

2019 / 2020

## Guide to finding a great Work Experience Placement



**IMPORTANT: Read carefully and keep for reference**

As part of Archway's programme of personal development to gain employability skills and support career planning, all Year 10 & 12 Students arrange and attend a work placement of their own choice.

**All students benefit, and all participate  
Delay = less choice and more stress**

**Make the most of this opportunity: -**

- Start to research early. Delay means less choice and more stress.
- Plan and research carefully with the help of parents or carers.
- Do not limit your ambition or waste this chance to try any career area that you are interested in.
- Take into consideration different travel solutions to get to the placement.

**Why bother with Work Experience?**

**Work experience is a perfect way to sample a career option.**

- Hands-on experience will help with your Post-18 choices.
- Build confidence and self-esteem.
- Boost social skills, plus gain useful, transferable, employability skills.
- Boost your CV and provide a useful reference.
- Create opportunities for more voluntary, and even paid work or an apprenticeship.
- Help you to make more sense of the world around you.

# Notes about common issues. Please read.

## Armed Forces:

- Please talk to the careers department about Army one-week residential courses.
- Ask at cadets or family contacts for local experience.
- Ask the MCPT to consider you for a placement with the Military Preparation College.

## Your Choice:

- Students have unlimited choice; any area of work, anywhere can be considered. Be brave and think big. This is your chance to try a job for a week - don't waste it.

## Local Schools:

- Please do not choose a classroom placement unless you really want to work with children as you will not enjoy it! Schools offer other roles such as Site Team, Finance, Catering, Admin, etc. When contacting a school be specific on what area you will like.

## Medical placements:

- For NHS placements please contact Jo Rayer, Work Experience and Apprenticeship Coordinator, 0300 421 8346 [jo.rayer2@glos-care.nhs.uk](mailto:jo.rayer2@glos-care.nhs.uk)
- For General Medicine, Nursing, Midwifery and Dietetics, Gloucestershire Lifelong Learning run workshops - please contact 0300 422 5176 or email [ghn-tr.lifelong.learningteam@nhs.net](mailto:ghn-tr.lifelong.learningteam@nhs.net)
- Try NHS trusts or private medical centres, dentists, chiropractors, care homes, physiotherapists and well-being centres for medically related or holistic opportunities.

## No ideas:

- Think about core and optional GCSE subjects, likes and dislikes, and research further.
- Try the Buzz Test on the icould website [www.icould.com](http://www.icould.com) and other careers websites.
- Talk to the people who know you best, such as friends and relatives.
- Contact the careers department

## Non-Participation:

- Work experience is a compulsory Year 10 & 12 activity. - **Be smart - use this work experience week wisely.**

## Police:

- Gloucestershire Constabulary offer very few places, apply early and have a Plan B.
- Think about aspects of police work and apply for roles that use these skills, e.g. supermarket security teams.

## Sole Traders and Self Employed:

- Employers Liability Insurance which covers students in the workplace is vital for gaining the health and safety clearance. Ask the Careers Department for advice.

## Sport:

- Very popular choice, Try gyms, sports clubs and centres, secondary schools, universities.
- Ask your team coach or sports teacher for ideas and contacts.

## Vets and Animal Care:

- Few vets allow places. Try pet shops, groomers, day care/kennels and sanctuaries.
- Bristol Zoo and WWT Slimbridge are popular. Apply direct and **SOON**.

## Stroud Council:

- Placements can be offered in most service areas throughout the council

# The Process

## 1. Research

**NB: Start research straight away and complete by end of September at the very latest.**

- It takes time, but your future is worth a few hours' consideration and hard work to give yourself the best chances and the best start in life.
- Try various careers information and careers matching web sites such as: -
  - [www.icould.com](http://www.icould.com) for the Buzz Test - highly recommended
  - [www.national.careersservice.direct.gov.uk](http://www.national.careersservice.direct.gov.uk)
  - Use JED(Y10) UNIFROG (Y12)

**These questions are to help work out what work experience you would like.**

Q1) My favourite school subject is...

Q2) The subject I'm best at (which might not be your favourite) is...

Q3) My least favourite school subject is...

Q4) My interests and hobbies are.....

Q5) Jobs I have seen other people do that I think look interesting...

Q6) Jobs I have seen other people do that I really would NOT like to do...

Q7) Make a list of 4 placements you would consider doing work experience in


Q8) My dream work experience is.....

Q9) Who will be able to help me get a work experience placement (family, friends of family etc)

Here are some examples of how academic subjects can be incorporated in different jobs:

- **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, research
  - **Photography** – local news, fashion, portrait and nature photography, publishing.
  - **Sport** - Armed Forces, rescue services, health and fitness, exploration
  - **Health and Social Care** - elderly care, social services, nursery provision, NHS
  - **Business** - finance, marketing, sales, human resources
- Look for organisations in a related field on the internet, use your local knowledge and your contacts.

### **Top 3 job roles and organisations to contact:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## 2. Contact

**NB: Make contact before you leave for the October half term for the best chances.**

Again, this takes a lot of planning, time and effort

- Write a formal letter, email, phone, arrange a meeting or ask your personal contact, if you have one. See template for an email initial enquiry.

Dear Sir / Madam (or Mr./Mrs./Miss/MS Name),

RE: Work Experience from Monday (DATE) to Friday (DATE) 2020

I am a Year 10/12 student at Archway School and as part of my school's careers programme I am required to gain a work experience placement. I am writing to enquire about the possibility of a placement with you at *(insert company name)* as a *(insert job title)* on the above dates when I will be aged 14/15/16/17 *(delete as appropriate)*.

I would really like the opportunity to experience working within your company. *(Explain the reason why you want to work in that company. Try and tie this in with your future ambition or perhaps the subjects you are enjoying at school.)*

Thank you for your consideration of my request for work experience and I very much hope that you can offer me a placement. I look forward to hearing from you soon.

Yours faithfully (if addressed to Sir/Madam)

or

Yours sincerely (if addressed to the name of the person)

Your Name

- Sound enthusiastic, saying why this is important and how it will help you to decide your future. The employer is going to invest a lot of time and resources in you.
- Track who you have contacted on the chart below.
- Politely make contact again if no response after a week. Be resilient, this is often a tough task. If they say no, just thank them for responding and move on to another possibility.

Organisation and Contact Details	Date of contact	Method	Answer

### **3. Placement Offered**

- Complete your Work Experience agreement form (extra copies at Student Services) only when you have a firm offer of a placement.
- The agreement form has sections for you, a parent or carer and the employer.
- Return your form to Student Services, fully completed

### **4. Security Check**

- Your placement details are sent to our contractor who carry out checks to make sure the placement is safe for you to attend.
- **Your placement is only approved after this check has been done.**

### **5. Preparation**

- Keep in contact with your employer and a month before the placement starts you will be reminded to check details such as what to wear and timings.
- **You will need to make your own travel arrangements.**

For advice, please contact Mrs. Ryall, Careers Lead  
E: [lesleyryall@archwayschool.net](mailto:lesleyryall@archwayschool.net)