

# Work Experience Preparation Booklet



Week: 17<sup>th</sup> April – 21<sup>st</sup> April

Deadline for placement agreement: Friday 24<sup>th</sup> February

Name:	
Tutor:	

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## **Objective: To understand the importance of a work experience placement and know how find a placement.**

This booklet is designed to guide you through how to get a work experience placement and how to make the most out of your placement whilst you are there. It is a working document, so there will be videos to watch, quizzes to answer and activities to be completed. These booklets will need to be kept somewhere safe and can be annotated at any time. Feel free to add sheets to the booklet as this will be great evidence for when you apply to colleges/sixth form etc.

There will be regular discussions with your tutor to show them the progress you are making with getting a placement. They are also there to support you, so if you have any questions regarding work experience please ask them.

### **What is work experience?**

It is an opportunity to carry out real work tasks on employers' premises and experience the hours, working conditions and disciplines you will encounter as employees. Depending on your placement, it can also provide an opportunity to find out more about a career path that you may be interested in.

### **Why is work experience important?**

<https://www.youtube.com/watch?v=eyJOxdg7fw4>

It is a unique opportunity for you to find out about the world of work and to meet people of various age groups.

- Decisions:** You will have the chance to gain experience of typical working conditions in commerce, industry, retail or other types of workplace and see if it a career you want to pursue.
- Self Confidence:** Being part of a team and completing tasks can build your confidence.
- It looks good:** It will help you to see the links between schoolwork and the skills you need in working life. It will help you to understand why services, industry and commerce are so important in our society.
- New Skills:** You will discover more about your own skills, talents and interests and be able to identify and develop your own employability skills.
- Networking:** You will meet people doing various types of jobs and find out more about the work they do, and the skills and qualifications required by talking to them and working with them.



## Work Experience Process

Understand the timeline.



Research different companies.



Once the placement has been confirmed, fill-out the work experience form (found at the back of this booklet) both for you and the employer to complete and bring back into school. Please sign all pages.

Also fill-out the online form found on the HWA careers website.



Approach employers for a placement.



Go on work experience.



Thank employer.



Reflect on the placement by completing the work experience diary.

## How do you get a work experience placement?

### Before Your Placement:

Your work placement is probably your first real step into the world of work. So, it is understandable that you might feel a little nervous before you start.

The key to combating those nerves is preparation. Here is a step by step guide to help you get out of the starting blocks and get the most from your experience.

### Knowing where to go for your placement:

Do not worry if you are still not sure about the kind of career you want. Work experience is a great way of trying out a career to see if it is for you.

Before you start to investigate what specific careers it can be helpful to think about what you like to do and where you feel your strengths lie. Ask yourself the following questions:

What are my favourite subjects at school or college?

What subjects am I good at and which ones do I find more difficult?

What do I enjoy doing outside school or college? Could I turn my hobby into a career?

What jobs have I heard about or seen other people doing? Could I see myself doing any of these jobs?

If you are struggling to think of where to go on your placement then the Prospects career planner quiz or the Buzz Quiz will be able to help you. These quizzes look at your strengths and areas of interests which then summarises potential careers that you might be interested in.

[Prospects Career Planner - https://www.prospects.ac.uk/planner](https://www.prospects.ac.uk/planner)

Click on the link. You will need to register but use your school email address. Then complete the quiz to find your career matches.

What are your top 10 matches?

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Are you surprised at some of the results? If so, which job and why?

Take the Buzz Quiz - <https://icould.com/buzz-quiz/>

Click on the link. Then complete the quiz to find your career matches.

What character are you?

What job roles have been suggested?

1.

2.

3.

4.

5.

What are your strengths?

You can explore more options and not just jobs that you have been matched to.

[UCAS - https://www.ucas.com/explore/career-list](https://www.ucas.com/explore/career-list)



Researching a placement:

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

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

Make a note of any interesting companies and contact details using the table below.

Work Experience List:

<u>Name of company:</u>	<u>Contact Information: Name/number/email</u>	<u>Reply: Yes/No</u>

When you have found several companies you then need to contact them. You can do this by email, phone or letter using the guidance below.

### WORK EXPERIENCE EMAIL TEMPLATE

Dear Sir/Madam *[or name]*,

I am a *[X year old] [year group]* student from Hanham Woods Academy, studying *[list of subjects]*.

I am enquiring about a potential work experience placement at *[company name]*, 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 am *[list some of your personal skills and qualities e.g. friendly, reliable, hard-working, enjoy meeting people etc.]* My personal interests are *[write any down that may help with your application]*

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 if writing to a named person/faithfully if you started with Sir or Madam]*

*[Your name]*

### WORK EXPERIENCE TELEPHONE TEMPLATE

Hello, my name is *[X]* and I am a Year 10 student from Hanham Woods Academy. I'm ringing up regarding a possible work experience placement on *[dates]*.

Would it be possible to speak to the person responsible for this?

Thank the person for their time (even if they cannot offer you a placement)

- If you are told they are out / busy, ask politely for their name and contact number so that you can ring back another time, and write these details down.
- You probably will not get an answer straightaway so be ready to give your contact details.
- Ask how you should go about arranging the placement. Explain that there is some paperwork that must be completed. Ask if you can bring this in / send it in.
- If you do not get a reply within 5 working days, phone up the company and ask again.

## WORK EXPERIENCE LETTER TEMPLATE

[Your name]  
[Address]  
[Postcode]

[Date]

[Employer's name]  
[Full address]  
[Postcode]

Dear Sir/Madam [or name],

I am a [X year old] [year group] student from Hanham Woods Academy studying [list of subjects].

I am enquiring about a potential work experience placement at [company name], 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 am [list some of your personal skills and qualities e.g. friendly, reliable, hard-working, enjoy meeting people etc.] My personal interests are [write any down that may help with your application]

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 if writing to a named person/faithfully if you started with Sir or Madam]

[Your name]

You may need to include a CV with your letter of application, or the employer might request one.

You can use <https://barclayslifeskills.com/i-want-help-applying-for-jobs/school/cv-builder/> (Barclays LifeSkills).

## Once you have confirmed your placement

Please fill in the Work Experience Agreement form, found at the back of this booklet and email it to us.

There is a deadline for the placement to be submitted: Friday 24<sup>th</sup> February 2023.

If you miss this deadline, there is a chance you will not be able to complete Work Experience.

Things to find out or do before your placement:

- Inform your placement if you have any health issues or additional needs which may affect your work.
- Know how you are going to get there before your first day. Do a practice route.

## Questions to ask your employer in advance

- What should I wear?
- Do I need to bring anything?
- What hours will I be working?
- What time should I arrive? What time will I finish work?
- Where should I come e.g. reception or a particular entrance?
- Who should I ask for when I get there?
- Who should I contact if I get delayed or I'm unwell?
- What time will my breaks be?
- Do I need to bring a packed lunch?
- What will I be doing?
- Who should I speak to if I have any concerns?
- Is there a social media policy? Can I post about my experiences?



Anything else?

We are here to help! Ask your tutors and they will happily spend some time with you.

## Advice from employers

<p><b>Be PROFESSIONAL</b></p> <ul style="list-style-type: none"><li>• Write your own application letter and CV, and get a teacher to check them</li><li>• Expect to be invited to an interview or meeting before your placement</li><li>• Say thank you regularly</li></ul>	<p><b>Be PREPARED</b></p> <ul style="list-style-type: none"><li>• Make sure you plan how to get to your placement so that you're not late</li><li>• Check with the company what you should wear and if in doubt, go smart</li><li>• Make notes before and during the placement</li></ul>
<p><b>Be POLITE</b></p> <ul style="list-style-type: none"><li>• Never swear and never be rude about or to anyone you meet</li><li>• Don't look at your phone or social media whilst in the workplace</li><li>• Treat information you hear as confidential</li></ul>	<p><b>PUT yourself out there</b></p> <ul style="list-style-type: none"><li>• Be as communicative as possible and ask lots of questions</li><li>• Show initiative and make suggestions that might help us</li><li>• Be confident in the skills you have already</li></ul>
<p><b>Be PRACTICAL</b></p> <ul style="list-style-type: none"><li>• Work hard and you will be rewarded</li><li>• Don't expect to be running things on your first day – some workplace tasks are boring!</li><li>• Consider how you could build on what you learn after the placement</li></ul>	<p><b>Take time to PONDER</b></p> <ul style="list-style-type: none"><li>• Reflect on what you have learnt and tell your employer the impression it made on you</li><li>• Request feedback on how you did</li><li>• Ask if you can stay in touch and if the employer will give you a reference</li></ul>

## Key web resources for students and parents

- Buzz Quiz for finding your skills: <https://www.ucas.com/careers/buzz-quiz>
  - Tips for arranging your placement: <https://www.groundwork.org.uk/improving-your-employability/arranging-your-own-work-experience-placement/>
  - CV Template - <https://barclayslifeskills.com/i-want-help-applying-for-jobs/school/cv-builder/>
  - Success at school - <https://successatschool.org/advisedetails/506/Work-Experience-Ideas>
  - Indeed careers - <https://au.indeed.com/career-advice/finding-a-job/year-10-work->
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## STUDENT DETAILS

Name: ..... Year / Tutor: .....

Placement Dates: .....

## EMPLOYER DETAILS

Company: ..... Contact Name: .....

Address: ..... Telephone Number: .....

..... Email: .....

..... Postcode: .....

## INSURANCE DETAILS

It is a requirement for any company taking a student on a Work Experience Placement to have Employers Liability Insurance (ELI) and Public Liability Insurance (PLI) in place.

Insurance Company: .....

Policy Number: ..... Expiry Date: .....

## PLACEMENT DETAILS

Placement Job Title: .....

Placement Address (if different from above): .....

Placement Duties / Work Experience Tasks: .....

## AGREEMENT

### Student

I agree to attend the Work Experience placement every day as detailed above.  
 I will arrive punctually and appropriately dressed.  
 I will carry out the tasks given to me efficiently and to the best of my ability.  
 I will hold in confidence any information I receive and not disclose this information without permission.  
 I will observe all safety and security regulations and follow any rules detailed by the employer.

Signed: ..... Date: .....

### Parent / Guardian

I confirm I have read and understood this form and accompanying documents and agree to the student detailed above attending the placement as described.

### **I GIVE PERMISSION FOR THE ABOVE NAMED STUDENT TO LEAVE THE PLACEMENT PREMESIS AT LUNCHTIME: YES / NO**

Signed: ..... Date: .....

Name: .....

### Employer

I agree to the above-named student working on the premises in a Work Experience capacity on the dates specified above. We agree to abide by any and all relevant and current legislations. We will accept or insure against liability, loss, damage or injury to the student in the same way as for paid employees.

Signed: ..... Date: .....



Name: .....

Position: .....

## **STUDENT AGREEMENT**

1. I agree to attend the Work Experience placement every day as detailed on the Agreement Form.
2. I will arrive punctually and appropriately dressed.
3. I will carry out any tasks given to me efficiently and to the best of my ability.
4. I will express and interest and be keen to learn.
5. I will hold in confidence any information I receive and not disclose this information without permission.
6. I will observe all safety and security regulations and follow any rules detailed by the employer.

## **EMPLOYER AGREEMENT**

### **Opportunity**

1. We will endeavour to provide the student with a varied and structured programme (as detailed in the job description).
2. We will ensure the student is supported during the week by a responsible staff member to provide appropriate induction, instructions and supervision throughout any tasks the student is set.
3. Working hours will be limited to those specified in the Young Workers Directive (8 hours per day, 40 hours per week), it is recommended a discussion is held with the school, parent and student if the placement will incur hours outside of 9am-5pm or at weekends.

### **Health, Safety, Welfare and Security**

1. We acknowledge that the student is regarded as an employee for the purposes of Health & Safety legislation and associated duty of care.
2. We will ensure that under no circumstances will the student operate hazardous machinery or carry out work of an unsuitable nature.
3. We will provide protective clothing and equipment where necessary and ensure it is worn with adequate instructions given on its use.
4. We expect the student and/or Parent/Guardian to inform us of any medical conditions which differ from those detailed on the Health Declaration.
5. If the student is absent we will inform the school as soon as possible.

### **Risk Assessment**

1. We recognise the need for risk assessment to be carried out IN ADVANCE of the placement. This document will be available to the student and parent at all times (inclusion of a copy of the risk assessment is optional).

### **Safeguarding**

1. We accept and understand the duty of care regarding safeguarding of young people and will consider this at all times during the placement week. We will ensure we make the school aware of any staff, where known, who are disqualified from working with children in accordance with The Criminal Justice and Court Services Act 2000 and Protection of Children Act 1999.

### **Insurance**

1. We confirm we hold all relevant and up to date policies as detailed overleaf (inclusion of a copy of the insurance certificate is optional).

### **Data Protection**

1. The students personal details are confidential and will be safeguarded at all times in accordance with the Data Protection Act 1998.

## **PARENT / GUARDIAN AGREEMENT**

I confirm I have read and understood this Letter of Understanding and agree to the student detailed on the Work Experience Agreement Form to participate in the placement as detailed.

Student Signature: ..... Name: ..... Date: .....

Employer Signature ..... Name: ..... Date: .....

Parent/Guardian Signature ..... Name: ..... Date: .....

**STUDENT DETAILS**

Name: ..... Year / Tutor: .....

School: ..... Placement Dates: .....

Does the student have any medical condition which could affect their placement and result in an unnecessary risk to their Health & Safety or the Health & Safety of another person. Please delete as appropriate below\*:

**Physical Disabilities** Yes / No \*  
 If Yes, please give details: .....

**Allergies** (e.g. Nuts, Penicillin, animals) Yes / No \*  
 If Yes, please give details: .....

**Skin Conditions** (e.g. Eczema, psoriasis) Yes / No \*  
 If Yes, please give details: .....

**Asthma or any chest complaints** Yes / No \*  
 If Yes, please give details: .....

**Hearing / Visual impairments** Yes / No \*  
 If Yes, please give details: .....

**Heart conditions that affects their ability to carry out physical tasks** Yes / No \*  
 If Yes, please give details: .....

**Diabetes / Epilepsy** Yes / No \*  
 If Yes, please give details: .....

**Does the student take any medication on a regular basis?** Yes / No \*  
 If Yes, please give details: .....

**Please give details of any other issues that should be considered (including emotional or behavioural)**  
 .....

(turn over if needed)

**Parent / Guardian:**

I agree that the information given above will be shared appropriately with the employer offering the work placement.

Signed: ..... Date: .....

Name: ..... Position: .....

**Employer**

I have read and acknowledge the health information above and can confirm that I will take all relevant information into account during the placement.

# HEALTH & SAFETY QUESTIONNAIRE

Signed: ..... Date: .....

Name: ..... Position: .....

Company: ..... Contact Name: .....

Telephone Number: ..... Email: .....

In order for us to assess the suitability of the placement and arrange any additional Health & Safety checks in advance of the placement we would be grateful if you could answer the following questions:

## HEALTH & SAFETY

1. Will students be given an induction including a Health & Safety brief on their first day? Yes / No
2. Will full training & instruction be provided to students before they use a new piece of machinery? Yes / No
3. Are there any areas of the premises or work area which are prohibited to students? Yes / No  
If yes, please state these areas: .....
4. Does the require any lifting and / or manual handling? Yes / No
5. Does your premises house any chemicals or materials covered by COSHH regulations? Yes / No
6. Is PPE required for any tasks the student will undertake? Yes / No
7. Do you have risk assessments in place? Yes / No  
(Please provide a copy of this risk assessment if you feel this would be beneficial)
9. Please state the maximum total number of hours to be worked by the student during any one day .....
10. Please state the regular number of employees within the business .....
11. Will the student at any time be required to work on a one on one basis with any of the employees? Yes / No
12. Will the student be left alone on the premises at any time? Yes / No
13. Does any computer, to which the student will have access, comply with DSE regulations? Yes / No
14. Are firewalls & Filters in place on any computer to which the student will have access? Yes / No
15. Will the student be allowed unsupervised access to the Internet? Yes / No

## GENERAL INFORMATION

1. Do you have a dress code? Yes / No  
Please provide details: .....
2. Do you require the student to provide any Personal Protective Equipment (PPE)? Yes / No  
If yes, please provide details: .....
3. What hours do you require the student to work? .....
4. Do you have a canteen / staff room? Yes / No
5. Do you have any facilities for the student to buy lunch? Yes / No

I understand that by completing this questionnaire the school will use this as a basis of their assessment of the suitability of the Work Experience placement. Should the school feel it necessary they will instruct an external company to carry out a more detailed Health & Safety survey based on the information provided in this questionnaire.

Signed: .....

Date: .....

Name: .....

Position: .....