



Year 12 Work Experience

1-5 July 2024

Name.....

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

MONDAY 11TH MARCH 2024



Year 12 work experience (1-5 July 2024)



Why?

A meaningful work placement will provide valuable experience of the work environment and help you decide on future careers or study options. It will also demonstrate your 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. Work experience helps you develop valuable transferable skills that can be adapted to different courses and work environments.

Do I have to do it?

Why would you want to miss out? Work experience can make a difference to your future success and is highly recommended to complement your studies in Year 12.

Some courses such as medicine, nursing, midwifery, physiotherapy, dentistry, teaching, or veterinary science require significant work experience, but you should check entrance requirements for any course you 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 gives you the edge over another candidate. 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 1-5 July 2024. We expect all Year 12 students to obtain a week of meaningful work experience, relevant to your future plans.

We will also support you if you wish to participate in work experience on a regular basis, maybe for a morning or afternoon, at other times of the year. If it can be worked around timetabled lessons, we are happy for additional experience to be gained.

Will I get any help?

You will need to find your own placement, and 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 addition, form tutors will be available to support and encourage work experience applications.

What should I do for a placement?

Be ambitious in your choice of experience and make the 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 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 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 several industries – what about engineering, IT, business, retail, law, accountancy, finance & banking, armed forces?

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 said 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 – it's time to get networking!



Finding a placement

Try **internet research for industries** that may suit your interests e.g., google “engineers near Cheddar”.

If you are finding it hard to generate initial contacts **try online directories** e.g. www.yell.com, 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 please consider LinkedIn, a great 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, ask your tutor or Mrs Devlin for suggestions; just call in to her office in the Employability & Learning Hub opposite the LRC or ask your tutor to email and request an appointment.

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) **follow up** with a phone call if you have not heard within 2 weeks; employers are busy people 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 (Form B) and return to the Academy main office. This enables us to assess and approve the placement. Return the parental consent form at the same time (Form A).
3. **All work experience placements must be secured by Monday 6th March 2023** 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?

It's essential that you develop work-related, transferable skills, so if you don't secure a work experience placement you will need to come into school to take part in the activities running throughout the week.

DON'T MISS OUT!

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 Mrs Devlin if you are having problems organising this.
2. **Unfortunately, we cannot accept overseas placements for insurance reasons.**
3. **Please don't 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. 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.** Placements after the deadline will not be assessed and you will need to be in school for the week.
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 in July!
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**. 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 i.e., within 20 seconds.

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 do so

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 schoolwork i.e., time management skills. Again, mention any 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 just stating you received a Duke of Edinburgh Silver Award, 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.

This site has a great "CV Builder" that can help: <https://www.careerpilot.org.uk/>

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 the following pages 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

EDUCATION

The Kings of Wessex Academy (2019-present)

A Levels (Predicted grades, August 2024): Biology (A), Maths (B), Physics (B).

GCSEs (August 2022): Art (7), Biology (6), Chemistry (7), Physics (7), English language (6), English literature (6), Maths (8) Geography (6), German (5), History (5).

EMPLOYMENT

Sales Assistant, Sports Direct, Street (October 2021 – Present)

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

Paper Girl, Wedmore Village Store, Wedmore (September 2020 - Aug 2021) Morning paper deliveries, six days per week, in all weathers!

WORK EXPERIENCE

Weston General Hospital (26-30 June, 2020) 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.

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

1 December 2023

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

Dear Mr Frith,

RE: Sixth form work experience with Robert Frith Optometrists

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. Our work experience week is timetabled for 1-5 July 2024. 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 look forward to hearing from you. I would be delighted to come into Robert Frith's for an interview to discuss work experience, at your convenience.

Yours sincerely,
M.J.Taylor

Melanie Taylor (Miss)

FORM A

Work Experience Health Declaration & Consent Form

Name of Student		Tutor Group	
School	The Kings Of Wessex Academy, Station Road, Cheddar		
Placement period	1-5 July 2024		
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.....

FORM B

WORK EXPERIENCE EMPLOYER AGREEMENT FORM

STUDENT DETAILS

Name: _____ Tutor Group: _____
School: The Kings of Wessex, Cheddar Placement 1-5 July 2024

EMPLOYER DETAILS

Company: _____ Contact Name: _____
Address: _____ Mobile/Direct Line: _____
Email: _____

Postcode: _____

Placement Job Title and Description: _____

For a company to take a student on work experience they **MUST have** Employers Liability Insurance (ELI) and Public Liability Insurance (PLI). Please provide us with the following details:

Insurance Company: _____

Policy Number: _____

Expiry Date: _____

STUDENT

As the student named above, I agree to:

- Attend this work experience placement and understand that any information obtained about the employer's business is held in confidence and will not be disclosed without the Employer's permission.
- Adhere to all safety, security and requirements identified by the Employer's representatives or by displayed instructions.

Signed: _____ Date: _____

EMPLOYER

As representative of the employer, I agree to the student named above working on my premises in accordance with the Letter of Understanding. We agree to abide by all relevant/current legislation including Health and Safety, Data Protection Act, Sex Discrimination, Race Relations, Disability, and the Children's Act. We will ensure that our Employer's Liability Insurance will be in place to cover the student and will accept or insure against liability for loss, damage or injury caused by the student, in the same way as for paid employees. I understand that all the information provided will be shared in pursuit of educational activities and services and held in accordance with the current Data Protection Act and General Data Protection Regulations (GDPR).

Signed: _____ Date: _____

Name: _____

THIS FORM MUST BE COMPLETED & RETURNED TO THE SCHOOL BEFORE WORK EXPERIENCE BEGINS

LETTER OF UNDERSTANDING

OPPORTUNITY

- The learner will carry out meaningful work, as described in the job description discussed. We will ensure that the work will be planned by a responsible person and the learner will receive appropriate induction, instructions, and supervision during the period of the work experience.
- Pre 16 and Post 16 students attached to a school's work experience programme will not receive any payment for this work, in accordance with the current Education Act.
- Young Workers Directive limits time to 8 hours a day and max 40 per week, normally these can be between 6am–10pm. We are advised that specific arrangements between the school, parents/carers and employer should be in place for placements that occur outside of 8am-8pm or at weekends. This is particularly important for learners under the age of 16.

HEALTH, SAFETY, WELFARE AND SECURITY

- We recognise that a learner on work experience is regarded as an employee for the purposes of Health and Safety legislation and the associated duty of care. We will ensure that the learner does not operate any hazardous machinery, or carry out work of an unsuitable nature, and that any protective clothing/equipment is supplied where necessary and instruction given on its use.
- We recognise the need for risk assessments to be carried out for learner before the placement, and that these are communicated to the parent/guardian. Where the significant risks have been recorded on the job description, we would expect the Educational Establishment to pass this information onto the learner/Parent/Guardian. We also agree to undertake, monitor, and modify risk assessments for the placement to take account of an individual student's capabilities and any changes to working practices.
- We will expect the learner/parent/guardian/Educational Establishment to inform us of any medical or other condition so that we can adjust our risk assessments and/or tasks accordingly.
- In case of absence, accident, or sickness we will immediately notify the learner's educational establishment. The learner will have access to welfare and other staff facilities including first aid.

SAFEGUARDING

- We accept and understand the duty of care in respect of safeguarding of young people and will consider the suitability of staff who works with them. We will disclose staff, where known, who are disqualified from working with children, where appropriate, in accordance with The Criminal Justice and Court Services Act 2000 and Protection of Children Act 1999.

DATA PROTECTION

- We will safeguard all learner details and keep them confidential in accordance with the current Data Protection Act and in compliance with the General Data Protection Regulations (GDPR and relevant UK registration).
- The learner will be reminded by the Educational Establishment that they must not disclose any information confidential to the Employer without the employers' approval.

STATUTORY OBLIGATIONS

- The employer agrees to observe all relevant/current legislation, relating to Health & Safety, and legislation in respect sex discrimination, race relations, disability, and the Children Act. Where appropriate CSW Group will hold all company and individuals' details, for the pursuit of educational activities and services, in accordance with the current Data Protection Act. If you wish your details to be removed, please email workexperience@cswgroup.co.uk .

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

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

Health www.healthcareers.nhs.uk/

Science & Engineering [10 alternative science careers | Prospects.ac.uk](#) www.tomorrowengineers.org.uk/

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

Aerospace directory for local companies <https://www.careersinaerospace.com/directory/>

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 <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 <https://www.biochemistry.org/education/careers/>

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-mydegree/modern-languages>

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

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 11th MARCH 2024

Placements cannot be approved
after this date.

GET EXPERIENCE



**STAND OUT
FROM THE CROWD**