



WORK EXPERIENCE

STUDENT INFORMATION

Work experience is a great opportunity to gain important insights into your career interests and values; and it can help you with your future decision making. Work experience gives you the opportunity to understand the work environment, develop and practice employability skills and prepare for employment or future training, in a safe and supported way.

The aims of work experience are to introduce students to the world of work, develop employability skills and help with careers choices.

SCHOOL PROCESS

The process for work experience will start with your parents being sent information and an online Parent Form. This online form needs to be completed and returned to school by **8th October 2019**. If your parents need a paper copy this is available from Ms. Morton.

Around the same time you will have an introductory assembly and receive a pack of information. This will include student information, email templates and the Work Experience Passport which has the Employer Form in it.

Once you have this, you will then need to find your own placement. When you have a placement offered, you will need your employer to complete and sign the Employer Form. It should then be signed by yourself and your parent, before being returned to school. The deadline date for returning the Employer Form is **10th January 2020**. Returning this form enables you to proceed with work experience.

Nearer to the time of your placement you will have a preparation assembly. You will also need to contact your employer to check everything is still ok with your placement. The school will communicate with you when this needs to be done.

You will get a work experience logbook to take on placement and complete. This will be given to you nearer the time.

FINDING A PLACEMENT

Having the initiative to find your own work experience is one of the best ways to experience the world of work. It means that you get the placement that you really want, and you'll gain valuable experience for applying for future training or employment.

Firstly, you will need to do some research. You will need to think about the type of role you would like and the type of organization it will be in. Then you can ask parents/ guardians, family, friends, school staff for contacts and ideas. Google is also useful for research and can help you to look at the location of the organization and see if you can easily get there.

There will be a list provided of employers that have previously offered placements to Warriner students for reference. You will be able to look at companies by sector for inspiration. If you find a company you want to approach, you will need to do some research to find contact details, as these will not be given.

Secondly, you will need to contact the organisation to ask if they can offer you a placement. A direct introduction is best, so see if anyone you know (parents, friends, teachers) can introduce you. If not, see if you can find a contact online. Approaching new people can be slightly daunting, but if you are well prepared you are likely to feel more confident. Be clear about what you are asking for and give details such as when, how long and what you are looking for. You can contact the organization by telephone, letter or email, but make sure you look (or sound) professional, interested and polite. An example email template can be found at the end of this information. Remember, people in business are busy, so you may need to follow up several times to get an answer and sometimes it may be a no, but always be polite and thank them for their time. You may need to try a few people to get a yes – just like you will need to apply for more than one training provider or employer in the future. Remember, when you get a yes, give your school the completed Employer Form.

If you are having problems finding a placement remember to talk to your school's work experience coordinator before any deadline dates.

Things to consider:

- Your parents have responsibility for your travel to a placement so make sure you can get there
- Not all job roles are suitable for work experience (e.g. surgeon), so you may need to be more realistic in your choice.
- Some sectors are very competitive.
- Some organisations may have an application form you will need to complete.

THINGS YOU NEED TO KNOW:

HOURS OF WORK

You will be expected to work the same sort of hours as the business you are in however:

- You will not work more than an 8-hour day (not including breaks/travel)
- You should not usually work before 7am or after 7pm
- You are entitled to a rest break (of at least 30 mins) after 4.5 hours worked
- You should have a rest period of not less than 12 consecutive hours in each 24-hour period

Some job roles will require flexibility or may include shift work, so hours of work will need to be agreed in advance. Hours should be confirmed when you contact the employer prior to the placement, so your parents/carers can organize suitable travel.

PAYMENT & EXPENSES

Work experience is part of the school curriculum and therefore you do not get paid. Employers may give you expenses for lunch or travel, but as employers offer placements free of charge, you must not expect this.

TRAVEL

Your parents/carers have the responsibility for getting you to work experience placements as they would for getting you to school. Check with them how you can get to the placement, whether they can drop you off, or if you need to take a bus or can walk there. It can be a good idea to do a practice run before your placement to see how long it takes and if bus timetables work out.

LUNCH ARRANGEMENTS

Students from The Warriner School are allowed to leave the employers' premises at lunchtimes.

INTERVIEW &/OR EMPLOYER CONTACT

It is essential that you speak with your employer before the placement starts to clarify information such as what time and where you need to be on your first day. This may be a telephone call or a visit. You may feel uncomfortable calling your employer as you may not be used to making phone calls. If this is the case, ask your school for help. It's a great opportunity to practice and develop your communication skills.

The employer may want you to come for an informal interview. Again, ask school to help you with this. It's an excellent way to practice for future interviews and will help increase your confidence moving forward.

BEING PREPARED

You will receive a preparation assembly in school so you will know what to expect on your placement and the job description will give you an idea of the tasks. You can research the employer further online and you can also ask your employer anything else you may want to know. The school will also have given the employer information to help them set up an interesting placement. If, when you are on placement, you feel it is not suitable, contact Mr N Smith. He will then talk with the employer to resolve any issues.

SICKNESS AND ABSENCE

If you are ill or injure yourself on placement you must tell your employer straight away, so they can assess what first aid you need and whether you need to go home. If you do need to go home, your employer will have a contact number for your parent/carer, so they can tell them this is what is happening. The employer will also notify the school.

If you cannot go to your placement for any reason, you must contact your employer and your school within 30 minutes of your usual start time, so they know where you are.

EXAMPLE EMAIL TO SEND TO AN EMPLOYER TO ASK FOR A PLACEMENT

To: It is better to use a person's email address than info@ if you can

CC:

Subject: Work Experience request for June 2020

Dear Mr/Ms XXXXX (*find out who you need to address the email to*)

I am a Year 10 student at The Warriner School in Bloxham and as part of my studies will complete a work experience placement from 1st to 5th June 2020. Work experience is important to me, as it will give me a chance to develop employability skills, learn about the world of work and think about my future career. I would be most appreciative if you can offer me a work placement during this time.

I am interested in your company because....

(Reasons maybe you like what they do or the products they sell, or the website had roles you liked, they offer apprenticeships you are interested in, you like the clients/customers they work with....)

At school I really enjoy –

List your favourite subjects or extra-curricular activities

Things I do/am interested in

Think about what you do in your free time – team sports, babysitting, play a musical instrument, look after a pet,

Skills I can bring are

Try to name two. Think about what skills you have that an employer might want – good at organising, IT skills, problem solving, working with others, good at listening, presenting skills,

I would be very happy to come and meet you to discuss a possible placement. If you have any questions about work experience you can contact a.morton@warriner.oxon.sch.uk at my school.

Thank you for your help and I look forward to hearing from you.

Kind regards

Your name