

# Work Experience



<https://www.youtube.com/watch?v=wCapOnFHsK0>

# Your Work Experience

**GET EXPERIENCE**

**STAND OUT  
FROM THE CROWD**



# 17th – 21st July 2023

(Last week of Year 10)

**GET EXPERIENCE**

**STAND OUT  
FROM THE CROWD**



“**80% of employers** think work experience is essential and **would be more likely to hire** a young person with work experience over someone with none.”

# Qualifications



**Work Experience**

**Employability Skills**

**Work Experience –  
why is it  
important?**



Opportunity to experience how work is different to school / relevance of school

Find out what you don't want to do – this is just as important

Trial a potential future career



Inspiration

Reference

Be treated as an adult – extra responsibilities

Contact with employers/ employees with a range of work experiences

# Benefits to Employers of having Work Experience pupils



- Investing in the future
- Fresh point of view - a young person's opinion
- Staff development
- Helping young people understand how to act in the workplace – investing in future employees
- Increasing young people's awareness of their company



# How to contact employers



- 1) By writing to them (Letter and CV)
- 2) By e-mailing them (Letter and CV)
- 3) By phoning them
- 4) By going into the workplace and asking to speak to a supervisor or manager

# 1) Writing a professional letter



A well written work experience application letter or email could make all the difference when it comes to being considered for your work experience placement. Not only will it help you to **stand out** from other applicants, but it can also help you be successful in gaining your chosen placement.

# Writing a professional letter



- Who you are
- Your contact details – full postal address (including a phone number and email address if you have one)
- If you are applying by email, make sure your email address is suitable and not offensive to anyone.
- What school you are from
- The dates of your work experience
- What kind of role you are looking for
- Your career goals (and why this placement would help you)
- A little bit about yourself – like your skills, interests, hobbies if you are part of any clubs, teams or any achievements you have both in and out of school
- And importantly why you want this placement!
- Remember to be professional, polite and to always check your grammar, punctuation and any spelling mistakes.

Your Name

Your Full Postal Address

Date

Contact Name (if known)

Employers Name

Employers Full Address

Dear Sir/Madam, (or their name if known e.g. Mr/Mrs/Miss ....)

I am a Year 10 student from Park Hall Academy.

I am writing to enquire whether it would be possible to do a work experience placement with you for 1 week from 17<sup>th</sup> to 21<sup>st</sup> July 2023 please.

I would love to gain some practical experience in (chosen field of Work Experience). I am hoping this will be a career for me in the future and feel the experience you can provide me with will be valuable.

I have (insert relevant skills to the role). In my spare time, I like to (list relevant hobbies and interests). I'm also a member of (list any groups/clubs/activities).

I am a hard worker, who is (insert your qualities) and would love to have the opportunity to complete my work experience with you. I can be contacted on either my address shown above or on (insert email address and mobile number if you have one).

Due to current guidance (KCSIE 2022) I am unable to go on a placement where there is lone working. They have also asked me to find out if you have employer's liabilities insurance for the placement to take place. I would appreciate it if you could confirm this, please.

I look forward to hearing from you

Yours faithfully

[Sign here](#)

[Write full name](#)

# Field of work experience



## What are your current careers interests?

- Education
- Childcare
- Health Care
- Construction
- Engineering
- Product design
- Sales and Marketing
- Retail
- Uniformed services
- Financial Services
- Property Management
- Sport and Leisure

# Skills



**Skills have been learnt, you have developed them over time –**

- Communication
  - Written
  - Verbal
- Leadership
- Teamwork
- Adaptability
- IT competence
- Problem Solving
- Time management
- Responding to feedback
- Independent
- Planning
- Critical Thinking

# Qualities



**Qualities come natural to you, they are a part of your personality**

- Self Motivated
- Confident
- Responsible
- Caring
- Creative
- Organised
- Patient
- Resilient
- Determined
- Initiative
- Flexible
- Curious
- Compassion
- Loyal
- Reliable
- Committed
- Positive

**If you are struggling think**

- **Which of these words do my teachers use in my school reports?**
- **How might my friends and family describe me?**

# Email address



This matters!

BigW@hardasnails.com

xxlovemylifexx@nohaters.com

Villatilldie@hotmail.co.uk

loveislandaddict@outlook.co.uk

**Use your Park Hall e-mail address**



## 2) Emailing



Email is a fast and effective method of communication

Use the letter you have just written

# This paragraph must go into your letter/email -

Due to current guidance (KCSIE 2022) I am unable to go on a placement where there is lone working or working just with one adult. They have also asked me to find out if you have employer's liabilities insurance for the placement to take place. I would appreciate it if you could confirm this, please.

**You cannot go on a placement where there will be only you and 1 adult.**

**You cannot go on a placement if the employer doesn't have liability insurance**

# 3) Phoning



You may choose to phone companies to enquire about work experience

# 4) Visiting the workplace



- If possible, wear your school uniform
- Explain why you are visiting
- Speak clearly and politely
- Take your letter in with you and leave a copy with them

Name, address,  
phone number,  
email address



**Contact Details**

What do you do in your  
spare time? What are  
you interested in?



**Hobbies and Interest**

Include people who  
know you well, not  
family members. Could  
be teachers, head of  
year, form tutor



**References**

**Profile**

Introduce yourself,  
use skills and  
qualities from letter



**Education and qualifications**

**September 2019- Present**

Park Hall Academy, Water Orton  
Road, Castle Bromwich, B36 9HF

**Currently Studying**

GCSE English Language  
GCSE English Literature  
GCSE Maths

List the subjects you  
are currently  
studying



**Awards and recognition**

D of E, Colours,  
Pride ect



# Finding your placement

# Where should you go on Work Experience?



- Somewhere that's right **for you!**
  - **That aligns with your career goals**
- Speak to family, friends and teachers to ask for suggestions
- Competing with other pupils for the same placements
- First impressions count

# Where should you go on Work Experience?



**What companies can you approach?**

**Page 6 – Student Guide – list of last years placements**

Don't just rely on this, think carefully about where **you** want to go



# Placement form



You fill this in with the employer, you sign it, they sign it and your parents sign it.

Once it is filled in you hand it in to reception for Mrs Dann

You all have 3 copies, if you should need another, please go to reception

# Over to you



Type up your letter and CV

- Find a placement that's right for you!
  - You finish at 12:30 today, make it a priority!
  - Don't be naïve, send your letter and CV to at least 10 different places
- Fill in placement form
  - **deadline Friday 31<sup>st</sup> March**

# Over to you....



- Fill in placement form
  - deadline **Friday 31<sup>st</sup> March**