

Year 10 Work Experience

4-8 July 2022

Name.....

Thank you for returning your placement details to reception as soon as possible - no later than

FRIDAY 7TH JANUARY 2022



If you don't know what kind of job you want to do yet...

Don't panic if you're not sure what career you want to go into just yet – lots of people aren't! You could start by thinking about what subjects you enjoy.

Here are some examples of how different subjects can help with different jobs:

English – newspapers, magazines, publishing, writing, libraries, teaching

Maths – accountancy, banking, engineering, computer programming, finance

Geography – green charities, town planning, environmental sciences

Science – vets, pharmacies, zoos, laboratory work, hospitals, teaching

If you're stuck...

If you really can't think of an area of work you want to find a placement in, or decide which subject you like best, try asking yourself these questions:

What am I good at? What are my interests and hobbies? What jobs have I seen other people do that I think look interesting?

Or, you could just go for something different, or for a job that you know little about. Work experience is all about giving you an insight into the world of work. It doesn't have to be in a career that you would choose in the future. Talk to your family, friends, tutor and Mrs Devlin for some ideas.

There are two ways to find a placement.

- 1. Log on to Veryan Webview** - <http://someset.learnaboutwork.org> to search previous placements – print the details and contact the employer to check availability. Details of how to search Veryan Webview are given on page 6.

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 for their reply. There's a 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.*

- 2. Find the placement yourself** - through friends, neighbours or family contacts. Here's our step-by-step guide to finding companies and organisations you can ask for work experience:

Step 1 – If someone in your family works somewhere interesting, you can ask them if they'll contact their human resources department for you.

Step 2 – Ask neighbours and family friends if their work would consider you for a work placement.

Step 3 – If you already know of an organisation that interests you, do a web search for their contact details.

Step 4 – Find employers in your local area by looking on www.yell.com or www.thomsonlocal.com. Just type in your postcode and the kind of company you're looking for.

Step 5 – Read job adverts in the local newspaper to find employers in your area.

Step 6 – Think of companies you pass by when you are on your way to school or out shopping, they will probably be easy for you to get to. Many students think of shops and local hairdressers as good placements, so there may be lots of you trying to go to the same place. Try to think of some different companies too.

Step 7 – Be willing to travel to other areas, as long as it's not too far or expensive to get there. This will give you more choice and open up other opportunities.

Contacting an Employer



Contact the employer (a phone call is best at first), to confirm whether a place might be offered to you. Lots of young people find it a bit scary to call an employer. The more you do it, the easier it will be – you'll soon wonder what you were worried about.

Here are some tips that might help:

- Think about what you want to say before you make the call.
- Write it down on a piece of paper and keep it in front of you.
- Have a pen and paper ready to take down any names or notes.
- Take a deep breath and relax before dialling the number.
- Always be polite and try to speak clearly.
- Start by introducing yourself – give your name, say which school you go to and explain that you're looking for work experience. Be prepared to say why you are interested in a placement with that employer. Say what interests you about that company or the kind of work they do.
- Don't be discouraged by employers saying no – it's nothing personal. Keep trying other employers – don't give up.

If you're really nervous, you could ask a parent or teacher to be with you when you make the first phone call. Practice makes perfect!

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, or where details have changed please tell Mrs Devlin so it can be updated on 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.

What you need to know...

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.*

1. Placements have 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 £32 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. 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!
8. 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.
9. 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.*
10. You only need to 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 4th-8th July 2022.

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.

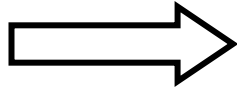
Yours faithfully (or "sincerely" if you know the person's name)

Sign your name

PRINT YOUR NAME

An employer may request that you send a CV or Curriculum Vitae so that they can look at a summary of your education, skills and experience. A good CV will enable you to successfully sell yourself to employers. A great place to start building your CV is by using the Careerpilot website:

<https://www.careerpilot.org.uk/information/a-job-or-career/cv-builder>



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!



Work Experience Health Declaration and Consent Form

Name of Student		Tutor Group	
School	The Kings Of Wessex Academy, Station Road, Cheddar		
Placement period	4-8 July 2022		
Does your son/daughter have any medical conditions which could result in an unnecessary risk to his/her health/safety or to the health/safety of another person? <i>If yes please indicate & comment below</i>		Yes	No
Physical disabilities			
If yes please give details:			
Allergies, e.g. nuts, penicillin			
If yes please give details:			
Skin conditions e.g. eczema			
If yes please give details:			
Asthmas or any other chest complaints			
If yes please give details:			
Hearing / Visual impairments			
If yes please give details:			
Heart conditions that affects their ability to do physical tasks			
If yes please give details:			
Diabetes / Epilepsy			
If yes please give details:			
Medication			
If yes please give details:			
Please give details of any other issues that should be considered (including emotional & behavioural) <i>(please continue overleaf if required)</i>			

Parent/Guardian

I understand that the information above may be communicated by the school to the employer that offers my child a placement. This is to enable the employer to produce an appropriate young persons' risk assessment for my child. 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.

Signed		Date	
Name <i>(print)</i>			

For placements found using Veryan Webview – please update contact details if different from Webview

Webview Job number			
Contact name			Tel:
Address			Email:

Useful links help you get started!

National careers information: <https://nationalcareersservice.direct.gov.uk/> and South West careers information: <https://www.careerpilot.org.uk/> and <https://www.careersnearhere.com>

Health www.healthcareers.nhs.uk/

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

Computing & IT <https://www.itcareerfinder.com/it-careers.html>

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

Pharmaceutical Industry <http://careers.abpi.org.uk/>

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

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

Find a lawyer <http://solicitors.lawsociety.org.uk/> or <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 <https://www.rgs.org/geography/studying-geography-and-careers/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 <https://www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree/modern-languages>

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/>

GET EXPERIENCE



**STAND OUT
FROM THE CROWD**

Start looking for your placement NOW!

The earlier you start the easier it will be.

Hand in form(s) to Kings reception by

FRIDAY 7th JANUARY 2022