



# **FINDING YOUR WORK EXPERIENCE PLACEMENT**

**Year 12 Work Experience Week:**

**Monday 9 to Friday 13 July 2018**

**Name.....**

**Tutor Group.....**

**THANK YOU FOR RETURNING YOUR PLACEMENT FORMS**

**TO RECEPTION AS SOON AS POSSIBLE**

**NO LATER THAN MONDAY 19<sup>th</sup> MARCH 2018**

**(Placement forms will not be accepted after this date)**

**Tel: 01934 742608 email: [office@kovessex.co.uk](mailto:office@kovessex.co.uk)**

**Dr Lisa Hall, Careers, Work Experience and Sixth Form Adviser**



## **Year 12 work experience (9-13 July 2018)**

All Year 12 students are required to organise a week of work experience at the end of the summer term.

### **Why?**

A meaningful work placement can provide valuable experience of the work environment and help students decide on future careers or study options and demonstrate their potential to future employers or universities.

Work experience comes in many varieties and, even if your stint as a volunteer in a local charity shop does not sound as glamorous as a high-flying internship with a big company, you can still gain meaningful and useful experience, recognised by future employers. Work experience helps you develop valuable transferable skills that can be adapted to different courses and work environments.

### **Do I have to do it?**

Yes, work experience can definitely make a difference to your future success, which is why it is compulsory in Year 12.

Some courses such as medicine, nursing, midwifery, physiotherapy, dentistry, teaching or veterinary science require significant work experience but students should check entrance requirements for any course they are considering, since others may require work experience, too.

Relevant work experience is increasingly viewed as an essential part of any application for higher education or employment, and for candidates equally good on paper when applying for courses/jobs, it could be work experience which tips the balance in favour of one candidate over the other.

Research from graduate recruitment has shown that **more than fifty percent of employers would not employ a graduate who does not have significant work experience and up to one-third of graduates have worked previously for their employer** (i.e. internship, sandwich placement) before recruitment into a graduate role.

### **When?**

Work Experience week in Year 12 is 9-13 July 2018. We expect all Year 12 students to obtain a week of meaningful work experience, relevant to their future plans.

We will also support students who wish to regularly participate in work experience maybe for a morning or afternoon, at other parts of the year, as well. If it can be worked around timetabled lessons we are happy for additional experience to be gained.

### **Will I get any help?**

Students will need to find their own placements, since this builds useful skills and confidence in researching and applying for positions; however, the school will give guidance on how to do so. In this booklet we provide information on compiling an appropriate CV and writing a supporting covering letter. In October of Year 12 there is an assembly devoted to both the importance and the practicalities of organising work experience. In addition, form tutors will be available to support and encourage work experience applications.

## What should I do for a placement?

Do be ambitious in your choice of experience and make this week useful for you!

If you are considering a vocational course then your choice will be relatively easy; look for direct experience in that industry, or in a related role that will help you to develop similar skills e.g. nursing home experience for healthcare roles, if you can't find medical experience.

If you are considering studying a particular subject then think how you would plan to use it afterwards, and perhaps try that sort of work. For example, for Maths or Geography, what about the Met Office, or for English, what about the BBC, or journalism?

If you plan to apply for work straight after A levels, work experience will be particularly significant for you. There are higher level apprenticeships or training courses aimed at those leaving with A levels, in a number of industries – what about engineering, IT, business, retail, law, accountancy, finance & banking, armed forces, and the merchant navy, to name but a few?

## How do I find a placement?

The main way to identify a placement is via **personal contacts** – using your family, friends, neighbours, teachers as sources of information to help you find the person you need. It is hypothesized that everyone in the world is connected by a maximum of six degrees of separation; so at the most, you are only five people away from the person to whom you need to speak – so get networking!

Try **internet research for local industries** that may suit your interests

e.g. [www.intosomerset.co.uk/key-sectors/](http://www.intosomerset.co.uk/key-sectors/)

If you are finding it hard to generate initial contacts **try online directories** e.g. [www.yell.com](http://www.yell.com), [www.thomsonlocal.com](http://www.thomsonlocal.com) If the first employer you contact can't help you, try asking for suggestions for who else in their industry that you could contact locally.

**Social media** can obviously be very useful. As well as Facebook have you considered LinkedIn? This is a way of developing a professional online presence; it is estimated that up to 70% of recruitment is now happening via the web.

If you are struggling to make a start, **book an appointment** with Dr Hall to talk about your interests, or find her in the **LRC on Tuesday and Thursday lunchtimes**, 1:10-1:45pm.

## What process should I follow?

1. **Contact employers** – initial contact can be via telephone, email or letter. A phone call is usually the best way to start, so that you can check to whom you should write. Remember to state that you are a sixth form student and give the dates for work experience. If you email or write (see the CV and covering letter template later in this booklet) do follow up with a phone call if you have not heard within 2 weeks; employers are busy and work experience will not be at the top of their list of priorities. Ask if they would like to meet you – could you go in for an informal chat?
2. **Once an agreement is reached with an employer**, ask them to complete the work experience form (blue form) and return to the Academy office. This enables us to assess and approve the placement. Return the parental consent form at the same time (yellow form).

3. **All work experience placements must be secured by Monday 19 March** to allow the Academy to assess the placement for you. Late placements will not be accepted and you will need to come into school for the week.

### **What happens if I don't manage to organise work experience for 9-13 July 2018?**

Since it's essential that you develop work-related, transferable skills, you will need to come into school to take part in activities, which will run throughout the week.

### **IMPORTANT INFORMATION**

*Please note:*

1. **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 both. We cannot accept a placement without both types of insurance but it is possible to obtain temporary ELI. Please tell Dr Hall if you are having problems organising this.
2. **We cannot accept overseas placements for insurance reasons.**
3. **You cannot work with someone from your immediate family** (i.e. parents, siblings), even if the work has direct relevance to your own interests. The work placement must be an independent organisation to give you the experience you need to support applications.
4. **You cannot do your work experience with an employer where you are already in paid employment.** This is your chance to do something different!
5. **Be prepared for disappointment.** It can be frustrating when you are turned down but this is an indication of the job market and will give you the practice you need when applying for a real job later on. Don't take it personally, but do persevere in searching for alternatives. Try to be flexible in organisation and location and think laterally if you can't find exactly what you want. Do tell us if you are having problems finding a placement, we may be able to help if we know sooner rather than later.
6. **Do tell us straight away if your placement falls through,** or if there are other issues. We expect you to stick with any placement once booked, so be sure it's what you want!
7. **Do meet the deadline.** We cannot guarantee that placements submitted late will be assessed in time.
8. **Do not delay or someone else will get the placements you would like!** Please be aware that not only are you competing with several other schools in Somerset for the same week but Year 10 are also contacting local employers for their work experience week 25-29 June 2018!
9. **If the Academy feels the placement is unsuitable, we will advise you** and ask you to secure an alternative.

## CV and Covering letter

Although many employers now use application forms as a way of assessing applicants, a well-crafted CV and covering letter is still a time-honoured way to introduce yourself to an employer.

### What is a CV?

**It is essentially a sales document for yourself.** It should fill **1 OR 2 full pages of A4, not more, or less.** You have up to 20-30 seconds to capture the employer's attention, which is typically the length of time they will spend looking at a CV at first glance. For a covering letter it is about 10 seconds.

The following sections are recommended for most CVs. The order can be changed according to what you would like to highlight. For example, your Education is probably your most important section currently; later in your career it will probably be Relevant Experience. You should customise the CV for each application you make, so the reader can find the relevant information easily.

### Personal details

- Name
- Address
- Contact telephone number(s)
- Email (a professional sounding one!)
- Date of birth, Nationality, Gender, Disability - but it is your choice, you do not need to disclose these unless you wish to

### Education

- Usually reverse chronological order (i.e. most recent first)
- A-Level results (or expected results) with dates
- GCSE results, with dates
- If you are applying for a job that will make use of a subject you have studied, state any projects you've been involved with, or coursework you have completed that may be relevant.

### Employment (and/or Work experience)

Generally, it is best to list any jobs you have had in reverse chronological order - the most recent first. This is to keep the style the same as your education section. Don't worry that you have not had any jobs except for a paper round, or washing up. Mention all employment, as it will show that you can manage work commitments alongside your school work i.e. time management skills. Again, mention any particular responsibilities you have had, did you handle money, give customers advice, or develop any new skills?

### Leisure Interests

This is the fun section, where you can tell the reader what you do in your spare time. This section can show that you are an active and social person that should be able to get on easily with others. Include school groups with which you have been involved: e.g. Music, Drama, Sports, whether you compete in competitions or not. Memberships of any clubs or societies, do you have any positions of responsibility, have you been on field trips, or expeditions? In this section, make sure you include details of any **achievements**. Rather than stating you received a Duke of Edinburgh award silver level, say where your expeditions were, did you do any voluntary work, and any other information that shows that you can work as a group, as well as on your own.

## **Additional skills**

This is the section for anything else you want to add.

- Do you speak any languages fluently?
- Can you type, or do you have good computer skills?
- Do you have a full driving licence?
- In short - anything half relevant that didn't fit in previous sections.

## **Referees**

Usually include two people that can comment on you - **in a positive light!** One should be academic - maybe your tutor or a subject teacher you get on with. The other should be an employer or someone else who knows you - a sports coach, or your supervisor, if you are a volunteer in the community.

Give your referees a copy of the CV and let them know what jobs you are applying for, keep them in touch because **you never know when you might need them.**

**Or, to save space you can put "References available on request"** – that way the employer needs to contact you first and then you can brief your referees appropriately.

## **What is a Covering letter?**

**It is to accompany a CV or application form, to introduce yourself to an employer and to highlight your skills and experience.** The purpose of the letter is:

- To make sure that the CV arrives on the desk of the correct person. Take the trouble to telephone, and find the name of the person who will be dealing with applications or CVs, and address your letter, and envelope, to that person by name. (In a small company, it may be the managing director. In a medium size company, it may be the head of section/department. Only in a large company will there be a Human Resource Department.)
- To persuade the person to read your CV. So it must be relevant to the company, interesting, and well produced.
- To say clearly what job you are interested in. If you are sending in a 'speculative' CV hoping that they may have work for you, explain what sort of work you are interested in. Do not say, 'I would be interested in working for Widgets Ltd', but say 'I believe my skills equip me to work in the product development department/accounts office/whatever'. When sending a speculative CV, you may try telephoning later to push your enquiry further.
- To say why you want that particular job with that particular employer
- To draw attention to one or two key points in the CV which you feel make you suited to **that** particular job with **that** particular employer.

See below for a sample CV and cover letter for a request for sixth form work experience.

## **Melanie Jane Taylor**

36, Edward Court, Wedmore, Somerset BS28 7NK

Tel. 01934 975094 Mob. 07684 135769

[melaniejtaylor@hotmail.com](mailto:melaniejtaylor@hotmail.com)

### **EDUCATION**

#### **The Kings of Wessex Academy (2014-present)**

**A Levels** (Predicted grades, August 2019): Biology (A), Maths (B), Physics (B).

**GCSEs** (August 2017): Art (A), Biology (B), Chemistry (B), Physics (B), English language (B), English literature (B), Maths (A) Geography (B), German (C), History (C).

### **EMPLOYMENT**

#### **Sales Assistant, Sports Direct, Street (October 2016 – Present)**

Responsibilities include: serving customers, re-stocking, online-ordering, cashing-up

#### **Paper Girl, Wedmore Village Stores, Wedmore (September 2014 - Aug 2016)**

Morning paper deliveries, six days per week, in all weathers!

### **WORK EXPERIENCE**

**Weston General Hospital (2-6<sup>th</sup> July, 2016)** This was a four-day placement in a local hospital, rotating around medical departments, as an introduction to biomedical careers. I had an opportunity to speak to an orthoptist and optometrist.

### **LEISURE INTERESTS**

**Travel** Last year in June I cycled to Spain to raise money (£1,564) for a local children's hospice. This experience has taught me self reliance and has helped me improve my skills in organisation and time management. I enjoyed meeting new people and visiting new places.

**Conservation** I have recently been involved with creating a wildlife pond in my school grounds. I worked as part of a team; together we designed and produced a successful wetland area that has attracted several species of amphibian.

I also enjoy reading a wide variety of books, going to the cinema and playing badminton.

### **ADDITIONAL SKILLS**

- Computer literate, Microsoft Word, Powerpoint, Excel
- Own transport, and clean driving licence.

### **PERSONAL DETAILS**

Date of Birth 29/12/2000

### **REFEREES**

Mr Victor Higgins  
Sports Direct  
Unit 76, Clarks Village,  
Street BA16 0BB  
08443 325179

Mrs Emily Golding  
Form Tutor  
The Kings of Wessex Academy  
Cheddar BS27 3AQ  
01934 742608



36, Edward Court,  
Wedmore,  
Somerset.  
BS28 7NK

6 November, 2017.

Robert Frith Optometrists (Glastonbury) Ltd,  
74 High St,  
Glastonbury,  
Somerset.  
BA6 9DZ

Dear Mr Frith,

**RE: Sixth form work experience with Robert Frith Optometrists (9-13th July 2018)**

I am a sixth form student in Year 12 (age 17) at The Kings of Wessex Academy. I am keen to pursue a career in Optometry and I am writing to ask if it may be possible to do a week of work experience with Robert Frith Optometrists at either of your branches, in Glastonbury or Castle Cary, please. In Year 12 our work experience week is timetabled for 9-13 July 2018. I have attached my CV for your information.

I have always been fascinated by healthcare careers but I first became interested in optics during my work experience at Weston General Hospital in Year 10 where I had an opportunity to observe both an orthoptist and optometrist working with children with eye problems. After researching the careers further I feel I would be more suited to optometry since I would like to be involved in testing eyes and fitting spectacles and contact lenses (I wear contact lenses myself); I am studying biology, maths and physics at A level which I understand are suitable subjects for entry for optometry courses. I have researched courses at universities and most recommend obtaining some work experience before applying, to test interest in the career.

I would welcome the opportunity to carry out my work experience at Robert Frith since I understand that you are one of the few independent optometrists locally, not a high street chain, with an excellent reputation locally for patient service. You will see from my CV that I already have experience in a retail setting from working at Sports Direct, so I am used to working with both staff and customers, to respond to queries, and I have team working experience from my conservation interests.

Thank you for your time and I will look forward to hearing from you. I would be delighted to come in to Robert Frith's for an interview to discuss work experience, at your convenience.

Yours sincerely,

*M.J.Taylor*

Melanie Taylor (Miss)

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

### Higher level apprenticeship frameworks (post A level)

<https://www.gov.uk/government/publications/higher-and-degree-apprenticeships>

Health [www.healthcareers.nhs.uk/](http://www.healthcareers.nhs.uk/)

Hospital search facility [www.nhs.uk/Service-Search/Hospital/LocationSearch/7/Hospitals](http://www.nhs.uk/Service-Search/Hospital/LocationSearch/7/Hospitals)

Weston General Hospital [www.waht.nhs.uk/en-GB/Working-With-Us/Work-Experience/](http://www.waht.nhs.uk/en-GB/Working-With-Us/Work-Experience/)

Tomorrow's Engineers [www.tomorrowsengineers.org.uk/](http://www.tomorrowsengineers.org.uk/)

Aerospace [www.weaf.co.uk/careers-in-aerospace/](http://www.weaf.co.uk/careers-in-aerospace/) & <http://www.weaf.co.uk/our%20members/>

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/>

Maths [www.mathscareers.org.uk/](http://www.mathscareers.org.uk/)

Geography [www.rgs.org/OurWork/Study+Geography/Careers/](http://www.rgs.org/OurWork/Study+Geography/Careers/)

Chemistry [www.rsc.org/careers/](http://www.rsc.org/careers/)

Physics [www.iop.org/careers/](http://www.iop.org/careers/)

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

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

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](http://ww2.prospects.ac.uk/downloads/sis/booklets/Languages.pdf)

Computer Studies [www.prospects.ac.uk/options\\_computer\\_science.htm](http://www.prospects.ac.uk/options_computer_science.htm)

Business Studies [www.prospects.ac.uk/options\\_business\\_and\\_management\\_studies.htm](http://www.prospects.ac.uk/options_business_and_management_studies.htm)

Pharmaceutical Industry [www.abpi.org.uk/our-work/careers/](http://www.abpi.org.uk/our-work/careers/)

**Creative careers:** Media, Music, Art, Drama, Design, Animation, Computer Games

[www.creativesomerset.com](http://www.creativesomerset.com) , [www.bristolcreatives.co.uk/](http://www.bristolcreatives.co.uk/) , [www.bristolmedia.co.uk](http://www.bristolmedia.co.uk) , [www.creative-choices.co.uk](http://www.creative-choices.co.uk) and <http://creativeskillset.org/>



## Year 12 Work Experience (9-13 July 2018)

### Parental Consent form

(Including Notification of Additional & Medical Needs)

**Student Name:**

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**Tutor Group:**

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To help ensure that your son/daughter's work experience placement is as successful as possible, please complete the sections below, and return to the Academy office with the employer form.

#### MEDICAL INFORMATION

1. If your child has any condition or impairment (e.g. diabetes, epilepsy, asthma) that may require specific management, medical treatment and/or medication during work experience please give brief details:

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2. If your child has any allergies or is allergic to any medication please supply details:

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3. Date of your child's last anti-tetanus immunisation: \_\_\_\_\_

4. Family doctor: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

If you feel further detail or a discussion is required regarding any of the information that you have supplied please contact the Academy.

#### ADDITIONAL NEEDS

Please give details if your child is affected by any of the following:

1. Physical disabilities e.g. mobility, visual, cardiovascular

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2. Learning difficulties

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#### PARENTAL CONSENT

I understand that the information above may be communicated by the school to the employer that offers my son/daughter a placement. This is to enable the employer to produce an appropriate young persons' risk assessment. If there are any significant changes between now and the placement taking place, I will inform the school. I agree to my child taking part in the work experience scheme.

Signature of Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to the Academy office, with the employer and placement information (blue) form.





The Kings of Wessex Academy  
 Year 12 Work Experience  
 Employer and placement details

Please complete and return to the Academy. Thank you for your help and support.

**Year 12 work experience week Mon 9 – Fri 13 July 2018**

Student(s) you have agreed to take for work experience:

**COMPANY DETAILS**

Contact Name

Work Experience Supervisor (if different)

Name of Organisation

Address

Post Code

Telephone number

Email

Have you previously offered work experience, or employed those under 18?

YES/NO (Please circle)

Date:

**JOB DESCRIPTION**

Job placement title

Job role/ responsibilities/tasks

Additional Information  
 (Clothing, footwear requirements etc)

Working hours	From	To
Lunch arrangements		
<b>INSURANCE DETAILS</b>		
Employers Liability Insurance		
Name of Insurer		
Certificate Number		
Expiry Date		
I confirm that we hold Employers Liability Insurance that extends to sixth form students on work experience: YES / NO (Please circle response)		
Name		
Position		
Signed		
Date		
<p><b>This form should be completed and returned to:</b>  Dr Lisa Hall, Work experience Co-ordinator, The Kings of Wessex Academy, Station Road, Cheddar BS27 3AQ Tel. 01934 742608  Email: <a href="mailto:office@kovessex.co.uk">office@kovessex.co.uk</a> Website: <a href="http://www.kovessex.co.uk">www.kovessex.co.uk</a></p>		

**Work experience – guidance for employers from the HSE:**

[www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm](http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm)

*Please note:*

1. The student should not receive any payment for work experience.
2. The student should carry out work as described in the job description, to the hours agreed.
3. The employer should ensure that the work is planned by a responsible person and the student will receive appropriate induction, instruction and supervision during the period of the work experience.
4. The employer recognises that a student on work experience is regarded as an employee for the purposes of Health and Safety Legislation and associated duty of care. The employer will ensure that the student does not operate any hazardous machinery, or carry out work of an unsuitable nature and that protective clothing equipment is supplied, or purchase in advance advised and instruction given on its use.
5. In case of absence, accident or sickness the employer will notify the Academy.
6. The employer is reminded of his/her duty of care towards young people and to consider the suitability of staff who work with them. The employer is reminded to disclose staff, where known, who are disqualified from working with young people.
7. The employer agrees to observe all relevant/current legislation in particular that relating to Health and Safety, discrimination, race relations, disability and the Children Act.



Start looking for your placement NOW!  
The earlier you start, the easier it will be.

## **DEADLINE**

*Hand in forms to the school reception by*

**MONDAY 19<sup>th</sup> MARCH 2018**

Placements will not be approved  
after this date.