



PARK HALL ACADEMY

Work Experience Pack

Monday 16th July – Wednesday 25th July 2012

This pack contains information, which will be of use to you as you prepare for work experience.

Work experience is an important activity which will provide an excellent opportunity to:

- ✓ Find out about working life
- ✓ Discover 'the real truth' about a career that interests you
- ✓ Develop new skills and experiences
- ✓ Make new friends
- ✓ Prepare for the world of work
- ✓ Collect evidence for your Progress File/Record of Achievement

When applying to the sixth form, colleges, other FE institutions or business organisations you may be asked to provide a curriculum vitae (CV) or complete an application form.

For your work experience placement you are asked to complete an application form which must be completed. If you have incomplete information this could delay the processing of your application form and as a consequence you may either lose your placement or end up with one that is not your first choice.

Any future employer will want to know about any work experience that you have had, the more work experience you have had the greater the ability for you to show that you are ready for the world of work.

In your pack you will find useful information on how to make a good impression whether through the application form, interview or telephone contact. You will also find tips on how to prepare yourself and what to do when you start the placement.

HAVE FUN PREPARING AND ENJOY THE PLACEMENT!

Points to think about when choosing your placement

1. What do you enjoy doing?
2. Make a list of areas of work that interest you
3. Choose realistically
4. Plan well ahead with your Tutor or see Mr Noorani or Mrs Smith
5. Do you have the relevant skills/personal qualities?
6. Are there any age/health or safety implications?
7. Where are you prepared to travel to?
8. Are there limitations for 'hands on' experience eg dental practise - they are not going to let you work on patients, trust me! Are you prepared to work shadow and learn from others?
9. Don't limit yourself to where your friends are, take the opportunity to meet new people.
10. You can work with family but ensure that it is the type of work you want, if not discuss with a friend and do a swap with a placement that their family may have that suits the type of work you wish to do.
11. You must work where there is more than one member of staff to supervise you.
12. If you travel by car/van as part of your placement, you must be accompanied by at least 2 adults.

What do you want from your Placement?

Telephone Contact

You are better contacting your placements by telephone as you are likely to get a quicker response. It is important that you follow a few simple rules before you pick up the phone.

- ✓ Be sure of what you want to say – use the next page to help you.
- ✓ Speak clearly and slowly
- ✓ Ask to speak to the owner or manager about a work experience placement – make sure you have the date with you
- ✓ Say who you are telephoning
- ✓ Say why you feel they would make a good contact
- ✓ Ask if they take work experience students
- ✓ Ask to arrange an interview (date and time) - make sure it is either in the holidays or out of school hours
- ✓ If you are answered by an answering machine don't hang up, listen to the message, then leave your name, address and contact number, spelling any unusual words

Remember if you use a school found placement you will still be expected to make contact yourself. Do not feel that you can ask the school to sort the placement because you find it difficult to talk to people on the phone or put the effort in. This is part of the process of seeking a job in the future and as such you are encouraged to make contact yourself and ensure that the placement suits you.

Nearer the placement week you will be given a form which will need to be completed by the employer as evidence that you contacted them and that you passed the interview process. Don't leave it too late to take action.

All forms must be handed in to Mrs Smith by the deadline date of Monday 28th February 2011.

Telephoning your work experience placement



Remember to have a pen and paper handy to write down any information

Good morning/afternoon my name is _____

Can I speak to the owner/manager/someone about work experience please?

I am a student from Park Hall Academy

I am interested in _____ (type of work)

I think that your business organisation will give me a good opportunity to get a taster of the type of work that I am interested in.

I am looking for a work experience placement to start on Monday 18th July until Wednesday 25th July 2011.

Could you please let me know if you would be interested in allowing me to complete my work placement at your organisation.

If they say **NO**, then thank them for their time and say goodbye.

If they say **YES**, you will need to let them know that you will be sending them a form (blue) that requires certain information (you may be wise to have it handy in case they ask). Get the full name of the contact, address and contact number and complete it on the form. Then post it to them with a letter asking for it to be returned to you or to Mrs Y Smith at Park Hall Academy, Water Orton Road, Castle Bromwich, Birmingham B36 9HF.

Interviews - Make a good impression



Preparation

Know a little about the employer/what they make/what services they provide. Take your Curriculum Vitae (CV) with you.

Make sure you have found out exactly where you are going, what time you have to be there and how you are going to get there as well as what time you have to leave to get there on time.

Arrive early

This always gives a good impression, however, just because you are early does not mean that they will see you earlier; be prepared to wait until the time you were given. Let them know you are early.

Dress neatly, be well presented and smart

If it is after school feel free to wear your uniform, don't go in jeans or too casual. Be smart.

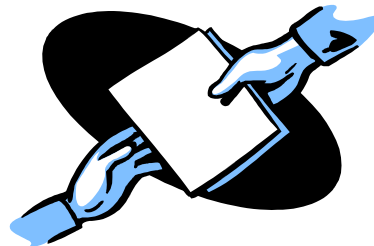
On arrival

Introduce yourself and let them know who you are there to see and why.

During the interview

Only sit when asked/sit upright, place hands on your knees. Listen carefully, be honest and take your CV or record of achievement. Don't be afraid to ask questions. Let them know that nearer the placement date you would like to come back to complete a preparation for work experience check list which will include information such as dress code, start and end times as well as other information that you and the

school may require. Let them know that the school will be in touch, as will BXL Works regarding health and safety checks.



What Employers want

- ✓ Reliability
- ✓ Good time-keeping
- ✓ Communication skills
- ✓ Interest in the job
- ✓ Enthusiasm
- ✓ Willingness to learn
- ✓ Numeracy
- ✓ Literacy
- ✓ Spelling
- ✓ Discipline
- ✓ Honesty
- ✓ Ability to follow instructions
- ✓ Punctual attendance at all times

If for any reason you cannot attend your interview you must let the employer know and make alternative arrangements. This is also applicable during the placement period. In the case of the work experience placement you must also advise your work experience tutor, who will be allocated to you prior to you going on your placement.

