

Year 10 Work Experience
2024

Preparation Booklet

19th – 23rd May 2025

Student name: _____

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Key Dates

Date	Details
Wednesday 6 th November 2024	WEX assembly launch
Monday 20 th January 2025	Deadline for Self Placement forms
Friday 7 th March 2025	Final Deadline for Self Placement forms
Friday 9 th May 2025	Students have made contact with their employer to finalise arrangements
May 19 th to 23 rd 2025	Students undertake one week 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 the 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, hard working 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!**

What's in it for me?



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 shop fronts and businesses in your area and research on the internet.
3. **Discuss your ideas with your parents or carers and tutor.** You should ideally not 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 log into Unifrog**
7. <https://www.loom.com/share/77c923ee8f7c4b1e9c917f2ba1e0242a?sid=7cd0122f-bbbc-4cd5-98b1-28f341158de8>
8. <https://www.unifrog.org/teacher/resources/shared/quick-task-adding-a-placement>

Placement Preparation - Finding Your Own Placement

Complete this section based on your results from the quizzes you have taken on Unifrog. What career profiles were you interested in? Listed them below in the table.

If these don't match your current ideas, note down career areas you think you are interested in.

Note down below your key strengths from the quiz:

Make notes on this page of career areas you are interested in.

Career area	Job title	Description	Qualifications	Top industry for this job	Important skills

Placement Preparation - Finding Your Own Placement

Have a look through the placement list at the **end of this booklet** and note down some employers you would be interested in. When you get home, research them on the internet to find contact details.

Company name	Location	Job title	Address	Contact name	Telephone no. email address

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 - Email Template

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 student at The Whitby High School 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.?

4th paragraph - finish your letter on a positive note and say that you are looking forward to hearing from them.

Kind regards,
Your name in full

Placement Preparation - Arranging an Interview

You will usually have 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 contact your employer.

You need to find somewhere quiet where you will not be disturbed. Make sure you have a pen and paper with you, along with details of your work experience placement.

To help you prepare, you should think about what you want to say in advance and record the following before you make your telephone call:

Company Name _

Telephone No _

“May I speak to _ please?” (name of the person)

“I am _ (your name) from Tarporley High School and I am due to start work experience on _ ” (the date you are due to start)

“I am telephoning to arrange an interview before my Work Experience” Listen to the response and note down the following;

Date of interview _ Interview time _

Person to report to _

Where to report to _

Ideally, this is the way the telephone call should go, but:

- If the line is engaged, try again until you get through
- If the person you want to speak to is unavailable, ask when it would be convenient to telephone them or leave a message but **do** phone again
- If the person you want to speak to has left the company, ask for the name of the person who has taken over responsibility for work experience and speak to them. Let your Work Experience Co-ordinator know that the contact person has changed.
- If you cannot contact anyone, let your Work Experience Co-ordinator know at once.

Placement Preparation - At The Interview

Remember first impressions are important

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!

