

Name: _____

Tutor
Group: _____

Preparing for Work Experience

HWA Careers Tutor Programme

Workbook

YEAR 10, Term 4



Key dates:

- **Work Experience Week (WEX): Monday 15th – Friday 19th July 2024**
- **Deadline to submit Work Experience Agreement Form: Friday 3rd May 2024**

The six learning areas of careers are:



The definition of a career is... *the individual's journey through life, learning and work.*

The careers programme will equip you with a toolbox of skills and knowledge needed for you to be able to go on and reach your next steps.

Through the careers programme you will get the opportunity to engage with the six areas mentioned above. You will receive a number of opportunities delivered through a variety of mechanisms including the in-class bespoke tutor programme, a range of activities and events as well as personal guidance.

As with all learning, to get the most out of this programme you will need to take proactive steps.

This includes engaging with the opportunities presented as best can be and building on what you have learned in class/school at home to take it further.

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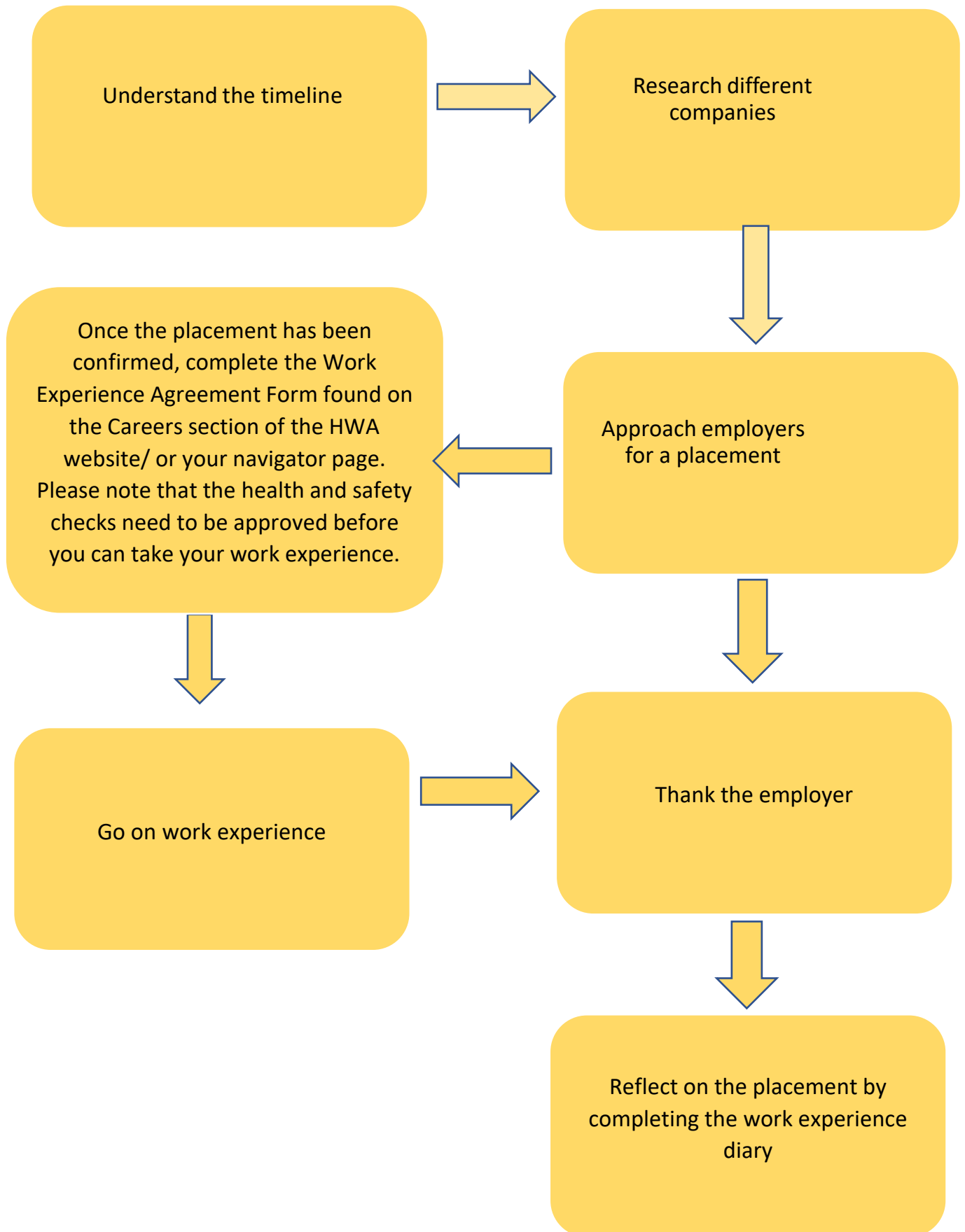
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Researching the company where you intend to take your work experience

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The Work Experience Process



Session 1

Work Experience: Why do it? (the question should be: Why not do it!)



Learning outcomes: You understand the benefits of work experience. You understand how work experience can help your career planning.

In short: this is your chance to learn about the working world, for yourself, in practice.

By going on work experience you will:

- Get an insight into the working world.
- Get first hand involvement to see if the job is right for you.
- Get to meet new people.
- Increase and develops your skillset.

TASK 1: Reasons to go on work experience

Rank the following according to your priorities:

1 = very important 2 = important 3 = not very important

Learn about work	Try out an occupation
Increase my confidence	Do something different from school
Gain experience for the future	Meet new people
Be more responsible	Be more independent
Travel to work by myself	Apply the knowledge and skills learnt at school in work
Find out what employers think of me	Find out about myself
Have good references	See how I get on with other adults
Develop communication skills	Develop IT skills
Work as team member	Be offered a job
Do a school project	Decide whether I want to leave school or stay on

Find out how industry works	
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TASK 2: Compare and Contrast

With the person next to you, five minutes to discuss your answers and then five minutes to report back to the class.

Remember to:

- Gives reasons for your decisions
- Choose your top priority for each of the categories
- Take a note of your colleague's answers to be ready to share the answers with the rest of the class

TASK 3: Case studies

Case study 1

Sam would like to work as a town planner but didn't manage to find work experience with one. However, he has found a placement with Sainsburys working in their supermarket. This is not what Sam has imagined for his work experience week. During the week Sam's tasks included: dealing with customers, helping with stock control, the warehouse, working on the checkout and shadowing his supervisor. Although not what he wanted Sam enjoyed his week there and found that many of the skills he developed could be transferred to his desired career as a town planner.

What did Sam take away from the work experience?

Case study 2

Chris is a massive fan of courtroom drama, he loves public speaking and is an advocate for the voiceless. As such he managed to find a week with solicitor firms for his work experience. However, during the week Chris quickly realised that his perception of the legal world was not what it seemed. Chris spent the majority of the week working on paperwork.

What did Chris learn from work experience?

Case study 3

Beatrice is reserved at school although has a passion for drama. She successfully applied for a week at the hippodrome. She spends most of the week supporting the actors by helping them with their performances by giving feedback. Beatrice enjoyed her time at the hippodrome.

What did Beatrice learn from work experience?

Session 2

What Employers are looking for

Learning outcomes: You identify qualities that employers are looking for. Match your own skills and qualities to this and identify development needs and personal priorities.

TASK 1: score the below characteristics, 1 being the most important to employers and 8 being the least important to employers.

Bonus task: can you think of anymore characteristics which employers' value, write them in the blank spaces.

These are some characteristics that employers often look for.

Smart appearance	Basic number and literacy skills
Good exam results	Someone who lives locally
Technical qualifications	Enthusiasm
Reliability and honesty	Willingness to learn
Someone who plays a sport	Punctuality
Work experience related to the job	Someone who works well with others

TASK 2: Show the evidence.

Employers will always ask you to evidence any statements/ characteristics you note. Choosing three of the above characteristics, please state the evidence you would use to demonstrate your point.

- 1.
- 2.
- 3.

TASK 3: Self-development planning. Take two characteristics and write a mini action plan to help you get there.

I could improve...	By Doing...	How will I know it has worked?
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Session 3

Communication skills: Developing your Personal Sales

Pitch- don't sell yourself short!



Work experience, co-curriculars (leadership roles within school) and extra curriculars (club e.g: sports, debate club etc) give you the competitive edge to be able to sell your skills with confidence and ease.

Becoming familiar with your strengths will make writing your CV, cover letter and answering interview questions miles easier.

The above opportunities provides you with an opportunity to think about your:

- **Personal qualities** – describe the kind of person you are, e.g. confident, cheerful.
- **Skills** – describe the things you are able to do well, e.g. drawing, looking after animals.
- **Transferable skills** – describe the skills you can use or transfer to many different situations, e.g. working under pressure, problem solving, creativity.
- **Natural talents** – describe the things you can do well or have a flair for, e.g. singing, selling.

Now list the ones you have in the columns below.

Personal qualities	Skills	Transferable Skills	Natural Talents



Careers Session 4

Conducting some business intelligence

Once you know what industry you would like to take your work experience in, speak to family and friends about companies that might have placement opportunities.

Every employer offering work experience must have **Employers Liability Insurance and Public Liability Insurance** or the placement will not be approved. Please check this with the company.

When researching the company you may want to find answers to the following areas:

- Have an understanding of their industry: What they do, how they do it, how they make money, what it means to be successful. General information on the website, their product/service offering should make that clear.
- Mission and vision statement: These tell you what they company is, and what they strive to become. Understand what those statements are saying and always keep those points in mind. A lot of times, employers are looking for how well you can "fit" into their organization. If you understand what they do and where they want to go, it'll help you tailor your answers to their questions.
- General information/operations: Have a general understand of how the company operates: ie: how many locations they have, what kind of services/goods they provide, when they started etc.
- Try and have a few questions for your interviewer that you draw from the company website that you may find interesting.

TASK 1: Research the company you intend to take your work experience with

Find information on the following:

1. What does the company/business do?
2. Who are their clients?
3. What is their mission and vision statement?
4. How do they market themselves?

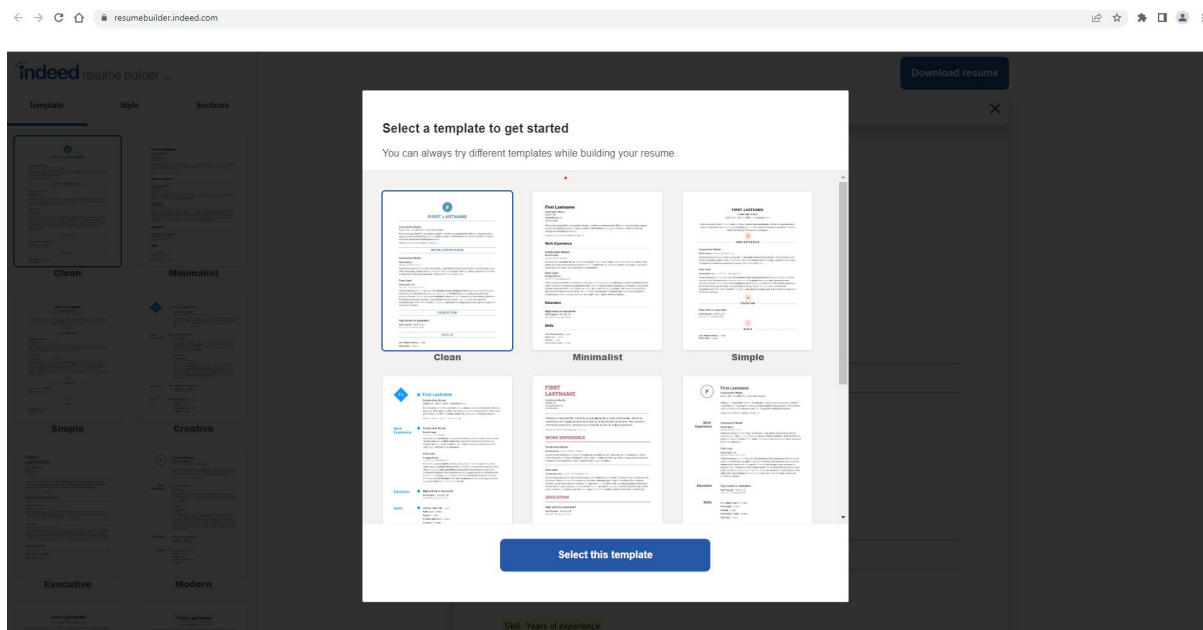
Careers Sessions 5 and 6

Putting it all together: Application skills: writing a CV and cover letter for your work experience placement

CV

- Personal details – name, address, phone number, email address.
- Personal statement – a little bit about yourself and what you are looking for (background information, essentially).
- Name of school and what qualifications you are studying.
- Any experience of work you have had, e.g a newspaper round, regular babysitting.
- Any other achievements, e.g. member of a team, certificates or awards in the last 2-3 years.
- The name of someone who can write a reference for you.

A link to the CV template: <https://resumebuilder.indeed.com/>



Cover letter

- Explain that you are writing to apply for a 1-week work experience placement.
- Give the dates you will be available.
- Say why you are interested in working in that organisation.
- Finish by saying you are grateful for any help they can give you.

Further guidance on writing cover letters see this link: [Cover Letter Template \(With Tips and Examples\) | Indeed.com](#)

See next page for a work experience letter template.

Work experience letter template:

[Your name]

[Address]

[Postcode]

[Date]

[Employer's name]

[Full address]

[Postcode]

Dear Sir/Madam [or name],

I am a [year group] student from [school name], studying [list of subjects].

I'd like to enquire about a potential work experience placement at [company name], which I will be available to carry out for [amount of time] from [start date] to [end date].

I'm keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

I'm a [relevant skills and attributes], which can be shown in my [real-life examples that demonstrate your skills].

In my spare time, I like to [list relevant hobbies and interests], and I've also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours [sincerely/faithfully]

[Your name]

