



School for
Inspiring Talents



Work Experience Handbook for Students / Parents

As part of the Year 10 Curriculum all students at School for Inspiring Talents will be supported to complete one week of unpaid work experience. This academic year (23/24), work experience will take place week commencing Monday 1st July 2024.

Work experience is essential for your development of employability skills and attitudes required for the world of work. It will help you to develop an awareness of your own worth, strength and weaknesses, as well as those of others in a work-related situation. The whole process is good preparation for when you leave school.

FINDING A PLACEMENT:

As part of work experience you must take the responsibility to consider your own work placement. Your class teacher will support you in school to select companies you might find interesting. We then work with Careers South West Finding Service to confirm the details of the placement.

Applying teaches you essential skills needed for the future once you leave school. Writing letters of application, holding introductory phone calls and considering transport and meal arrangements are some of the things that will have to be considered.

First decide where you would like to go for your work experience. It is best to select several companies to approach, as not all will prove successful. You must be careful in your selection, as you should be able to get there and back either by walking, taxi, or with a family member.

A relative or family friend may be able to help you secure a placement at his or her own place of work. It is advisable though for you to be placed in a different department so that you can achieve the full benefit from meeting new people and acting independently.

WHAT TYPE OF COMPANY TO CONSIDER?

The success of work experience depends greatly on the good will and co-operation of employers as well as the spirit in which the young person takes part. It should be appreciated that the scheme involves considerable extra work for staff of the organisations involved!

You should consider the type of placement that would suit you best. Ideally, it should be a job that might interest you but does not necessarily have to be something you want to do when you leave school. The emphasis is on experiencing the world of work in its widest sense.

HEALTH AND SAFETY:

The Health & Safety Executive has now relaxed legislation so that schools can complete their own health and safety checks unless there is considered to be a high risk in terms of the nature of the placement or the needs/ circumstance of the young person, where they may wish to enlist the expertise of a third party. It has always been the case that when a young person is on work experience he/she is classed as an employee and will be treated no differently from any other young person employed. School for Inspiring Talents employs Careers South West Finding Service to ensure checks on all companies are completed and risk assessments are suitable, with reasonable changes in place to support our young people.

We ensure that all placements provide us with their insurance details and risk assessments. A placement must be approved before a student can attend. If a placement is not approved then the student will be informed and they will have to go through the process of finding another placement.

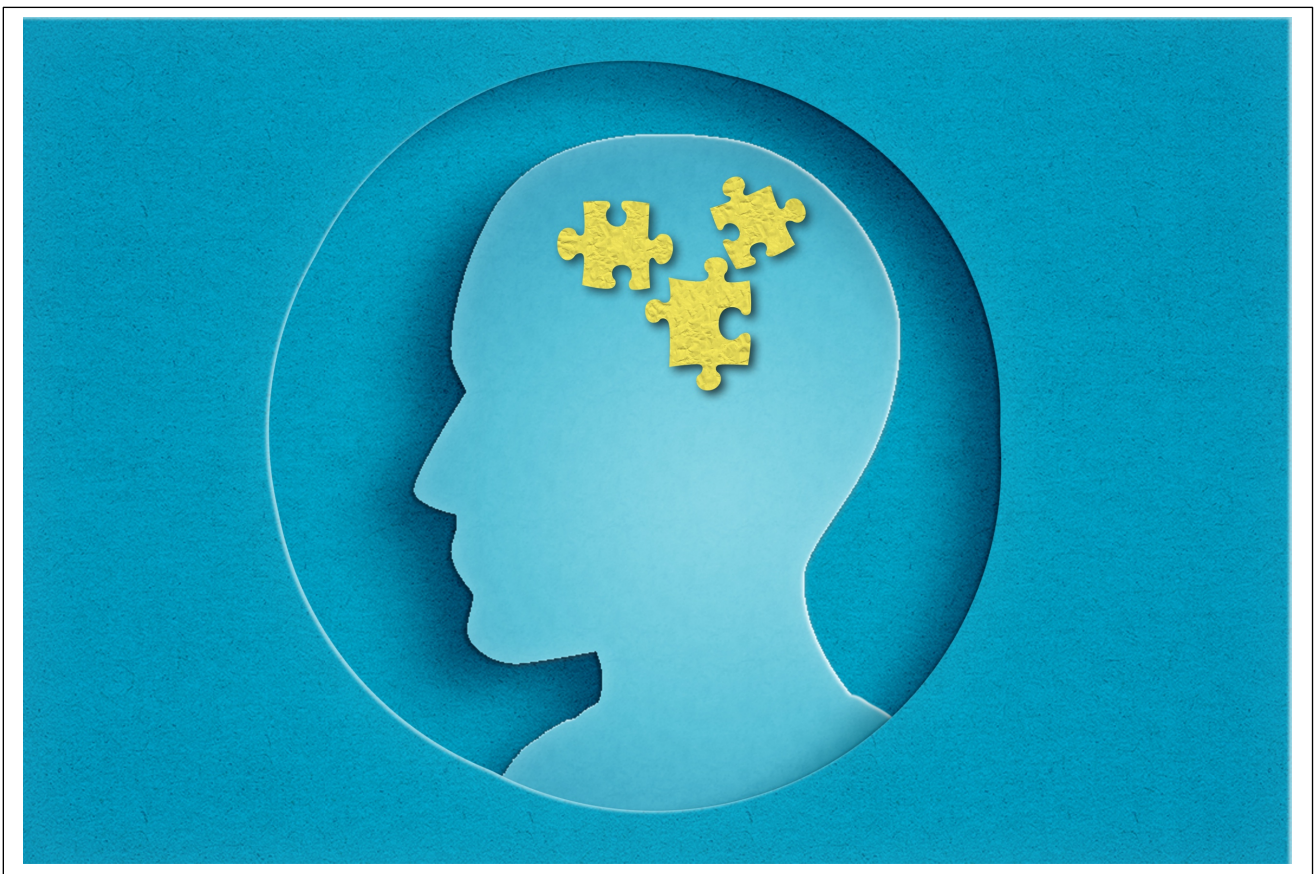
THINGS TO REMEMBER:

- Students will not be allowed to work in placements deemed as a high-risk environment e.g. building sites
- Placements must be within the UK and be local.
- Students should not be asked to work more than a standard eight-hour day.

It is important that the employer is made aware of any medical factors which might affect the Health, Safety and Welfare of the student and which may need to be taken into consideration by the employer for risk assessment purposes.

More information can be found at:

<https://www.hse.gov.uk/young-workers/employer/work-experience.htm>



CONFIRMED PLACEMENTS:

Students should make contact with their confirmed placement using one of the following methods:

1. VISIT TO PREMISES

If you do decide to drop in to the shop or office etc. then it is a good idea to take a copy of your CV and a letter of application - as you may not be able to see the person in charge and you can leave your relevant details so that you are not forgotten. Also, in order to help make an impression it would be a good idea to present yourself in your school uniform.

2. WRITE A LETTER OR EMAIL

If you choose to send a letter or email (see below), state why you have chosen this company. For example, you may be interested in them as a future career or you would like the chance to learn new skills. Ideally you should enclose/attach your CV with the letter or email too (see below).

Not all companies reply straight away; it is therefore worth chasing the company after a week has passed. Give them a call to check that they have received the letter or email and see if they have any further information.

3. MAKE A TELEPHONE CALL

Be clear in what you need to ask and have a pen and paper ready. They may tell you that you need to call someone else or they may invite you for an in person meet, so you will need to be prepared to write this down.

4. CURRICULUM VITAE

Curriculum Vitae or CV is derived from ancient Latin meaning one's "course of life". It is a written description of your work experience, educational background and skills.

When applying for a job or a college place you will need to produce a CV to promote yourself.

The CV should never be more than 2 pages long and must be typed on one single side of A4 paper. Obviously as a Year 10 student you will not have a lot of information to include but you can still put together a good document (see next pages for example letter and CV).



EXAMPLE LETTER

Your Name
Address

Contact Person's name
Company Address

Today's Date

Dear Sir/Madam, *(OR the name of the person if you know it)*

Re: Work Experience Monday 1st July 2022 - Friday 5th July 2024

I am a Year 10 student at School for Inspiring Talents. The school has a work experience programme and I am pleased that I have been placed with your company for my placement. I am writing to introduce myself and find out any further information I should be aware of.

(New paragraph) Write about the subjects you are studying and your interests.

(Next paragraph) I am really looking forward to the opportunity to experience working within your company. (Explain the reason why you want to work in that company)

(Next paragraph) Add sentences asking information you need to know, for example: What time should I start? What time should I expect to finish at the end of the day? What should I wear? If there is a canteen available to purchase lunch or should I bring my own? Who should I report to on the first day?

Please find enclosed a copy of my CV for your information and I look forward to hearing from you soon.

Yours faithfully, *(if addressed to Sir/Madam)*

OR

Yours sincerely, *(if addressed to a named person)*

Your name

EXAMPLE CV

John Smith

167 Happy Street, Devon, PL90 7ER

Tel Number: XXXXXX

Mobile: XXXXX

E-mail: XXXXX@.co.uk

I am a Year 10 student currently studying **Functional Skills / GCSE examinations**.

I am hardworking, confident and ambitious and participate in a wide range of hobbies. I enjoy _____ and I am looking to pursue a career in _____

Education & Qualifications:

School for Inspiring Talents, Devon

From: (date) _____ To: (date) _____

Subjects: *(Show the subjects you are studying. Add predicted grades if known.)*

- Maths
- English Language
- Science
- Geography
- Art
- Computing
- Business
- PE
- Catering
- History

Work Experience/Employment:

March 2019 – To date

XXXX Company

Newspaper delivery – duties include sorting newspapers and delivery to customers.

Additional information/Achievements: *(e.g. add any extra-curricular clubs)*

- 2019 to date – Member of a lifesaving club, achieved Survive & Save Bronze Medallion & CPR
- Grade 2 Drums (currently studying Grade 6)

Hobbies/Interests:

Playing the drums - I have performed at venues such as The Cavern Club, Devon Town Hall

Drawing & design - using Google SketchUp to create 3D images and use of Serif DrawPlus X5 and also observational drawing using pencil and fine liners.

References: Available on request

BEFORE YOU START YOUR PLACEMENT:

At least two weeks before you are due to start, contact the company and confirm the following:

1. Remind them who you are and confirm that you are still going there?
2. Ask what time you should start?
3. What time should you expect to finish at the end of the day?
4. What you should wear?
5. If there is a canteen to purchase lunch or should you bring your own?
6. Who should you report to on the first day?

DURING YOUR PLACEMENT:

Before you go carefully read through your diary that will be provided through school. You will complete this whilst on placement.

What employers will expect from you:

1. 100% Attendance.
2. Punctuality – be on time every day.
3. High standards of manners and politeness.
4. Wear appropriate clothing for the company you are placed with.
5. A willingness to contribute fully as a member of a team in order to accomplish that team's set of tasks.

6. A willingness to listen to instructions and carry them out – or if necessary, ask for them to be repeated (if you don't understand then say so!)
7. Follow company rules at all times - if in doubt about anything ask someone for help.
8. Let your employer/supervisor have a look at your diary and ask them to complete any relevant sections for you.
9. If asked to carry out anything that you consider to be dangerous you **MUST** let the school know. The result could be that the school deems it necessary to pull you out of the work experience placement and normal school (in uniform and attending lessons) will resume.
10. Utilise the placement programme as fully as possible to gain knowledge and enhance personal skills and development.
11. If you are off sick you should telephone both the school and your work experience placement.
12. Keep yourself safe - If you are worried about anything, please call the school.

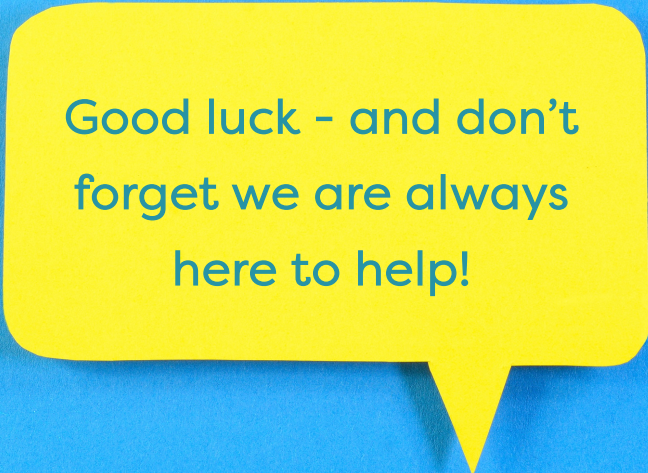
At some point during the week someone from school will either phone or drop in to see how you are getting on.

WHAT TO DO WHEN YOU COMPLETE YOUR PLACEMENT:

1. Remember to say thank you to the people you have worked with.
2. Make sure you have completed all sections of your diary
3. Discuss what you have learned with family and your tutor
4. Write a thank you letter to the company

REMEMBER: work experience should not just be completed in Year 10; this is only the beginning of your work experience portfolio and you should continue to build on this throughout your education.

Employers increasingly expect job applicants to have relevant experience and employability skills as well as good qualifications. Volunteering and part time jobs will also help you gain experience and employability skills.



Good luck - and don't
forget we are always
here to help!

You can make notes here about places you might want to work: