

Year 12 Work Experience

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- ▶ Expectations and the purpose
- ▶ The process
- ▶ Previous places students have completed work experience
- ▶ Things to consider before you approach employers
- ▶ Finding a work experience placements
- ▶ Contacting Employers
- ▶ Logging your placement on Unifrog and what is required
- ▶ The placement
- ▶ If you do not find a placement
- ▶ Help and resources
- ▶ FAQs
- ▶ Key Dates

The expectations

- ▶ This year you will all be expected to take place in a **one-week work experience placement**
- ▶ You will be expected to **find the placement yourself** with our support
- ▶ **If you do not find a placement you will support with the Year 10 World of Work event** taking place in the school.

The purpose

- ▶ The purpose of the work experience placement is to allow you to explore an industry that interests you so that you can find out more about it and decide if it is right for you. This will help you clarify your career goals.
- ▶ The placement will also help you prepare for the world of work by developing your transferable skills and expanding your networks.
- ▶ This work experience placement can be added to your CV and make you stand out above other students when applying for jobs, university or an apprenticeship.

Students have previously gone to...



Northamptonshire Healthcare
NHS Foundation Trust

MEDIA GROUP



Leicester
Museums
& Galleries



Spinney Hill Paddocks
BHS Approved Riding School & Livery Yard



Telford Mann
Pensions & Investments



CANCER
RESEARCH
UK



The Core
at Corby Cube



The
Wildlife
Trusts



The Raven Hotel



Mick Appleby
RACING



Things to consider before you start to approach employers

If you know the sort of job you want to go into:

- ▶ If you know you want to be a chef, you could try to find a placement in a restaurant or canteen. Think about and research restaurants and canteens in the town and make a list of these
- ▶ If you're interested in a career in medicine, you could try to find a placement in a hospital or GP surgery
- ▶ If you like travel, you could look for a placement with a travel agent or tour company
- ▶ If you think a career in finance would suit you, you could try to get a placement in an accounts office or at a bank

If you don't know the sort of job you want to go into, think about subject links:

- ▶ English - newspapers, magazines, publishing, writing, libraries, teaching
- ▶ Maths - accountancy, banking, engineering, computer programming, finance
- ▶ Geography - green charities, local borough town planning, environmental sciences
- ▶ Science - vets, pharmacies, zoos, laboratory work, hospitals, teaching
- ▶ Photography - news, fashion, portrait and nature photography, processing film.

What am I good at?

What do I enjoy?

What are my interests and hobbies?

What sort of environment do I want to work in?

What jobs have I seen other people do that I think look interesting?

How to find work experience placements

The following people can support and may know contacts:

- ▶ Careers Leader
- ▶ Head of Sixth Form
- ▶ Tutor
- ▶ Teachers
- ▶ Parents and Family

- ▶ Use the internet


- ▶ Contact Local Businesses - particularly ones that offer apprenticeships as catering for school leavers (You can use the Government Apprenticeship site for this)
- ▶ Think about companies that serve the public e.g. Leisure Centres and Schools (you may need DBS so need to do sooner rather than later)
- ▶ Charities - They run on donations so always need help but have finance departments, media department etc depending on their size. They also tend to focus on a specific element e.g. Groundworks/The Green Patch - Outdoors/Education or Made with Many - Arts and Crafts

Contacting Employers - via email


You might have to contact an employer by email when you ask for a placement.

Who to contact:

HR (Often this can be found on the website 'Contact us' or 'Vacancies' page.)



To: hello@StarkIndustries.com
Subject: Please can I join The Avengers for work experience
Hi Mr Stark, My school has said that I have to do work experience. Do you think The Avengers would let me join? If that would be cool to with you, just email back soon. Cheers, Loki



To: hello@StarkIndustries.com
Subject: Work experience
Dear Mr Stark, My name is Peter Parker and I am a student at Midtown High School. My interest in work experience with the Avengers was sparked when I visited your laboratory in Malibu, where I got to see your inventions. I have worked very hard to develop my teamwork skills and spider sense. I feel that with some guidance, I would be a great addition to the Avengers team. I am looking to do some work experience between the dates of 10-17 th July, to help develop my competencies and start to learn how to protect Earth. Do you have any spaces for work experience students at that time? I have attached a copy of my CV for your records. Yours sincerely, Peter Parker

Contacting Employers - via telephone

You might have to contact an employer by telephone when you ask for a placement.

Top tips for speaking to employers over the phone:

- ▶ Be polite and cheerful
- ▶ Speak clearly and not too fast (so you're easily understood!)
- ▶ Talk with a smile as this will come across over the phone
- ▶ Make some notes before the call about what you want to talk about so you don't forget anything
- ▶ Remember to introduce yourself, the school you go to, and set out the dates you're available for work experience
- ▶ Explain a little about why you're interested in this particular industry or company. It will show that you've done research and have thought carefully about where you'd like to do work experience.
- ▶ While you're on the phone, make a note of anything important said that you'd need to remember
- ▶ Even if you don't feel very confident, try and sound like you do! Take a deep breath before you call, and give yourself time to think when asked a question
- ▶ If the employer is unable to offer you a placement, try not to be disheartened. Thank them for their time!

How to log your placement on Unifrog and what is required

You will be required to log your placement on Unifrog.

We are going to have a session on the computer suite over the next few weeks to go into depth about how you do this and what details you will be required to submit. This will however include:

- ▶ If the Work Experience will be in personal or virtual
- ▶ The Placement Co-ordinator (myself Miss Fern Gibson)
- ▶ The name of the placement business/organisation
- ▶ Placement start date and end date
- ▶ The time commitment (e.g. Full-time, part-time)
- ▶ Employer Placement Lead details including name and email
- ▶ Placement address including postcode
- ▶ Whether the workplace address is where you will be working from
- ▶ How you will travel to and from the placement
- ▶ Any special needs, illnesses or injuries the company need to be aware of
- ▶ Parent Contact details including name and email

Once completed, you have to agree the details are correct and an email gets generated to the employer.

The placement

- ▶ Know your start and finish times
- ▶ Know and adhere to the dress code
- ▶ Know the lunch arrangements - Is there a canteen on site or do you need to bring in your own lunch?
- ▶ Make sure you arrive with a pen and notepad and any other equipment needed
- ▶ Be polite and respectful, this is a working environment and the employer will be providing feedback on how the placement went
- ▶ Know the absence line procedure - what number and who do you report to if you are late or ill
- ▶ Ensure you have agreed and know what is expected of you during the placement
- ▶ Know who you need to go to if you have any issues
- ▶ Make sure you ask questions and learn more about the industry and job so that you come away feeling like you have learnt something and know if this is a career you may or may not want to pursue

If you do not find a placement

- ▶ If you do not find your own placement you will support the Year 10 World of Work Week which will take place w/c 3rd July.
- ▶ During the week we will have a variety of guest employers and other professionals coming in to speak to students and run a variety of workshops in fields that are of interest to them.
- ▶ You will support by greeting guests, showing them directions and where rooms are, ensuring they have refreshments available and getting them supplies needed.
- ▶ You will gain transferable skills and may be able to be paired with an industry of interest to you and attend some of the workshops to find out more about the industry.



Help and Resources

unifrog



<https://www.unifrog.org/>

<https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/work-placements>

indeed

<https://uk.indeed.com/career-advice/finding-a-job/how-to-find-work-experience-year-12>

Springpod[®] 

[Virtual work experience \(springpod.com\)](https://www.springpod.com/virtual-work-experience)

<https://www.springpod.com/virtual-work-experience>

**National
Careers
Service**
Helping you take
the next step

<https://nationalcareers.service.gov.uk/>

<https://nationalcareers.service.gov.uk/careers-advice/types-of-work-experience>

Frequently Asked Questions

Can I do my work experience placement on a different date?

We have provided you with a two week window to ensure that you are not all out of the Academy at different times which disrupts the teaching of your lessons. You are therefore expected to complete your placement in this dedicated time. It is very rare and only in individual circumstances that we will consider a student doing a placement at a different time and this would need to be discussed and agreed.

Can I participate in a virtual work experience placement?

Virtual work experience placements are great and we really do encourage these as they can provide you with a great insight into a particular job or industry of interest however they are often only for a day or even a few hours and we really are encouraging you to participate in a week's long face to face placement which will provide you with a greater insight into the world of work and day to day tasks. Some companies do now work predominately from home or for certain roles so this will be allowed providing this is the norm for the role in the company and you are being provided with work tasks.

Frequently Asked Questions

Can I split my work experience between different companies?

Yes, this is absolutely fine. We understand that some companies may only be able to offer you a couple of days or you may be interested in exploring a couple of different roles or sectors. All we ask is that you ensure the hours/days add up to the full week.

Do extra hours in my current job count?

No. This placement is about exploring and gaining experience in careers and industries that you may want to go into in the future.

Does Work Shadowing count?

Yes, work shadowing is fine as it allows you gain an in-depth insight into the person's role and allows you to find out more about the company and the industry. Do however ensure there is time for you to ask questions you may have.