



MASCALLS ACADEMY

Aspire Believe Achieve

YEAR 10

An Experience of Work

24 April – 28 April 2017

*Work Experience
Guidance*



STUDENT NAME	ADVISORY
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WORK EXPERIENCE 2017 *“An Experience of Work”*

Monday 24 April – Friday 28 April 2017

In Year 10 all students develop their understanding and knowledge of the world of work by attending a work experience placement, spending **one week** working with an organisation in the work place away from the school environment. It is an opportunity to gain a valuable insight in to the skills and qualities required within a job sector. It provides “An Experience of Work” and involves taking part in “real work” giving the opportunity to see how an organisation works and the different job roles while also providing the chance to explore interests and gain knowledge to help with career ideas.

1 **Why Work Experience?**

Developing experiences of the work place is extremely beneficial as it helps to

- Explore work areas to help develop future careers ideas
- Understand the expectations of employers
- Establish the skills and qualities required within a profession and organisation
- Develop and be aware of transferable skills
- Raise awareness of the work place
- Raise awareness of different organisations and their structures
- Experience the world of work through actively taking part and observing
- Understand the relevance and importance of the subjects studied at school
- Develop self-confidence and interpersonal skills
- Gain valuable experience which can be shown on a CV and further/higher education applications



2 **Finding a placement**

The earlier you start to look for a placement the more likely you can secure one in a job area that you are interested. Don't leave it too late as some areas can be very competitive (see section 4) and the later you leave it the harder will be. Remember that other schools also take part in work experience and employers only have a limited number of placements they can offer students.

Where do I start?

- You are required to find your own placement
- Discuss your ideas with parents/carers and ask for their help
- We can help you at school – ask the careers department/advisors/teachers/staff
- Use the internet, personal contacts etc. to identify possible employers
- Family and friends can be a good way to find a placement

How do I contact an employer?

- You will need to make the initial contact with the employer - if possible send a CV and letter to prospective employers (see examples in this booklet)
- You can write, telephone, email or visit (if you receive no reply, follow it up at a later date)
- Make a list of employers you contact and the date
- Speak to Mrs Bayliss if you are finding it difficult to find a placement



3 Applying for work experience

Where possible, find a placement in a job area that you want to learn more about. However, if this is not possible you will still gain a great deal from an alternative placement as the purpose of the week is for you to gain an experience of the world of work. You will learn valuable transferable skills and knowledge including how to conduct yourself in the work place, organise travel arrangements, organise your lunch break and communicate with all levels and types of people. Any placement gives you a good experience of life skills while also understanding employer expectations.

After the placement you may decide that it is the type of job you definitely do or do not want to work in – both are good placements as it is starting to help you make decisions.

What do I need to think about when I arrange my placement?

- Think about your career aspirations; where possible seek a placement in this type of work but if not, think about an alternative and concentrate on the transferable skills you will gain
- Identify the locations you can travel to/from; remember, the company is not always in the centre of a town
- Will you use public transport or will someone be able to take and collect you?
- Do not apply for a placement just because your friend is – is it what you really want to do?
- Employers must hold **Employer and Public Liability Insurance**. It is useful to check they have these with the employer when arranging (See Section 8).



Things you need to know

- You are expected to work the normal hours of the company
- You are not allowed to be paid by the employer
- No travel expenses can be paid by school – however, the employer *may* offer
- No expenses can be made from the school for equipment, clothes etc
- Placements abroad are not possible (unless it is part of a school exchange visit)
- Placements outside Kent *may be* possible but let Mrs Bayliss know early in the process

4 Different types of placements



Some work areas are very competitive and some placements have to be arranged in a certain way so you may have to have to think about a number of different options. The following should be taken into consideration:-

- Placements in veterinary practices are very competitive and *may* also only be offered to students aged 16 or above
- You must be 17 to apply to the TW and Maidstone NHS Trust (Pembury and Maidstone) Hospitals. However, hospital placements can be dependent on the hospital and personal contacts
- The BBC (national and local radio and TV) do not take students under 18 so please do not apply
- Sport and animal placements are always popular
- To work on a construction site you must be 16 years old
- While the police take students on placement, these are normally outside of the placement week. You will need to have another placement for the work placement week.

5 When you have found a placement

- Make sure the placement is confirmed – sometimes you may have to attend an interview
- **COMPLETE THE WORK EXPERIENCE INFORMATION FORM** (see sections 7 and 8)
- The school will write to the employer to confirm the placement and request any additional information
- The school will pass any additional information received (e.g. hours, dress code, health and safety) back to you. It is essential you keep this information safe
- Just before the placement, you should ring the employer to introduce yourself and confirm that they are expecting you and check the details.



6 If you are unable to find a placement/Awaiting confirmation

You should make every effort to find a placement, however it is appreciated that there may be instances when this has not been possible or you are awaiting confirmation. However it is essential that you

- Let Mrs Bayliss know you are unable to find a placement by completing the Work Experience Information form by Friday 18th November 2016
- Mrs Bayliss/your advisor will work with you to help you find a suitable employer (however, we cannot always guarantee that it will be in the job area you request)
- If a placement cannot be arranged you will be expected to attend lessons in school for the week

7 Work Experience (WEX) Information Form

- **Every student must complete and return the Work Experience Information Form by 18th November 2016 EVEN if placement is still to be confirmed or no placement arranged**
- This form can be found at the back of this booklet and must be completed in FULL with ALL details
- **PERMISSION SIGNATURE** – the form must be signed otherwise you will be unable to attend
- **MEDICAL** - You must inform us of any medical conditions

8 Health and Safety

All placements must be health and safety checked before attending and must be approved by the school prior to any student attending. ***It is essential that the WEX Information Form is returned by the deadline date so all necessary checks can be completed in time***

- If the WEX Information Form is not returned by the date shown we cannot guarantee that the placement will be health and safety checked in time. If it is not checked you will be unable to attend and you will be expected to come to school for the week.
- When arranging your placement please check with the employer to see if they have Employers and Public Liability insurance.
- If the employer offers to provide copies of the insurances, could you please attach to the WEX Information form. However, copies are not required at this stage.
- If a placement does not meet the health and safety requirements, the school is unable to authorise attendance. Parents/carers will be informed that you should not attend and discussion will take place to see the best way forward.



9 Preparing for your placement

Hours of work

- Make sure you know what hours you are expected to work
- Don't be late – it is better to be early than late!



Transport Arrangements

Ensure that you are aware of the transport arrangements BEFORE the day

- Do a “dry run” beforehand (- do not leave it to the weekend or day before - you may not be able to get there!)
- If travelling on your own make sure you know how long it will take
- If travelling by public transport make sure you give yourself plenty of time – remember you may have to walk from the train station or bus stop



Dress code

- You should dress appropriately for the job – you will be told the dress code
- Many employers like smart conventional dress but dress for the occupation - don't wear a suit if you are working on a farm or building site!
- Pay particular attention to shoes and trousers; many do not allow trainers or jeans
- Appropriate jewellery should be worn (in some occupations it is not allowed)
- Avoid short skirts, low cut tops, strappy t-shirts and shorts
- For some occupations, hair should be tied back
- Make sure you know what you are going to wear before the day and remember it is not a fashion parade!



10

On your First Day



- Make sure that you are prepared for your first day
- Do you have all the relevant information? name, address, telephone number, hours, lunch arrangements, dress code, contact name, who to report to?
- Know how you are going to travel
- Know what you are going to wear
- Take your lunch or money
- Remember your Work Experience Diary



Don't be late

11

During the Placement

It is important that you give a good impression to the employer as this is a reflection of you as a person and also the school. The employer will complete a report on your performance and may also give you a reference for employment, further or higher education. You would also be helping other students with placements in the future.

- You must adhere to the employer's working conditions including hours and dress
- You have a responsibility in the work place to adhere to health and safety procedures and take care of yourself, acting in a safe manner
- You should ensure that you are shown basic health and safety procedures when you arrive (e.g. how to exit the building in the event of a fire, fire escapes etc)
- Taking care also applies when you are travelling to and from your place of work
- If you cannot attend for any reason you MUST ring the employer and the school
- You should take and complete your Work Experience Diary each day
- Speak to the employer about some of the things you need to complete in the diary
- Ask the employer to complete the Employers Report at the end of the placement
- Your attendance will be recorded and the school will ring/visit during the placement

12 To get the most out of your placement

- Pay particular attention to the person you are working with to see how their days are structured and the different types of responsibilities they have in their job role
- Observe other people working and look at the job roles within the company
- Ask questions about the jobs that may be available to you in the future
- Gain as much information as you can by asking different people about their qualifications and their route into their job and career
- Look around you at the working environment
- One day you will seek employment so this is your opportunity to see and take part in a variety of work and learn about business and the roles of people within your organisation
- Ask questions and enjoy the experience

13 After the placement

- Send a thank you card or letter at the end or after your placement.
- Complete your Work Experience Diary in full (including report) and return to Mrs Bayliss.
- Discuss your experience with family, friends and within your advisory.



If you need any more help or have any queries about your work experience, CV writing, letter writing or career support and advice, please contact

Mrs Bayliss
Careers & Business Links Manager
01892 835366/839033
lynn.bayliss@mascallsacademy.org.uk

Miss Hutson
Careers & Work Experience Assistant
01892 835366 ext. 186
amy.hutson@mascallsacademy.org.uk

We are here to help you!

Useful Information

At the back of this booklet there is some useful information about
Curriculum Vitae (CV)
Letters to prospective employers
Work Experience Information Form

TIMELINE

Monday 19 Sept 2016	Work Experience parents evening
Friday 18 Nov 2016	Work Experience Information Form to be returned by all students
24 April – 28 April 2017	Work Placement week

Some guidelines to help you write your CV

IT IS ...

- 1) A carefully organised document
- 2) A Sales and Marketing document designed to give you the best possible chance of an interview/job/work placement

AND IT MUST...

- 3) Have an immediate impact on the employer
- 4) Follow a structured format
- 5) Be concise, relevant, well organised and in sequence
- 6) Communicate positively to any employer – emphasis on positives
- 7) Include interesting and relevant information
- 8) Not be too long winded
- 9) Be well presented, typed and easy to read (use bullet points)
- 10) Show transferable skills, qualities, experience and achievements
- 11) Be updated in the future – it is not a permanent document
- 12) Always be sent with a letter and be suitable for many applications
- 13) Be kept clean and tidy
- 14) Be one side of A4 or two sides of A4 maximum
- 15) Have no spelling mistakes, grammatical errors or poor grammar
- 16) Have abbreviations spelt out and contain no jargon

Always ask someone to read it before using it!

EXAMPLE CV

ELIZABETH KING

22 Palace Road
Queensbridge Gardens
Kent
SA3 7RG
0112233445566
elizabethking@theinternet.net.com

As a hard working and motivated student I am able to learn new skills quickly and enjoy working as part of a team or individually. I am keen to develop my existing language and ICT skills and experience by taking on new challenges.

EDUCATION AND QUALIFICATIONS

2012 - Date Mascalls Academy, Maidstone Road, Tonbridge, Kent, TN12 6LT

A2 English (B), Maths (B),
GCSE English (A), Maths (B), Science (C), ICT (C)

2006 - 2012 Paddock Wood Primary School, Old Kent Road, Paddock Wood, Kent

EMPLOYMENT HISTORY

2014 – Date **Waitress** (part-time)
The Restaurant, High Street, Paddock Wood, Kent

Duties include

- serving customers
- clearing tables
- assisting in kitchen

WORK EXPERIENCE

April 2013 **Sports Assistant**
(1 week) Sport4All , Green Lane, Maidstone

Duties included

- assisting customers
- booking events
- setting up equipment
- answering telephone

July 2013 **Assistant Researcher**
(1 week) The Local Newspaper Ltd, Long Road, Tunbridge Wells

Duties included

- overview of all departments
- writing articles
- research
- photography

WORK SHADOWING

October 2012 **Administrative Assistant**
(1 day) The Accountancy, The Park, Paddock Wood

Duties included

- observing job roles within company

ACHIEVEMENTS

I am a member of the School Council which enables me to use my organisational and leadership skills. I have also represented the school at sports and helped with school events. Currently I am a member of the West Kent Themed Book scheme which involves school groups meeting to discuss selected books which we read.

LEISURE INTERESTS

I enjoy watching films and I am interested in all types of music. As a member of my local netball club I play on a regular basis each weekend. I also enjoy reading and socialising with my friends.

ADDITIONAL INFORMATION

Date of Birth: 1st January 2001

Letter Writing

General guidelines

To help write a letter requesting a work placement

- Include the employers name and address (including post-code)
- Include a date on your letter
- Where possible, address the letter to a named person and their job title – you may need to make a phone call to find this out
- Check spelling and grammar
- Ensure that it is well presented with no typing errors
- End letter correctly
Dear Mr/Mrs/Ms - ends Yours sincerely
Dear Sir or Madam – ends Yours faithfully

Useful things to remember

- include the school contact number
- write the date in full (remember to change this each time)
- Only use their title and surname in the salutation – i.e. “Dear Mrs Cope” and NOT “Dear Margaret” or “Dear Margaret Cope”
- Do not indent paragraphs – show paragraphs using a two-line space
- Sign the letter (allow enough space for this)
- Remember to enclose your CV
- Make sure your envelope is large enough for your letter and CV

The following are examples of letters – they are for you to use as a guide

WORK EXPERIENCE LETTER EXAMPLE 1

Home Address
Contact Details

18 July 2016

Ms King
Hooks & Co
Waterside
London
N4 8UH

Dear Ms King

I am writing to enquire whether you would be able to offer me a work experience placement for one week from **Monday 24 April to Friday 28 April 2017**.

As you can see from my enclosed CV, I presently attend Mascalls Academy where I am currently studying GCSE subjects (*include the subjects you are studying*). This year I took GCSE (RE/Citizenship) and gained a grade (---). (*You can expand more about what grades you hope to achieve but this is not essential*).

I am particularly interested in working in the media as I enjoy English and have written articles for school publications. In the future, I am keen to study A Levels and attend University (this could be attend college or seek employment) for a career in journalism. (*This paragraph should be used to briefly explain why you are interested in this job area and you career aspirations*).

(*You can include any voluntary or part time work*).

If you require any further information please contact Mrs Bayliss (Careers & Business Links Manager) on 01892 839033 or via email at lynn.bayliss@mascallsacademy.org.uk

I look forward to hearing from you.

Yours sincerely

CHARLIE BROWN

WORK EXPERIENCE LETTER EXAMPLE 2

Home Address
Home Address
Post Code
Contact Details

18 July 2016

Human Resources Manager
Hooks & Co
Waterside
London
N4 8UH

Dear Sir/Madam

WORK EXPERIENCE PLACEMENT – APRIL 2017

At present, I am a Year 11 student at Mascalls Academy studying GCSE (*say what you are studying*). From **Monday 24 April to Friday 28 April 2017**. I have the opportunity to complete a work placement and I am very interested in gaining experience working within your organisation.

I am particularly interested in working in the media as I enjoy English and have written articles for school publications (*use this to explain why you are interested*). As I am keen to study journalism at University, a work placement with your company (*or organisation/school etc*) would give me knowledge and experience to help me make decisions about my future career choice.

(Think of anything that maybe relevant to the placement you are applying for – for example voluntary work or part time work)

If you require any further information please contact Mrs Bayliss (Careers & Business Links Manager) on 01892 839033 or via email at lynn.bayliss@mascallsacademy.org.uk

I enclose a copy of my CV for your information and look forward to hearing from you.

Yours faithfully

CHARLIE BROWN

Year 10 Work Experience Information Form
Monday 24 April – Friday 28 April 2017

Return to Mrs Bayliss or Miss Hutson no later than FRIDAY 18 NOVEMBER 2016

Student	Name	M/F	Date of Birth	School House
	Address	E-mail Address		Mobile Number
Parent/Carer	Name	E-mail Address		Home/Mobile Number

Medical Conditions Please detail **any medical conditions** (including asthma/allergies/diabetes/allergic to penicillin etc.) Parents are responsible for informing the employer. The school will inform the employer of any medical conditions detailed here. If left blank no medical conditions will be assumed.

Parental Permission

I agree for my son/daughter to take part in work experience from Monday 24 April – Friday 28 April 2017 and I understand that I am

- Responsible for contacting employers and arranging the work placement for one week
- Unable to arrange a placement abroad
- Responsible for any travel fares or clothing costs that maybe incurred
- Aware of the means of transport my son/daughter will take to and from the placement

If we are unable to find a placement

- My son/daughter must complete and return the form by the deadline date
- The school cannot guarantee arranging a placement if this form is submitted after the deadline date
- My son/daughter will be required to attend lessons in school for the week if no placement is arranged

If the placement is not health and safety approved by the school

- My son/daughter will be unable to attend
- The school will inform me that my son/daughter must not attend and if they still wish to attend the placement, it will be an unauthorised absence and the school cannot be held responsible for your son/daughter's health, safety and security during the placement week

I understand

- Last minute changes cannot be made to placements once the form has been received
- I must inform the school and employer of any medical conditions

Student Agreement

I understand that

- It is my responsibility to arrange my own placement
- I must provide the school with all the relevant information by the deadline date
- I can only attend if the placement is health and safety approved
- If I am unable to find my own placement and the school arranges this for me, I will accept the arranged placement
- I will inform the employer of any medical conditions before or on the first day of my placement

The work experience details are shown overleaf. If for any reason these change, I give permission for an alternative placement to be sought and give permission for my son/daughter to attend.

Parent/Carer Signature _____ **Date** _____

Student Signature _____ **Date** _____

Year 10 Work Experience (WEX) Information Form
Monday 24th April – Friday 28th April 2017

PLACEMENT DETAILS

I have organised the placement below which is (Please circle)		I know someone in the organisation (State Relationship)	I am unable to organise a placement (attach a list of employers you have contacted)
Confirmed	Awaiting Information		

Name of Organisation/Employer _____

Address (this must be the full address of the work place, including post code) _____

Post Code _____

Full contact Name (Mr/Mrs/Miss/Ms) _____

Contact Name Job Title _____ **Tele No** _____

Email address _____ **Mobile No** _____

Type of Business (e.g. vets/hairdressers) _____

Duties/Tasks to be completed _____

Please complete if known

Employers Liability Insurance Number _____

Date of Expiry _____

TYPE OF PLACEMENT

Please complete even if you have arranged a placement. Showing using 1st, 2nd, 3rd, 4th choice.

Office Work	Building/Construction	Health & Medical Services	Armed Forces	Pre-School
Sport	Shop Work/Retail	Horticulture/Agriculture	Dance & Drama	Primary School
Hotel & Catering	Engineering/Factory	Accountancy/Finance	Care – Elderly	Teaching
Hair	Mechanic & Garage	Working with animals	Farming/Fisheries	Youth Work
Beauty	Outdoor & Adventure	Working with horses	Leisure & Tourism	ICT
Other (Please specify)				
Interests			Part Time Work	

LOCATION

Where you can DEFINITELY travel to? Show using 1st, 2nd, 3rd, 4th choice. Indicate if you can travel to other areas.

Cranbrook	Hadlow	Kings Hill	London	Tonbridge	
Maidstone	Paddock Wood	Sevenoaks	East Peckham	West Malling	
Tunbridge Wells	Dartford	Other areas (please state)			
I would consider using public transport				Yes	No

