



The Kings of Wessex Academy

Getting the best out of everyone

FINDING YOUR WORK EXPERIENCE PLACEMENT

Year 10 Work Experience Week:

25-29 June 2018

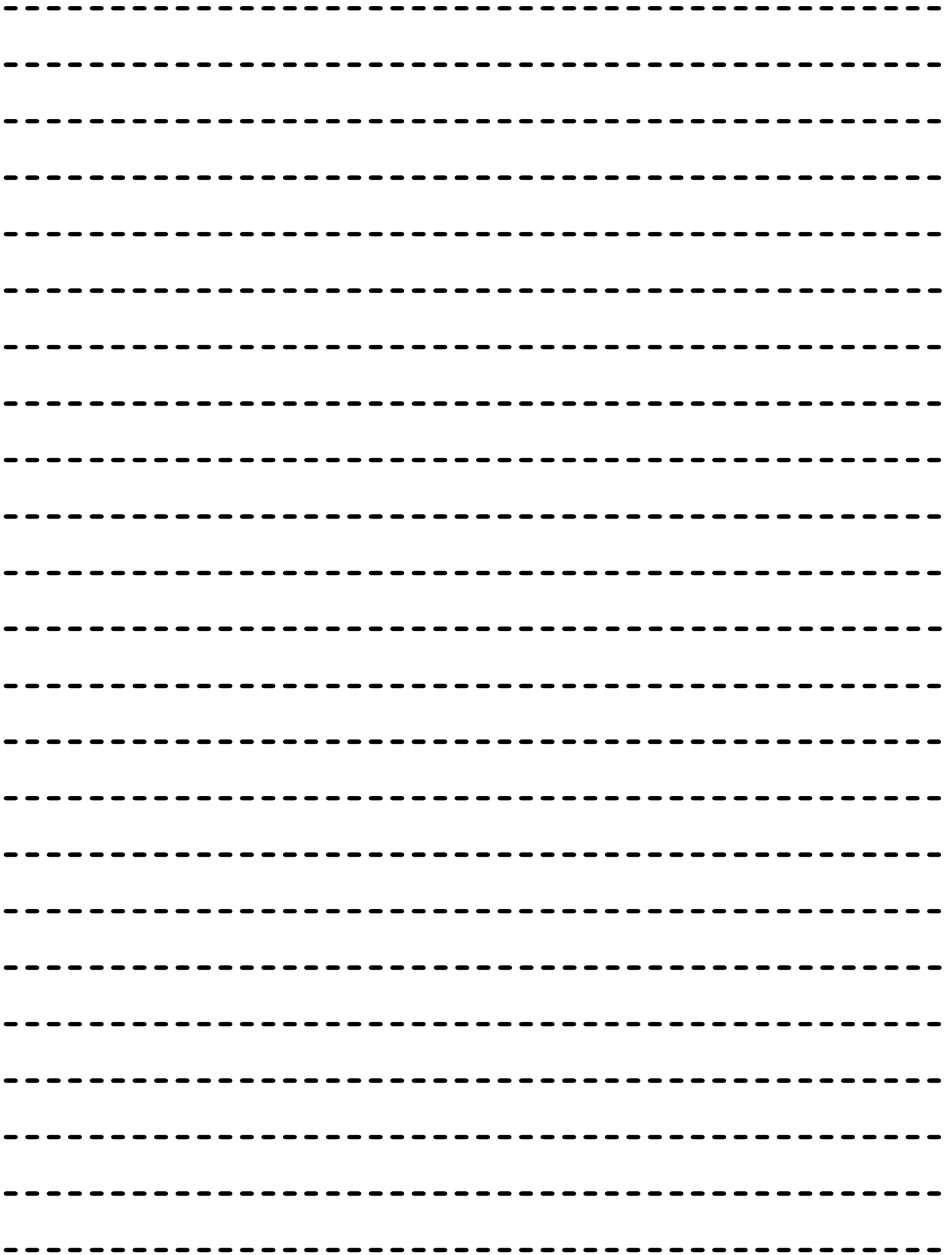
Name.....

THANK YOU FOR RETURNING YOUR PLACEMENT DETAILS

TO RECEPTION AS SOON AS POSSIBLE -

NO LATER THAN FRIDAY 12th JANUARY 2018

Tel: 01934 742608 email: office@kovessex.co.uk



Year 10 Work Experience (25-29 June 2018)

Work experience is an amazing opportunity to help you:

1. Develop a greater understanding of the world of work;
2. Learn and practise the skills you will need;
3. Gain useful experience in an occupational area of your choice;
4. Relate the world of work to your studies in school.

However, to achieve this you need to put time and thought into finding a suitable placement. Remember that popular placements are taken early and you are competing with students both from this school and other schools.

SO DON'T DELAY - START TODAY!

The earlier you start, the easier it will be to find a placement.



How do I find a placement?

THERE ARE TWO WAYS TO FIND A PLACEMENT

1. **Log on to Veryan Webview** - <http://somerset.learnaboutwork.org> to search previous placements - print the details and contact the employer to check availability.

It's a 'first come, first served' system, so don't delay, or you may miss the best placements. Contact the employer (a phone call is best at first), to confirm whether a place might be offered to you. If you are asked to write an application letter, don't forget to enclose a stamped, self-addressed envelope (SAE). See the sample letter at the back of this booklet. If the employer agrees to offer you a placement for work experience week, ***note the job number and go to school reception*** to be booked in. We expect you to stick with any placement once booked, so be sure it's what you want. ***Return the yellow health/consent form to reception at the same time.***

Details for how to search Veryan Webview are given on page 6.

2. **Find the placement yourself** - through friends, neighbours or family contacts. You could also use directories like BT, Yellow Pages or Thompson or by looking on company/organisation websites.

Contact the employer (a phone call is best at first), to confirm whether a place might be offered to you. If you are asked to write an application letter, don't forget to enclose a SAE. See the sample letter at the back of this booklet. If you don't receive a reply within two weeks, contact the employer again.

Once the employer has agreed to offer you a placement, ***complete the blue work placement form at the back of this booklet with your details and send it to the employer.*** When it has been signed and returned to you, ***hand it in to school reception, signed by yourself and your parent(s)/carers(s).*** ***Return the yellow health/consent form at the same time.***

YOUR PLACEMENT CHECKLIST

What to do and which form(s) to return:

WEBVIEW PLACEMENTS Search Webview placements http://someset.learnaboutwork.org	NON-WEBVIEW PLACEMENTS You find yourself, via research, contacts etc.
Identify possible placement	Identify possible placement
Print details from Webview	Phone employer
Phone employer; send an email, or letter with SAE, if requested.	Send an email, or letter with SAE, if requested
Employer confirms place is available	Employer confirms place is available
Note Job number and book placement at school reception	Complete your details on the blue work placement form and send to employer
Return yellow health/consent form to reception at the same time	Return work placement form to school reception, completed & signed by the employer, you & your parent(s)/carer(s). Return yellow health/consent form at the same time
Placement confirmed by CSW	Placement confirmed by CSW

VERYAN WEBVIEW - HOW TO SEARCH

Introduction: The Webview database has been designed for students to identify appropriate work experience placements. It includes placements that have been used previously by Somerset students but **please note there is no guarantee that the placement will be offered again.** If you find a placement that is no longer available please tell Dr Hall so it can be removed from the database.

Accessing the system: To access the system students need to follow this procedure:

1. Log on to the internet; enter <http://somerset.learnaboutwork.org>
2. Login as a **Student** - click on the link
3. Look up your school name (The Kings of Wessex Academy), then click "Submit"
4. At the login screen enter your **name** (e.g. Fred Bloggs) and **PIN number** and press '**Login**'.
5. You will reach the "**Welcome to Webview**" screen. Select "**Search**" from the tabs along the top in the top dark blue box.
6. Look at the part of the screen with the work icons. You can search for the type of work that interests you (e.g. Engineering) by ticking the adjacent box (you can select more than one category, if you wish). If you want to restrict your search to local post codes or towns you can add these details in the boxes below. Scroll down and press "**Search**". This search will cover the whole of the South West covered by CSW Enterprise.
7. Scroll down the list until you find the jobs of your choice, then click the **yellow 'view'** button on the right to see more detail, including the activities involved and contact details.
8. If you want to print the job description to keep the details, click on the **printable version** button, then print as normal.
9. If you want to know the employer's location or how you might travel there, scroll to the bottom of the page and "**Click here for a map**" or "**Journey planner**"
10. In order to get back to the job list use "**Return to job list**", or to return to the main search menu, use "**New search**".

11. For a **quick search**, from the main search menu, if you know the **name of the employer**, or their **postcode**, you can add the details in the boxes at the top of the page and press "**Go**".
12. Repeat steps 6 - 10 until you have identified several placements of interest and collected information and contact details.

Once you have identified one or more placements that interest you, you must contact the employer(s) to confirm whether the placement is available and to check if they will offer you a place. If it is available, thank the employer, note their name, location and the placement number and call into school reception to be 'booked in' to the placement. Don't delay, or you may lose it! *Return the yellow health/consent form to school reception at the same time.*



What else do I need to know?

1. **Every placement has to be checked by CSW Enterprise (CSW)**, or their agents, to ensure the placement is considered safe. We cannot agree any placement (including those on Webview) until CSW have carried out a health & safety (H&S) check and confirmed to us that the placement has been approved. This takes time, so don't delay in finding your placement.
2. **The school pays £30 for each placement checked.** If you change your placement, or do more than one placement, we will need to charge you for the additional cost.
3. **Placements outside the local area** (i.e. outside Somerset or North Somerset) **may incur an extra charge, of up to £50** for H&S checks. This will only apply where external agencies charge CSW for their work. **If there is an extra charge, we must ask you to pay.** Please be aware that it is currently difficult to carry out H&S checks for many other parts of the country, including London, and we advise you to have a local back-up plan.

4. **Your employer must hold both Employer's Liability Insurance (ELI) and Public Liability Insurance (PLI).** Small businesses, or those who are self-employed, may not always have these. We cannot accept a placement without both types of insurance but it is possible for employers to acquire temporary ELI to cover work experience; we would expect parents/carers to pay this additional cost.
5. **We cannot accept overseas placements for insurance reasons.**
6. **Placements within the armed forces are very difficult to arrange.** They will only be authorised if a health and safety assessment can be carried out by CSW. This is not always possible.
7. **Be prepared for disappointments!** It can be frustrating when you are turned down. Don't take it personally, but do persevere in searching for alternatives. Try to be flexible in your type of work and the location.
8. **Avoid drifting into a placement with family** unless it has direct relevance to your own interests.
9. **Do not delay or someone else will get the placements you would like!**
10. **Do tell us straight away if your placement falls through,** or there are other issues. We expect you to stick with any placement once booked, so be sure it's what you want!
11. **Do meet the deadlines** - there is a reason for them! We cannot guarantee that placements submitted late will be approved in time and there may be additional costs such as a late charge which we would need to pass on to you.
12. If you find your placement via the **Webview** database, please book your placement via **school reception**. *Give school reception the JOB NUMBER or it cannot be booked.*
13. **Only return the WORK PLACEMENT FORM** if you did NOT find your placement via Webview. (To save time and unnecessary effort please check on Webview before giving a form to an employer).

SAMPLE LETTER TO SEND TO AN EMPLOYER

An application letter is your opportunity to introduce yourself to your potential employer. The letter should be no longer than one page of A4, word-processed and spell-checked and should give your reasons for your interest in that role with that employer, for example, if you are thinking of this type of work as a future career. It should also give the employer some information about you and your interests, activities and hobbies and how you would be suited to the role.

If you chose to email instead, do still include the same information, but you will not need to put in the date, or your address, or the employer's address.

Your Address

Date

Name of the employer

Address of the employer

Dear Sir/Madam (or contact name if you have one),

I am a Year 10 student at the Kings of Wessex Academy, Cheddar. As part of the Year 10 curriculum I need to complete one week of work experience. I should be very grateful if you would consider offering me a work experience placement for the week of 25-29th June 2018.

The aim of the placement is to give me experience of the world of work in a vocational area that is of particular interest to me. This placement interests me because.....

I am studying the following subjects to GCSE at school.....

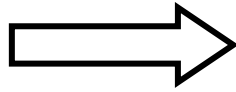
In addition to this my activities and hobbies include.....

I very much hope that you will be able to offer me work experience for the week mentioned above. I have enclosed a stamped addressed envelope for your response.

Yours faithfully (or "sincerely" if you know the person's name)

Sign your name

PRINT YOUR NAME



**ALL STUDENTS TO RETURN
YELLOW HEALTH/CONSENT FORM
TO SCHOOL RECEPTION**

If you found your placement via
Webview take the **Job number** to
school reception to be booked in!

**ONLY RETURN THE BLUE
WORK PLACEMENT FORM IF YOU
DID NOT FIND YOUR PLACEMENT
VIA WEBVIEW!**

Useful links for careers and work experience to help you get started!

Health www.healthcareers.nhs.uk/

Science & Engineering www.futuremorph.org and www.tomorrowsengineers.org.uk/

Aerospace directory for local companies www.weaf.co.uk/our-members/

Pharmaceutical Industry www.abpi.org.uk/our-work/careers/

Find an architect <https://find-an-architect.architecture.com/>

Find a vet <https://findavet.rcvs.org.uk>

Find a Solicitor <http://solicitors.lawsociety.org.uk/>

Find a Barrister <http://www.barcouncil.org.uk/using-a-barrister/find-a-barrister/>

Career ideas with your favourite subjects

www.careers4u.tv/career-ideas/ and <http://icould.com/watch-career-videos/by-subject/>

Maths www.mathscareers.org.uk/

Geography www.rgs.org/OurWork/Study+Geography/Careers/

Chemistry www.rsc.org/careers/

Physics www.iop.org/careers/

Biology <https://www.rsb.org.uk/careers-and-cpd/careers>

Biochemistry <http://www.biochemistry.org/Education/Careers.aspx>

English www.careers4u.tv/tag/english/ & <https://www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree/english>

Modern languages ww2.prospects.ac.uk/downloads/sis/booklets/Languages.pdf

Creative careers: Media, Music, Art, Drama, Design, Animation, Computer Games
www.creativesomerset.com , www.bristolcreatives.co.uk/ , www.bristolmedia.co.uk ,
www.creative-choices.co.uk and <http://creativeskillset.org/>

Start looking for your placement NOW!

The earlier you start the easier it will be.

Hand in form(s) to the school reception by

FRIDAY 12th JANUARY 2018