Where do I want to go?

During the summer term you will have the opportunity for a work experience week. This is your chance to experience the area of work you want to go into in the future.

There is however a lot of demand for work experience so it is essential that you start now to look for places you could go. Do some research about the local jobs market and area to find out which different employers and roles you could gain experience of. Then start to contact them- either by email, letter or telephone. Your tutors will be checking who you have been in contact with to ensure you are making the best effort to find the most suitable work experience.

When you contact someone, you can make a note of who you have been in touch with.

|  |  |  |  |
| --- | --- | --- | --- |
| Company or business | Name of contact | Type of experience | Response? |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

How do I start a conversation?

Once you have secured a placement using the site you may want to contact them to find out details. It can be daunting to think about contacting someone to talk about work experience. Most companies will have a contact email address on their website. Here is a sample email to help you.

You may want to make a phone call. It is sometimes easier if you make some notes to prepare beforehand. Use the email outline to help you to make some notes to get the most out of your phone call.

Placement Details

Once you have secured your placement fill in the details of where you are going. There will also be a class sign-up sheet in your form room.

Now what?

This may be the first time that you have been in a place of work. It is your chance to learn lots of new skills and become more confident.

Your Log Book

This logbook if full of useful information and advice to help you focus on the skills that you already have and to record the skills you develop each day during your work experience. There is also a section for you to review the whole week and reflect on your experiences.

Filling in the book is your responsibility **but do not forget to ask your employer to complete the assessment** before you leave. Look after it and keep it safe. It will help you when you fill out a UCAS form, write a CV, apply for apprenticeships and jobs.

Before you start

In some case you will be expected to have a pre-placement interview a few days before you start. Even if this is not the case you may be asked to visit of make a phone call to check final arrangements

Pre Placement phone call

Take some time to work out what you want to say before the phone call. Make sure that you have plenty of credit and have good reception. Find a quiet place to call and have a pen and paper ready to make any notes. You will need to know the answers to the following question

* Where should you go on your first day?
* What time should you arrive? What time will you finish work?
* Who should you ask for when you arrive?
* What are you expected to wear? Do you need any specialist equipment?
* What sort of things will you be doing?

Pre placement Interview

If you are asked to attend a face to face interview make sure you know the address and how long it will take you to get there.

Interview Checklist

Make sure that your first impression is a good one!

Prepare some questions to ask (use pre-placement phone call questions to help you).

They may also want to know a little about you. They may ask you why you chose their company for work experience? What you would like to do after sixth form? What similar experience you may have already had? They will want to understand your goals.

Study Skills

You will have built up lots of skills over your times in school and through extracurricular activities. You will need to be able to transfer these to the world of work. There are certain skills employers will be looking for when recruiting. Some of these are:

* Personal presentation
* Enthusiasm and initiative
* Communication and literacy
* Time management and organisation
* Numeracy
* Ability to problem solve and work as a team
* Resilience and positive attitude toward challenges

Set yourself some SMART targets of skills you would like to develop on your work experience placement:

Diary-Day 1

Fill out your diary during your placement. Completing this will help you to reflect on what you have learnt and record new skills you will develop. This will help you to write a CV, personal statement or other application.

|  |
| --- |
| Tasks I completed today: |
| Skills I used and how I demonstrated them: |
| Brief description of what the employer does: |
| What I did well and am proud of today: |
| On reflection what else could I do? or do better? |

Diary-Day 2

Fill out your diary during your placement. Completing this will help you to reflect on what you have learnt and record new skills you will develop. This will help you to write a CV, personal statement or other application.

|  |
| --- |
| Tasks I completed today: |
| Skills I used and how I demonstrated them: |
| Brief description of what the employer does: |
| What I did well and am proud of today: |
| On reflection what else could I do? or do better? |

Diary-Day 3

Fill out your diary during your placement. Completing this will help you to reflect on what you have learnt and record new skills you will develop. This will help you to write a CV, personal statement or other application.

|  |
| --- |
| Tasks I completed today: |
| Skills I used and how I demonstrated them: |
| Brief description of what the employer does: |
| What I did well and am proud of today: |
| On reflection what else could I do? or do better? |

Diary-Day 4

Fill out your diary during your placement. Completing this will help you to reflect on what you have learnt and record new skills you will develop. This will help you to write a CV, personal statement or other application.

|  |
| --- |
| Tasks I completed today: |
| Skills I used and how I demonstrated them: |
| Brief description of what the employer does: |
| What I did well and am proud of today: |
| On reflection what else could I do? or do better? |

Diary-Day 5

Fill out your diary during your placement. Completing this will help you to reflect on what you have learnt and record new skills you will develop. This will help you to write a CV, personal statement or other application.

|  |
| --- |
| Tasks I completed today: |
| Skills I used and how I demonstrated them: |
| Brief description of what the employer does: |
| What I did well and am proud of today: |
| On reflection what else could I do? or do better? |

My work experience review

|  |
| --- |
| Key tasks carried out: |
| The best points of the week were: |
| The low points were: |
| I have worked well with these skills: |
| I still need to work on these skills: |
| Targets for the future: (what other experience could you get? Volunteering? Jobs?) |

Employer assessment

Your cooperation in completing this assessment is much appreciated. The information you will provide will be important in helping students to assess how they did on work experience. Please can you complete this before the end of the placement and give it back to the student.

|  |
| --- |
| Name of student:  Company Name:  Dates of work experience: |

Please rate the student on the following statements.

1= needs improvement, 2= satisfactory, 3= good, 4=very good, 5=excellent, going the extra.

|  |  |  |
| --- | --- | --- |
|  | Rating | Comment |
| Attendance |  |  |
| Timekeeping |  |  |
| Organisation |  |  |
| Enthusiasm |  |  |
| Communication |  |  |
| Teamwork |  |  |
| Ability to problem solve |  |  |
| Resilience and working to a challenge |  |  |

……………………………………………………………………………………(name of student) overall performance was:

Excellent Very Good Good Satisfactory

Employees assessment 

Parent/guardian comments on work experience



Saying thank you

Employers give up their time to provide work experience so it’s important to say thank you for the opportunity they have given you. Use this template to write a letter/email to the employer. You may find it helpful to look back over your diary to reflect back on what you have learnt.

Dear...

Thank you for allowing me to spend the week at (company name) in (date). I enjoyed working in the (name of department) with (names of people you worked with).

I found it useful to gain experience in a real workplace. The most important thing that I learnt was (add this). This will help me in my work in the future by (explain reason). This placement also helped me to realise that I have good skills in (name your strongest skill) and I could continue to work on developing skills in (name your target skill).

Your Name.

What next? How will you use your work experience to reach your goals?

|  |
| --- |
| What have I learnt from my work experience placement?  What are my future goals? (University? Career? Apprenticeships? Further volunteering?)  How will I meet this goal? What you I need to do in sixth form to reach this?  How will I know when I have met this goal? |