- can increase their motivation to do well in school
- puts them in contact with potential employers
- can give them useful experience for their CV and provide referees
- helps them appreciate the skills needed to succeed in a job

SKILLS IN DEMAND

There are job opportunities across all occupational areas but there is higher demand for jobs in science, technology, engineering and mathematics (STEM).

If your child's strengths relate to STEM subjects, they may benefit from taking part in work experience linked to that area.

FINDING A PLACEMENT

As part of work experience students must take the responsibility to find their own work placement. This teaches essential skills needed for the future once leaving school. Writing letters of application, attending interviews, travel/transport and meal arrangements are some of the things that will have to be considered.

To help your child get the most from their placement, talk to them about possible jobs they are most interested in, and the skills they already have. Xello is a good platform to use for this as it will suggest careers based on questions answered about interest and skills. Further information on this is on page 21.

A relative or family friend may be able to help to secure a placement at his or her own place of work. It is advisable though for students to be placed in a different department so that they can achieve the full benefit from meeting new people and acting independently. It is an idea to select several companies to approach, as not all will prove successful.

You can further support your child with identifying a suitable work experience placement by:

- talking to them about subjects they like and dislike
- use the Careers Service webpage or Xello to generate job ideas
- encourage them to start their search for a placement early
- rehearse telephone calls they may need to make to an employer
- proofread emails they send to employers
- think about the location of the placement and how they will get there

WHAT TYPE OF COMPANY TO CONSIDER

The scheme's success obviously depends greatly on the goodwill and co-operation of employers as well as the spirit in which the young person takes part. It should be appreciated that the scheme involves some considerable extra work for staff of the organisations involved.

Carefully consider the type of placement that would be best suited. Ideally it should be a job that might be of interest but does not necessarily have to be something students want to do when leaving school. The emphasis is on experiencing the world of work in its widest sense.

THE ROLE OF THE EMPLOYER

By taking part in work experience, the employer will gain the opportunity to help shape their future workforce, promote their company and can allow employees to develop their own supervisory skills.

Employers should aim to:

- give students an induction to help them understand the nature of the business
- explain what will be expected of them during their work placement
- explain health and safety requirements for the company
- identify a supervisor/trainer to oversee students work during the placement
- give feedback to the student at the end of the placement

SECURING A PLACEMENT

As soon as you have a placement, complete the following forms and return to Mrs Bishop before the deadline of 19th February 2024:

To be completed by Parent/Carer

- Parental Consent, Medical & SEND Awareness – online form. See letter for link/QR code

To be completed by the Employer

- Employer's Pro-forma
- Employer's Risk Assessment
- Employer's Liability Insurance (photocopy or photograph of certificate)

Mrs Bishop will then get in touch with the company to confirm the details of the placement.

Email: cbishop@woodrush.org Tel: 01564 823777

WHY ARE...

EXPERIENCES OF THE WORKPLACE SO IMPORTANT?

Experiences of the workplace are a great way for you to gain vital knowledge of a wide range of different job roles and industry sectors as you begin to plan your own career pathway. Workplace experiences can also provide you with a real understanding of how a workplace looks and feels.

While getting experience of the workplace you can learn all about the different job roles being undertaken there, what equipment, systems and tools employees use to undertake their job role each day and meet the people who work there.

As you continue your journey through education your school should support you to undertake some experiences of the workplace, but this doesn't mean you can't explore some more of your own.

Experiences of the workplace may enhance your CV, enable you to demonstrate your knowledge of the workplace or a specific industry during an interview with an employer or even just help you finally decide which career pathway you wish to take in the future.



WHAT IF I DON'T KNOW WHAT CAREER I WANT TO DO WHEN I LEAVE SCHOOL?

The most important thing is not to panic. It is very common for young people to be unsure about where they see themselves in the future, especially when you are asked what job you see yourself doing. Always remember that there is an option out there to suit everyone you just need to find it.

Experiences of the workplace are a good way for you to identify some job roles or industry sectors which you may wish to explore further. They may also be a way for you to decide that a certain job role or industry is also not the right one for you. Remember that deciding if something is not for you actually takes you one step closer to choosing the career path which is right for you.

WHAT COULD AN EXPERIENCE OF THE WORKPLACE LOOK LIKE?

There are a few ways in which you can gain experiences of the workplace. Here are a few examples which might help you:

- 1) Face to Face Work Experience
- 2) Workplace or Site Visits
- 3) Job Shadowing
- 4) Virtual Work Experience
- 5) Social Action and Volunteering

Before we look at these in more detail on the next page here is a quote from one of our local employers who speaks about the benefits of workplace experiences.

EMPLOYER TOP TIP:

“

As an HR Manager I often receive CVs from young people who are looking to secure their very first job role within our industry. We totally understand that many of these young people have never actually been employed before but the majority of young people fail to include any work experience or workplace experiences they have undertaken while they were at school. By listing these experiences you are giving a potential employer a lot of useful information about the skills you may have obtained and that you may actually have an understanding of the world of work

”

1 FACE TO FACE WORK EXPERIENCE

Face to Face work experience is a great way for you to work out if your particular "Dream Job" is the right one for you. We often think we like the look of a job role, but can we really be sure unless we experience it for ourselves.

Face to face work experience can be undertaken in a solid block, for example one full week, or could be spread over several weeks. During any period of face-to-face work experience you will be given the opportunity to meet the people who are undertaking the role, learn more about the workplace itself and gain valuable practical experience of the world of work. During your face-to-face work experience you may be given your own project tasks to complete which will not only enhance your existing skills but also help you obtain new skills, learn how to communicate in the workplace and learn a business really operates.

2 WORKPLACE OR SITE VISITS

A workplace or site visit is an effective way for you to experience the workplace for yourself. During a visit to the workplace you may be given a tour of the facilities, learn about all of the different departments which help the business operate and meets lots of employees who are undertaking a variety of different job roles within the business.

During a workplace visit you will be given the opportunity to ask lots of questions and hear the answers from employees who have a lot of knowledge of these job roles or the wider industry sector.

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3 JOB SHADOWING

Job Shadowing, sometimes known as Work Shadowing, aims to give you a deeper insight into a particular job role. You can gain knowledge by observing an employee who

is undertaking the role in the workplace. These shadowing sessions may take place over one full day or take place over a longer period of time. While shadowing the employee you can begin to understand the tasks they undertake on a day-to-day basis, the equipment, software, or tools they use and how they interact with other colleagues as part of their role.

During this experience you could ask the employee questions about their own careers journey and learn more about the skills and qualifications they need to undertake the job role.

5 SOCIAL ACTION AND VOLUNTEERING

Social Action and Volunteering are often something that young people are already undertaking as part of their after-school clubs or activities. But often many young people don't realise that these activities can provide you with additional employability skills which will enhance your CV.

You should consider volunteering and participating in activities outside of school as you can meet people from the world of work who you may not have otherwise met, hear about their experiences, make a difference to your local community as well as meet new friends.

4 VIRTUAL WORK EXPERIENCE

Much like face-to-face work experience completing Virtual Work Experience can be very beneficial. Apart of the obvious difference in not actually visiting an employer in person to conduct your work experience you can still obtain the same benefits from participating in the activity. Virtual work experience allows you the opportunity to hear from industry experts and complete mini activities linked to a specific sector or job role from the comfort of your own home or while at school.

SPEAK TO A MEMBER OF THE CAREERS TEAM WITHIN YOUR OWN SCHOOL TO FIND OUT MORE ABOUT WHAT EXPERIENCES OF THE WORKPLACE MIGHT BE RIGHT FOR YOU.

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HEALTH AND SAFETY

The Health & Safety Executive has relaxed legislation so that schools can complete their own health and safety checks unless there is considered to be a high risk in terms of the nature of the placement or the needs/circumstance of the young person, where they may wish to enlist the expertise of a third party. It has always been the case that when a young person is on work experience he/she is classed as an employee and will be treated no differently from any other young person employed.

We ensure that all placements provide us with their insurance details and risk assessments. If we have any concerns about a particular placement we call upon external Regulatory/Governance Services to carry out a risk assessment. A placement must be approved before a student can attend. If a placement is not approved then the student will be informed and they will have to go through the process of finding another placement.

When choosing your work placement, you need to consider:

- Students will not be allowed to work in placements deemed as a high-risk environment e.g. building sites – *see further notes on prohibitions below*
- Placements must be within the UK and ideally be local.
- The young workers directive states that students should not be asked to work more than a standard eight-hour day (maximum 40 hours a week), and not before the hours of 6am or after 10pm.

Prohibitions for children under the age of 16

There are certain activities, which a Work Experience student is prohibited from undertaking

Use of machinery or equipment which may be dangerous for new or young workers to operate, handling hazardous chemicals, firing equipment/arms, driving of any sort, riding in an open trailer or working above 2 metres in height. Students should only observe working practices from a safe distance where prohibited activities are within the placement location. It is also recommended that students should not work on unstable flooring/platforms and when being transported in a vehicle, whether with a group or lone driver, seatbelts should be worn by the student and employers should ensure the car is road worthy with valid vehicle documents and insurers are aware of students on work experience. In addition, any students working with animals should be supervised at all times and those students riding animals should be assessed by the provider for experience and competence prior to agreeing any such activity and any inexperienced student should not be allowed to participate.

It is important that the employer is made aware of any medical factors which might affect the Health, Safety and Welfare of the student and which may need to be taken into consideration by the employer for risk assessment purposes.

More information can be found at:

<https://www.hse.gov.uk/young-workers/employer/work-experience.htm>

WHAT IS...

AN EMPLOYABILITY SKILL?

The world of work is a constantly changing place and employers want people who can add value to their business and contribute towards its growth.

Qualifications are important, and there are some jobs that require you to have certain qualifications to even be considered BUT, qualifications are not the only thing employers want to see. Employers are looking for individuals who have employability skills.

Well, the good news is, you probably already have more of the skills employers look for than you realise.

There are 10 important personal skills and qualities that you may well recognise in yourself that employers look for when they are recruiting.

They are core personal qualities and skills that any employer in the world would recognise and value.

Think of them as 'portable skills.' They are, quite simply, skills which you can apply throughout your life and to many different job roles.

The more of these they have, or can acquire, the better your chances are of finding work and being employable

WHAT ARE THE 10 EMPLOYABILITY SKILLS?

Based on feedback from local employers the 10 Employability skills they look for from a potential employee are as follows:

- 1) TRUSTWORTHINESS
- 2) PATIENCE
- 3) COMPASSION
- 4) DETERMINATION
- 5) RESPONSIBILITY
- 6) INQUISITIVENESS
- 7) RELIABILITY
- 8) COMMUNICATION
- 9) THOUGHTFULNESS
- 10) GENEROSITY

Over the next few pages we shall share with you some more details about what each of these skills might actually mean to you.

WHAT IS... AN EMPLOYABILITY SKILL?

UNDERSTANDING EMPLOYABILITY SKILLS

1. TRUSTWORTHINESS

Your future success depends on the trust that others feel comfortable placing on you. Don't forget this. Your personal brand goes with you from place to place and job to job and your personal reputation is key to your future success. Can you be trusted? Do you demonstrate being trustworthy? When has someone shown their trust in you? What did that look like? Were you left in charge of someone or something?

There are many ways that being trusted plays out - but just think about it for a minute, how many ways are you trusted by those close to and around you?

2. PATIENCE

You need patience to learn. You need patience to improve and become the best you can be. Even those you think of as an overnight success, usually aren't. They would have worked hard, prepared, learned and then executed their skill or talent. Demonstrating patience can be as obvious as how you listen and wait your turn, but it is also what you use to wait for the right moment - the right moment to speak, even the right moment to make that choice when gaming. How do you show patience in your life?

3. COMPASSION

Compassion is an important trait to have in the world we live in - showing understanding for others, trying to better understand the views and lifestyles of others... being more compassionate.

Empathy and compassion are qualities that translate into personal skills. Think about how understanding you have been in your past towards others and how you can continue to be mindful of this.

4. DETERMINATION

Whatever challenges you may face, a determined attitude is a very strong weapon to overcome them. We aren't talking about blind optimism or misplaced confidence; we are talking about facing tasks and challenges with a determined approach to that task and challenge. Think about what you've done in the past or are currently doing that may not even have happened without your determination.

5. RESPONSIBILITY

Life needs us to be responsible - it starts with us being responsible for our own actions and develops into our responsibilities at home, work, and through sports and hobbies.

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WHAT IS... AN EMPLOYABILITY SKILL?

Being able to take on responsibility and to be able to thrive with this responsibility is a skill which can be taken for granted. Think about how much responsibility you have and continue to have in your life – can you be relied on to do certain jobs and tasks? Do you get your work and chores done; do you think you do a good job? The more others rely on you the more responsibility you will

gain. This is not for everyone; many do not want too many responsibilities – it's about what works for each of us as individuals

6. RELIABILITY

Can you be relied on? If a friend asked you to be somewhere at a certain time for a good reason, would you be there? When you wake up not feeling great and you have something to do or somewhere to go what do you do? Do you do your best and crack on with what's needed, or do you think to yourself that someone else can deal with it? Being reliable is like being trustworthy – others are choosing you to help them, support them, be there for them. Does this sound like you?

7. INQUISITIVENESS

It's important to ask questions in life, without over-analysing every thought or action you may have or do. We can't learn without asking the questions. We can't achieve goals without answers to questions. Progression of many kinds comes from being inquisitive – it's how we learn and improve. The 'why?' question must be one of the most popular questions of all time... and one of the most necessary. Be brave to question things that you don't understand – it is a strength not a weakness. Are you an inquisitive kind of person?

8. COMMUNICATION

Young people have experience of communicating in so many different ways and in juggling conversations, do you talk to friends when you are gaming together whilst texting or on social media with your other friends?

This type of communication is complex. Think about how you communicate with your friends, family and carers. Do you just do it without thinking? Can you speak to people of all different ages? Can you have a conversation with people you don't know that well? These are all important communication skills.

9. THOUGHTFULNESS

Are you impulsive or are you thoughtful? Do you do things without thinking, using instinct or because you just feel it's the right thing to do? Do you stop and think through things before you do them? The answer is probably a bit of both. That's ok and totally normal!

Taking time to think about things can be difficult, so we must make that time. It's about balance, but it's important to recognise that when faced with a problem then we must be prepared to think our way around it. Problem solving is a great skill to have – do you think about how things could be better? Do you think about how you could do things better? These are signs of thinking and planning, good skills that will always be in demand.

10. GENEROSITY

Being generous with your time and being generous with your understanding are incredibly important skills. It's about giving time, thought and care for others around you in your life. People like spending time with people who have a generous manner and give them the time to better understand, help and share experiences.

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CONTACTING A COMPANY

Once you have identified where you would like to go for your work experience, you will then need the address and telephone number, which can be found online. Students should make contact with their chosen company using one of the following methods:

- Visit to their premises
- Write a letter
- Make a telephone call
- Ask a relative
- Email

VISIT TO PREMISES

If you do decide to drop in to the shop or office etc. then it may be a good idea to take a copy of your CV and a letter of application as you may not be able to see the person in charge and you can leave your relevant details so that you are not forgotten. Also, in order to help make an impression it would be a good idea to present yourself in your school uniform.

WRITE A LETTER OR EMAIL

It is always a good idea to telephone the company first to find out if they offer work experience and who the contact person would be. If you choose to send a letter or email (see page 13), state why you have chosen this company. For example, you may be interested in them as a future career or you would like the chance to learn new skills. Ideally you should enclose/attach your CV with the letter or email too (see page 14).

Not all companies reply straight away; it is therefore worth chasing the company after a week has passed. Give them a call to check that they have received the letter or email and see if they have made a decision. Remember do not sit and wait for a response from one employer; several applications need to be made. Also please do not be put off if you are rejected on a few occasions, as there are a number of other students applying too. Keep persevering!

MAKE A TELEPHONE CALL

If you approach a company by telephone to ask if they take students for work experience, you may find that they ask you to apply in writing. If so, then follow the instructions above. Be clear in what you need to ask and have a pen and paper ready. They may tell you that you need to call someone else or they may invite you to an informal interview, so you will need to be prepared to write this down.

CURRICULUM VITAE

Curriculum Vitae or CV is derived from ancient Latin meaning one's "course of life". Essentially it is a written description of your work experience, educational background and skills. When applying for a job or a college place you will need to produce a CV to promote yourself. The CV should never be more than 2 pages long and must be typed on single sided paper. Obviously as a Year 10 student you will not have a lot of information to include but you can still put together a good document (see page 14).

EXAMPLE LETTER

[Your Name]

[Address]

[Contact Person's name]

[Company Address]

[Today's Date]

Dear Sir/Madam,

Re: Work Experience Monday 20th May – Friday 24th May 2024

I am a Year 10 student at Woodrush High School, Wythall. The school has a work experience programme and I am writing to enquire about the possibility of a placement with you at your company on the above dates when I will be aged 14/15.

(New paragraph) Write about the subjects you are studying and your interests.

(Next paragraph) I would really like the opportunity to experience working within your company. [Explain the reason why you want to work in that company]

I very much hope that you are able to offer me a placement.

Please find enclosed a copy of my CV for your information and I look forward to hearing from you soon.

Yours faithfully [if addressed to Sir/Madam]

Yours sincerely ([f addressed to the name of the person])

[Your name]

EXAMPLE CV

Fred Jones
23 Shawhurst Lane
Wythall B47 5JW

Tel Number: Mobile:

E-mail:

Personal Profile:

I am a Year 10 student currently studying for my GCSE's. I am hardworking, confident and ambitious and participate in a wide range of hobbies. I enjoy many art forms in particular design and drawing and looking to pursue a career in graphic design

Education & Qualifications:

Woodrush High School – From Sept 2020 – to date

Subjects: **predicted grades if known otherwise, show the subjects you are studying:**

Physics

Chemistry

Biology

Graphic Design

History

Computer Science

Music

Maths

English

Religious Education

Work Experience/Employment:

- March 2020 – To date
- Newspaper delivery - duties include sorting newspapers and delivery to customers

Additional information/Achievements:

- 2019 to date – Member of a lifesaving club - achieving Survive & Save Bronze Medallion & CPR
- Grade 2 Drums (currently studying Grade 6)

Hobbies/Interests:

- Playing the drums. I have performed at in school performances, and at local community events
- Drawing & design using Google SketchUp to create 3D images and use of Serif DrawPlus X5 and also observational drawing using pencil and fine liners

References: Available on request

HOW TO ASK EMPLOYERS FOR WORK EXPERIENCE

STUDENT GUIDE (KS3/KS4)

Are you going to be taking the opportunity to carry out work experience?

Are you not sure how to find a placement?

Don't worry! It isn't always easy to find work experience and not all placements are advertised. Discover how to identify opportunities and approach employers throughout this guide.

All work experience is good work experience, even if you end up in a placement which you don't really enjoy. It teaches you important employability skills and gives you a solid understanding of what job roles you would like to do, and which ones you definitely do not want to do.

We have also provided you with several **TOP TIPS** which should provide you with some useful advice which may help answer some of the questions you might have.

TASK 1

Start by making a list of all the different types of job roles and industries you think you are interested in carrying out a work experience placement in?



TOP TIPS

Now you know where your interests are, it's time to try and find a suitable placement. The first thing to do when trying to secure a work experience placement is to look at your network of family, friends, colleagues, tutors and any previous employers to see what's on offer.

They may know of an opportunity or could at least give you the contact details for someone at a company. You can use social media sites such as Twitter and LinkedIn to keep up to date with what companies are doing and, in some cases, connect directly with employers.

You need to make sure you're conducting yourself professionally and only posting content that you'd be happy for an employer to see.



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COMPANY



TASK 2

Now you can write a list of all the people who you think you could contact who may be able to support you with finding a work experience placement?



TOP TIPS

Once you have found an employer you would like to contact about the possibility of a placement it is important to contact them directly.

Addressing your application to a named person will show that you've put in some effort and aren't just blanket emailing lots of companies. Someone in HR or the recruitment team will usually be the contact, but a quick phone call will give you a name.

Once you have a contact, you should phone or email them and ask about the opportunities they have for work experience placements, remember to be polite and professional and don't forget to let them know why you are interested in their company.

If you are writing an email, always use a professional tone and double check for spelling and grammar mistakes. Close your message positively and politely, reiterating your interest, willingness to provide more information and your hope to hear from them soon.

You should also show respect for your contact's busy schedule and thank them for their time in considering your application.



TASK 3

Use the page below to practice and draft an email that you could send to a potential employer asking them about placement opportunities?

Once you have done this, why not ask your tutor for feedback.



TOP TIPS

Knowing when to follow up is tricky, as you want to appear dedicated and professional without coming across as demanding or pushy. However, it's important as it can jog an employer's memory if your application has fallen off their radar.

Even if the organisation is unable to offer you a placement at this particular time, sending a follow up email or making a phone enquiry can provide constructive feedback and result in useful connections, which could be invaluable in future applications.

If your initial request doesn't receive a response within one or two weeks, follow it up with an email or call.

For more information and support visit: http://www.skillsdevelopment.gov.uk/careersportal/info/1/careers_and_education

MAKING FINAL PREPARATIONS

At least two weeks before you are due to start, contact the company and confirm the following:

- Remind them who you are and confirm that you are still going there?
- Hours of work and meal arrangements
- The clothing requirements and dress code
- Who to report to on the first day?
- Carefully read through your logbook that will be provided through school.

Please also stress the importance of both Health and Safety in a work place and of mature conduct and behaviour during the placement.

Useful Tips

As a parent or guardian, you will want to make sure that your son or daughter will get the most out of their work experience. The following tips will help you to support them:

- Ensure they plan their travel to and from placement and how long it takes to get there to ensure punctuality
- As work days are often longer than school days, make sure they have a good night's sleep
- Talk to them on a daily basis about their experiences. Ask how their placement is going, and encourage them to try harder with tasks they enjoy. Suggest that they make time to chat with people who are working in the type of job they've enjoyed shadowing
- Remind them to record in their daily log book what they are doing on work experience
- If your child isn't enjoying their placement, help them to stay positive by focusing on the new skills they are developing. A placement can develop transferable employability skills and build contacts and references for future applications.

DURING THE PLACEMENT

Before you go you will be given a logbook to complete whilst on placement.

What employers will expect from you

- 100% Attendance.
- Punctuality – be on time, every day.
- High standards of manners and politeness.
- Wear appropriate clothing for the company you are placed with.
- A willingness to contribute fully as a member of a team in order to accomplish that team's set of tasks.
- A willingness to listen to instructions, carry them out or if necessary ask for them to be repeated (if you don't understand then say so!)
- Follow company rules at all times - If in doubt about anything ask someone.
- Let your employer/supervisor have a look at your log book and ask them to complete any relevant sections for you.
- If asked to carry out anything that you consider to be dangerous you MUST let the school know. The result could be that the school deems it necessary to pull you out of the work experience placement and normal school (in uniform and attending lessons) will resume.
- Utilise the placement programme as fully as possible to gain knowledge and enhance personal skills and development.
- If you are off sick you should telephone both the school and your work experience placement.
- Keep yourself safe - If you are worried about anything, please call the school.

Sometime during the week someone from school will either phone or drop in to see how you are getting on.

IMPORTANT DATES TO REMEMBER

In November/December

- Write letters of application.
- Put together a CV.
- Contact as many companies as possible to see if they can offer you a work experience placement.

By Feb Half Term

- Once you have confirmation you have secured a place, complete the online parental consent forms, and return the completed green Employer Pro-former placement paperwork to Mrs Bishop, Careers Co-ordinator.

April/May

- Receive student logbook, read and complete sections before you go on placement
- Attend health & safety briefing in school assembly

Two weeks prior to your Placement

- See page 17 – **Before you Go section**

What to do when it is all over

- Remember to say thank you.
- Ensure all sections of the logbook are completed
- Discuss what you have learned from the experience and whether it has changed their plans
- Ensure they get a reference from the employer if applicable
- Write a letter to thank the employer, and include what parts of the work experience you enjoyed. Apart from being good practice, this encourages the employer to take future work experience and continue to assist with education in schools, as well as being a possible reference for the future. See example template on next page

REMEMBER

Work experience should not just be completed in Year 10; this is only the beginning of your work experience portfolio, and you should continue to build on this throughout your education. Employers increasingly expect job applicants to have relevant experience, employability skills, and good qualifications. Volunteering and part time jobs will also help you gain experience and employability skills.

EXAMPLE THANK YOU LETTER

Use this template to write a personal letter to the employer. You might find it helpful to look back at your daily diary to reflect back on what you learnt.

You could send the letter by post or by email.

[Your Name]

[Address]

[Contact Person's name]

[Company Address]

[Today's Date]

Dear [name of employer/supervisor]

Re: Work Experience Monday 20th May – Friday 24th May 2024

Thank you for allowing me to spend a week at [company name] in [month of placement].

I enjoyed working in [name of department/office/location] with [names of people you worked with] I found it really useful to be in a real workplace; the most important thing I learnt was [insert what you think was your most important lesson]. This will help me prepare for the world of work by [insert your reasons for this being an important lesson]

The placement also helped me to realise that I have good skills in [name your strongest skills] and that I can do more to develop my skills in [name the skills you're going to improve]

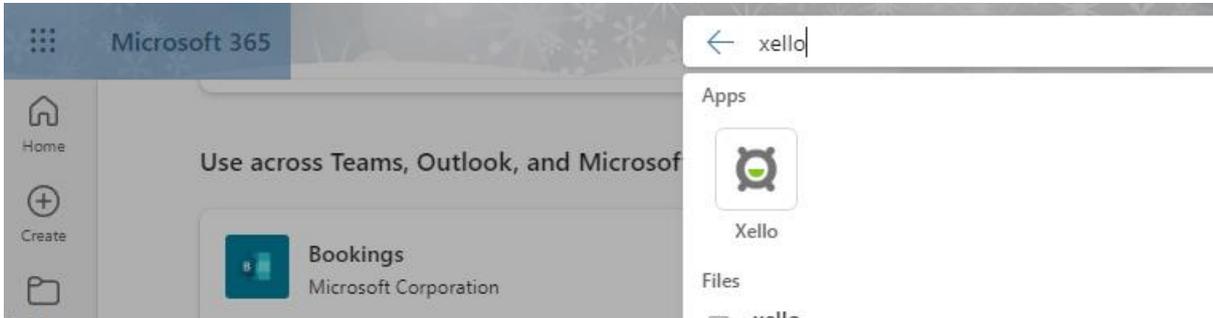
Thank you for taking the time to organise my placement and [add anything else you particularly want to thank them for, e.g. taking you out for lunch/showing you around on your first day].

Yours sincerely,

[Your name]

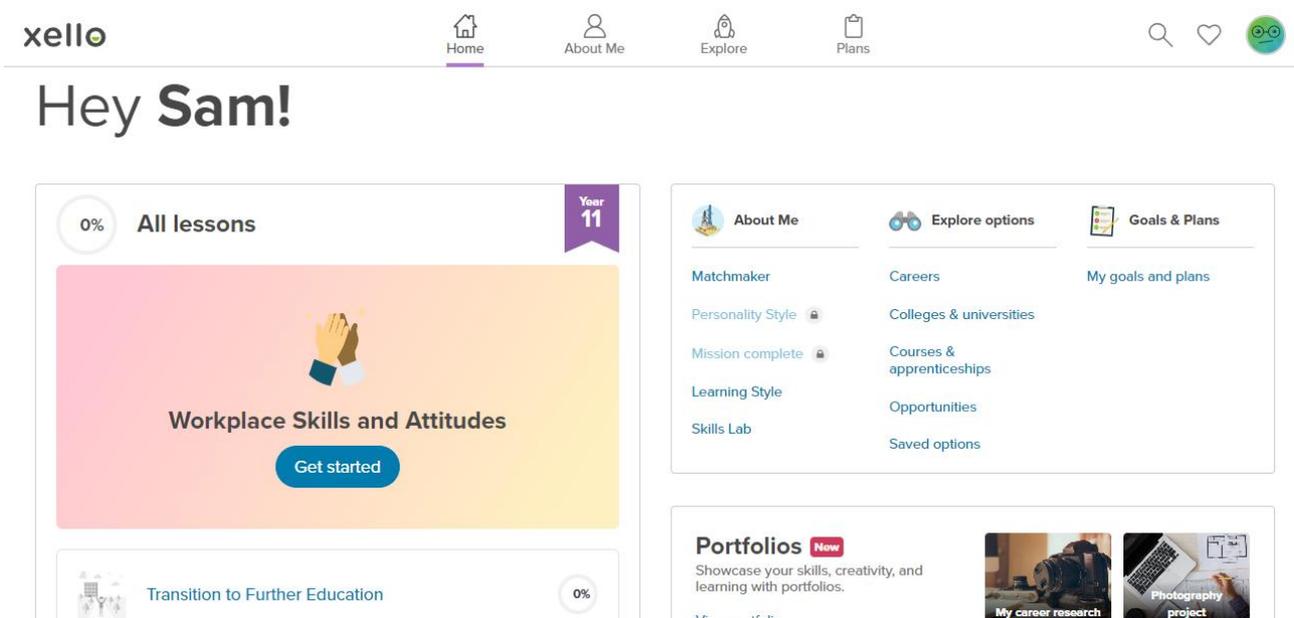
Introducing Xello

An online careers platform to help you personalize your plans for the future.



To log into **Xello** go to [Xello Login](#) and use your **school email address** as your username and password is your **8 digit DOB** (e.g. 12112007)

Or you should be able to access via single sign on – via schools Microsoft 365, if you can't see the logo, search in the toolbar at the top



Xello is available to students to use from home. Please explore careers that are on there and support your child through getting the right work experience placement for them.



HELP US PREPARE YOUR CHILD FOR THE WORLD OF WORK

DID YOU KNOW THAT PARENTS AND CARERS ARE THE BIGGEST INFLUENCERS OF ANY YOUNG PERSON MAKING DECISIONS ABOUT THEIR FUTURE EDUCATION AND CAREERS CHOICES?

BY SUPPORTING YOUR CHILD'S SCHOOL TO DEVELOP AND IMPLEMENT A MEANINGFUL CAREERS PROGRAMME YOU WILL ENSURE THAT YOU CAN:



HELP SUPPORT YOUR SCHOOL TO DIRECTLY LINK CURRICULUM SUBJECTS TO THE WORLD OF WORK



INCREASE THE NUMBER OF ENCOUNTERS WITH EMPLOYERS THAT YOUNG PEOPLE RECEIVE



PROVIDE ACCURATE CAREER PATHWAY INFORMATION ABOUT THE INDUSTRY SECTOR YOU WORK IN



HELP YOUNG PEOPLE UNDERSTAND THE SKILLS AND QUALIFICATIONS THEY NEED TO ENTER THE WORLD OF WORK



USE YOUR NETWORK OF FRIENDS OR COLLEAGUES TO INCREASE EMPLOYER PARTICIPATION IN YOUR CHILD'S SCHOOLS CAREERS PROGRAMMES



ENCOURAGE YOUR EMPLOYER TO PROVIDE MORE YOUNG PEOPLE WITH VITAL WORK EXPERIENCES

DON'T DELAY, GET INVOLVED TODAY.

CONTACT

ON

FOR MORE INFORMATION AND TO PLEDGE YOUR SUPPORT TO HELP US CREATE OUR FUTURE WORKFORCE

SUPPORTED BY PARENTS VOICE WORCESTERSHIRE



Worcestershire Local Enterprise Partnership

THE CAREERS & ENTERPRISE COMPANY