



St. Joseph's College
Year 10 Work Experience
Preparation Booklet

Monday 20th May - Friday 24th May 2024



Student Name:

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Key Dates

Date	Details
Wednesday 22 nd November	Assembly to launch Work Experience.
Thursday 23 rd November – Friday 15 th December	Personal Development lessons to prepare for work experience. Work experience preparation booklet and Self placement Forms handed out.
Monday 29 th January	Self Placement deadline. Work Experience Self Placement forms returned Mrs Thomas in the library by 29 th January at the latest.
February onwards	MPLOY carry out employer visits to check the placement is suitable and safe.
Monday 20 th - Friday 24 th May	Attend work experience placement.

Why go on Work Experience?

What do you think is the best reason?

Most students think that Work Experience is only about trying out a job that they think they want to do in the future. However, it is about so much more than this.

Work Experience is about learning new skills and new ideas to do with the world of work.

It is important that you go on a placement that you are interested in. However, it is better not to restrict yourself just to do a job that you think you want to do in the future.

When you apply for a sixth form, college or a job, people are far more interested in the skills and attitudes that you have developed through work experience, rather than where you actually went. For example, the ability to work as part of a team or to be able to communicate your ideas both in writing and in speech, is far more important to a university tutor recruiting law students, than the fact you had your work experience in a solicitor's office.

Most employers are interested in general skills and qualities such as the ability to:

- use your initiative, organise and manage yourself well
- get on with people, work as part of a team and communicate with others
- be able and willing to learn new things
- Be enthusiastic, hardworking and loyal

Some of these skills are called **Employability Skills**. Employers sometimes refer to these as 'transferable skills' because they are skills that you continue to develop in different jobs throughout your working career. **Employability Skills** are the most important things that you need to develop in order to succeed at work in the future.

Having a **positive attitude** to work experience will ensure you make a very good start to your working life.

What's in it for me?

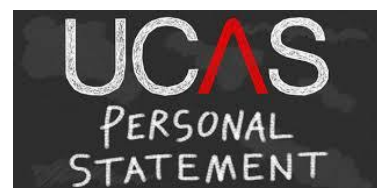
Work in the 21st century demands highly skilled and flexible employees. You can benefit from work experience in many ways.

You will have the opportunity to:

- Gain an insight into the world of work
- Apply skills developed in school to 'real life' work
- Develop your Employability Skills
- Develop your confidence and personal attributes

Taking part in work experience can have many benefits:

- Allows you to understand about the world of work
- Offers experience of travelling to work
- Allows you to see how businesses work
- Helps you to identify areas of personal weakness in your Employability Skills
- Allows you to meet and talk to other people
- Helps you to recognise the advantages and disadvantages of a particular job
- Could lead to a part-time job
- Helps you to understand the importance of your school work
- Gives you a realistic insight into a sector of industry
- Helps you decide what to do in the future
- **Provides potential references for future employment and further education - universities are also looking to see what experience you have as well as your academic achievements!**



Placement Preparation - Finding Your Own Placement

1. Decide on the type of work you would like to do. It may be related to an idea for a future career or just an area of work that you would like to experience. All work experience can be equally valuable regardless of the career link, providing it gives you a good opportunity to develop your Employability Skills.

2. Look for a placement by asking your parents or carers, relations and friends, if they know anyone doing the type of work that you are interested in. You can also ask your tutor and staff at school, look at advertisements in newspapers and magazines, enquire at customer service desks, look at businesses in your area and research on the internet.

3. Discuss your ideas with your parents/carers and tutor and key staff at school. It is best not to arrange a placement where you will be working closely with a parent or relative or where you already have a part-time job. It is important the Work Experience is a 'new challenge' in terms of people and environment.

4. Consider the geographical location. You need to take into account where you live, what transport links are available and how long will the travel time be from your home to your placement.

5. Contact the company or organisation and ask if they are prepared to accept you for work experience. This can be done by telephone, personal visit, email or letter. Make sure that you know the dates of your work experience and advise the company of these. Think about why you would like to do work experience within that organisation and remember to be enthusiastic in your communication.

6. Once you have confirmed a placement, you should complete the Self Placement form provided by the school. Send it or take it to the company or organisation. The form must be completed and returned to school.

7. The company must have Employers' Liability Insurance otherwise you will not be able to go there for work experience. The policy number and the expiry date will need to be required.

8. The completed form should then be handed to Mrs Livesey in the library before the deadline date given. Your placement will then be checked for suitability, insurance and health and safety before it is finally confirmed that you can go there for work experience.

Placement Preparation - Making a Telephone Call

Before you dial

Have a pen and paper ready to record any information you are given.

- Make sure you know the correct number
- Make sure you know the correct name of the company or organisation you are trying to contact
- If possible, find out the name of the person you are trying to contact in advance.

Making the call

- Ensure that there will be no distracting background noise
- Dial the correct number

When someone answers

- Say “Good Morning” or “Good Afternoon”, as appropriate
- Introduce yourself, giving your name and school
- Explain why you are phoning e.g. “I am phoning to ask about the possibility of your company or organisation offering a work experience placement betweenand ...etc.”
- Explain why you would like to do your work experience there
- Ask to speak to someone who can help you
- Remember to ask for the person’s name

If you are passed to a different person

- Introduce yourself again in the same way and repeat the information suggested above.

If the person agrees to accept you for work experience

- You will need to arrange for your Self Placement Form to be completed. Please advise the employer of this and arrange to either send or take the form to them.
- The employer will need to follow the instructions on the form to register the placement online.
- The employer may wish to see you for an interview before they confirm that they will be able to take you for work experience.

Remember to always speak politely and clearly and remember to thank people.

Placement Preparation - Writing an 'email of Application'

Dear name of contact or

Dear Sir/Madam

1st paragraph- introduce yourself and explain why you are writing e.g. My name is..... I am a Year 10 student at St. Joseph's College and I am looking for work experience from (state dates that you will be doing work experience)

2nd paragraph –explain what sort of work experience you are looking for and why you have chosen this company.

3rd paragraph - give some information about yourself e.g. what are your best subjects at school or college, hobbies, sports, interests, skills and abilities etc.? What are your aspirations for the future? What do you hope to study at college/university?

4th paragraph – inform them that if they are able to accept you on work experience there is a self-placement form which they need to complete. Say that you will be able to bring it to them in person, at a time that is convenient for them. finish your email on a positive note and say that you are looking forward to hearing from them. Say that you may be contacted on the email you have provided, and are available for interview (should this be required) at a time which is convenient to them.

Yours sincerely (if addressed to named contact)

Yours faithfully (if addressed to Sir/Madam)

Your name in full

You must use your school email and c/c Mrs Cumbo

Placement Preparation - At the Interview

You may be required to attend an interview before you start work experience. You will need to create a good impression from the start and it is important to ensure that you prepare well before you meet the employer.

Your appearance will help to create a good impression if you dress appropriately. Make sure that you are clean and tidy.

It is also important to arrive on time. You should plan your travel arrangements carefully and allow plenty of extra time to make the journey in case of delays. Try to arrive a few minutes early to prepare yourself for the interview.

It would be useful to take along your letter of application and any work experience information you have been given.

You will need to take the Self Placement Form with the details for the employer to register the placement online.

If there is a reception area you should speak to a member of staff there. You should give your name, explain that you have come for an interview and tell them the name of the person you have come to see.

Remember the following:

- No chewing and make sure your mobile phone is switched off!
- Shake hands with people that you meet and make eye contact
- Be polite to everyone, including staff in reception.... Say “please” and “thank you”. Wait to be invited to sit down. Smile and try to stay relaxed. Remember that your body language can give-off negative signals!
- Speak clearly and maintain good eye contact with the employer. Give full answers to questions, not just “yes” and “no”. Listen to questions and instructions, if you do not understand something then ask politely for an explanation. Write down new information or instructions and don’t rely on your memory.
- Prepare some questions about the work that you may be doing and prepare answers to questions they may ask you, for example: “What do you want to do when you leave school?” or “Why did you choose this type of Work Experience?” Be sensible with your answers
- Check that the employer knows what date you are starting and how long the placement lasts. Give advance warning of any time you need to take off e.g. hospital appointments or exams and provide evidence of this.

Remember to be enthusiastic and smile during your interview!