



YEAR 10

# Work Experience

## 8-12 July 2024

***Deadline for placements:***

***Friday 1 March 2024***



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**Work experience is a fabulous opportunity for students to explore the world of work first-hand, the right experience will help them build the skills they need for the future.**

Finding your own work placement can be a good experience. It means you have more choice and control over where you go, and it's a chance to show off your organisational skills.

You may already know what career you're interested in – if so that's great news! The best thing to do is to look for work experience that's related to the job you want to do, or in the same sector or industry as your chosen career.

Please make sure that you find a placement that you can travel to easily.

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.*



## Use our new work experience partner to find and book your work experience placement



Log in to Grofar <https://auth.grofar.com/>

A screenshot of the Grofar login page. At the top, it says 'Welcome'. Below that is a white box titled 'Login to Grofar' with the instruction 'Enter your login details to proceed'. There are two input fields: 'USERNAME OR EMAIL ADDRESS' and 'PASSWORD'. Below the password field is a checkbox labeled 'KEEP ME LOGGED IN.' and a link 'Forgot your password?'. At the bottom of the white box is a grey 'Login' button.

Welcome

### Login to Grofar

Enter your login details to proceed

USERNAME OR EMAIL ADDRESS

PASSWORD

KEEP ME LOGGED IN.

[Forgot your password?](#)

Login

### Other ways to find a placement

If someone in your family works somewhere interesting, you can ask them if they'll contact their HR department for you.

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

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

Read job adverts in the local area to find employers.

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.

G Grofar

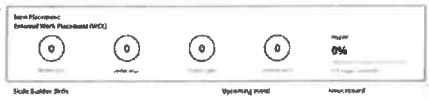
# If you have found your own placement

➔

G Grofar

## 2) If you've already found your placement, complete the online placement form

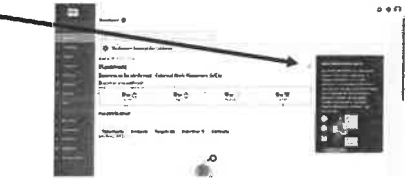
- Once you've logged in click/tap on the Placements tab on the left of your dashboard



G Grofar

## 2) How to complete your placement form

- On the next page select edit icon to access the placement form



G Grofar

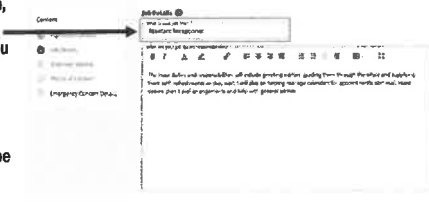
## 2) How to complete your placement form

- The essential fields on the placement forms are:
  1. Job title
  2. Business/employer name
  3. Business/employer address
  4. Business/employer primary contact details Inc. email address
  5. Emergency contact details (unless your parents / carers have not given consent – please check)

G Grofar

## 2) How to complete your placement form

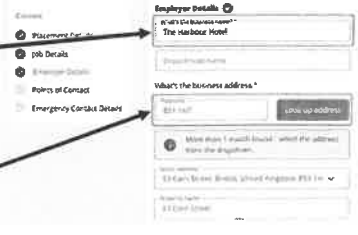
- You must add a **Job Title**, this needs to briefly describe the role that you will be doing.
- If you want to add more detail you can list some of the things you might be doing



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## 2) How to complete your placement form

- Enter the name of the business/employer you want to work with
- Add their address just below, you can use the postcode look up to make this a bit easier



## 2) How to complete your placement form G Grofar

- Next you need to add the first name, last name and email address of your main contact at the employer
- If you know their phone number include that as well

## 2) How to complete your placement form G Grofar

- For your emergency contact details enter the name of one of your parents/carers and a phone number and email address for them - only enter if your parents / carers have given consent.

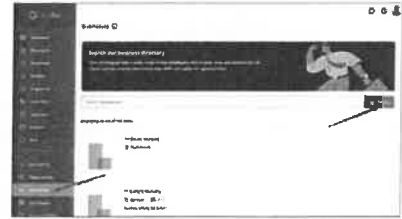
## 2) How to complete your placement form G Grofar

- Once that's all filled in click/tap to accept the placement agreement
- Then submit your details

# Finding your placement on Grofar



3. Click on 'Businesses' in the main left-hand menu. You can either scroll through the businesses or use the 'Filters' button to view businesses in specific categories or locations.



3. You can search for a specific business, enter a postcode, or select categories of business



3. When you click on a business from your filtered list, you'll see details such as its location, categories, and any open vacancies or opportunities available with the business.



3. If you search for the business and click on the business name - this is what you will see.

If you scroll down under the map there is the list of the opportunities, and you can click into it from there to then 'apply'.

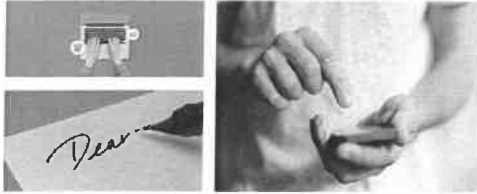


3. The job opportunity screen looks like this. If you are interested in applying for this role, click the add to applications button and it will go into the application folder of your profile.

You can add multiple applications while you carry out your work experience search.



When you've found a placement that appeals to you and added it to your applications folder, it's time contact the employer to see if they can offer you work experience.



Once you have heard back from the employer and they have said "yes". It's time to submit your application online. Go to your applications folder and remove those that you are not progressing so that you only have one left in to submit. Tick the confirmation (as long as this is correct) and press the green button.



Applications for 8 Jul 2024 - 12 Jul 2024

Chairman - Assistant  
Cheshire First School  
C-42204

Remove application

The following conditions must be met before you can submit your application:

- You have selected exactly 1 opportunity
- You have not selected more than 2 high level and 2 low level opportunities

I confirm that I have already spoken to someone at the business and agreed a placement with them



## Calling an employer

Contacting the employer by phone is the best way 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.
- 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/carer or teacher to be with you when you make the first phone call. Practice makes perfect!



## Writing 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 choose 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.

There is a sample letter on the following page.

## Sample letter

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 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 .....

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 GCSE subjects 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

**Need a CV?**

**A great place to start building your CV is by using the Careerpivot website: [www.careerpilot.org.uk](http://www.careerpilot.org.uk)**

## What you need to know

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 until CSW has 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 £33 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. Late submissions are also subject to charge.
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.

**Don't miss out – secure your work experience today!**



