



Year 10 Work Experience

SEARCHING FOR A PLACEMENT

This isn't difficult as long as you are motivated and well organised, but just like searching for a real job you might have to approach more than one employer. Don't get put off if the first ones you contact say "No". If you get cracking **now** you will get the widest choice of placements. Most companies are only able to take one or two students and there is no guarantee of a place in a particular company. Also, we are one of 17 schools throughout Bristol and North Somerset who have the same work experience date. If you want a good placement please start looking **now**.

Step 1 – Choose the sort of place you would like to go to

This doesn't have to be related to the sort of career you think you want. It's a great opportunity to try something that most people wouldn't expect you to do, like girls going into engineering or plumbing or, boys doing primary school teaching or hairdressing. The main thing is to get a good experience of an adult work environment, get there on time, be polite etc.

Think about the sort of environment you might want to experience, for example, office, primary school, shop, factory, forest! Also think about what type of work you want to do, for example, office work, retailing, practical work, childcare, food preparation. You should also discuss your placement ideas with your parents/carers so they can give you advice, support and encouragement.

Many pupils want placements in hospitals, modelling agencies, TV/radio studios, football clubs – you might be lucky, but don't bet on it. You stand a much better chance of being offered a placement if you have friends or family working in these fields. If you are keen – go for it! Approach these early so, if you aren't lucky, you can still try for something else.

Step 2 – Finding out what's available



You will be responsible for arranging your own placement with an employer. The sooner you start making enquiries the more likely you are to get the kind of work experience you want.

Health & Safety Approved Employer Database - Veryan Webview

Students can go onto this website to search for placements. This is an on-line database of employers that have had students on work experience in the past. (Please note that this does not mean that they have agreed to take students in the future. Some of the employers that you contact may no longer be able to support work experience.)

The website address is: <http://lpw.learnaboutwork.org> or just go on to Google and input 'learn about work - Bristol'. You will need to enter your name and pin number (you should have been given this, but if you haven't, please ask your tutor for it) and click on the name of your school; for example:

School: St Katherines School
Name: Joe Bloggs
PIN: **** (This is 4 numbers)



All students will be given guidance on how to use Veryan Webview and many have had a chance to do so at school. It is really quite straight forward to navigate but should you need help, then please ask Mrs Pearce or Ms Ferguson, or go to the Webview User Guide.

* **Ask parents/carers or family friends**

Many work experience placements are arranged by 'word-of-mouth'.

* **Telephone local employers**

Before you phone plan what you are going to say and what you need to ask. Have a pen and paper ready to write down what you are told and what you may need to do next.

- Ask to speak to someone about work experience and take the name of the person who you speak to.
- Say who you are and which school you attend.
- Say why you are interested in the type of work the company is involved in and that you would like to learn more by spending your work experience placement with them.
- Know the date of your work experience week:
Monday 11 July – Friday 15 July 2016
- Know how the employer can get back in touch with you with an answer (telephone, email, or letter)
- Be cheerful, polite and clear.

The employer may want you to put your request in writing (see below). It takes guts to phone – the employer will appreciate it! You might have to complete an application form and be interviewed, just as you might if you were applying for paid work.

* **Write a letter / e-mail**

This must be clear and well set out. Include why you want to do work experience with that particular employer and what you hope to gain from it. **To help you there is an example letter on the school website and on google docs.**

Step 3 – When you have found a placement

When the employer confirms your placement you should:

Write a letter / e-mail of thanks confirming your intention to accept their offer of work experience. There is a model letter on the school website and on google docs but try not to copy it word for word. The letter / e-mail must be well written, with no errors and no phone text language!

Send / attach with this letter / e-mail:

School Initial Letter to Employer

Work Experience Agreement Form - *Make sure that you have filled in your details (especially your name)*

Letter of Understanding

Health Declaration Form (*Please only complete this if you have a medical condition that the employer should know about*)

Information for Employers

If would be great if you could also include a stamped addressed envelope so that the employer can then return the form back to you or me:



Mrs S Pearce
St. Katherine's School
Ham Green, Pill
N. SOMERSET
BS20 0HU

Finally

To enable companies to be health and safety checked on time, all Work Experience Placement Forms must be returned to me by these dates:

05 February for Placements in the London area

11 March for Placements 'out of area'

22 April for Placements in our area ie N. Somerset, Bristol and Bath

Please note that any placements that are submitted after these dates will be not be considered.

Once you have accepted the placement it is a firm commitment but sometimes the best plans go wrong and placements are cancelled. If this happens to you please tell Mrs Pearce straight away so that we can help you find an alternative.

Thank you and Good Luck!
Mrs Pearce

