



# Work Experience

## Queen's Park High School

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Chloe Elliott



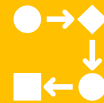
# The Purpose of Today's Session



Careers Information Advice and Guidance Provider for Queen's Park High School.



We have been commissioned to arrange Work Experience placements for Year 10 students.



We want to give you information about work experience, the process and some points to consider.



To discuss what you will need to do next and by when.

You will be going on work  
experience on the  
10<sup>th</sup> July – 14<sup>th</sup> July 2023

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WHY DO  
WORK  
EXPERIENCE?



# Why do work experience?

- It is an opportunity to sample different types of careers
- It will be a requirement for some university courses
- It is a chance to make yourself stand out when competing for a place at University or for Apprenticeships/Jobs
- It will give you the chance to understand the difference between being at school or work
- It will give you an opportunity to sample some ideas without making a long term commitment

# What does it mean to be 'Employable?'

*'A set of skills, knowledge and personal attributes that make an individual more likely to secure and be successful in their chosen occupation(s) to the benefit of themselves, the workforce, the community and the economy'*

**In reality :**

- \*Have the skill to find work, understand the labour market**
- \*Have the skills to secure work (write an application, get through an interview etc)**
- \*Have the skills to stay in work over a period of time**

# Some Points to Consider

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What are your career interests?

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What are you thinking about doing after school?

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Not all types of work can offer work experience it is important to be realistic

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Work experience is not a wasted experience, you will always be able to talk about the things you have learnt

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What does the local jobs market offer?

# Local areas of job growth

Visitor Economy

Super Port – Logistics

Knowledge Economy  
– Low Carbon and  
Scientific Industries

Financial and  
Professional Services

Creative and Digital



# What Next? Making a Choice

- It is important to **be realistic** about what can be done during a week's work experience.
- There are some career sectors that find it **difficult to offer work experience** for example:
  - Financial Services
  - Engineering firms
  - Laboratories
  - Health

# Find your own placement!



You may have personal connections who can help you find a placement you are really interested in



Employers often appreciate the bravery of being approached by the person wanting the placement



It makes you look more motivated and enthusiastic - employers or universities will look on you more favourable

## Where to start looking...

- Are there companies you are already aware of in your local area?
- Do you have friends or family members working in these areas who can help?
- Use the internet to research local companies in the fields you are interested in.
- Make yourself a list and research into each company to find out more about what they do, using their websites and social media pages.





# Making Contact

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- Once you have your list, you now need to figure out the best way to contact each company about work experience.
- Some employers will have instructions on their website regarding applying for work experience, so look for this. If they do, follow the instructions given. If not, make a note of their telephone number and give them a call.
- Phone Call – when calling make a note of what you want to say first. Introduce yourself and ask for the right contact person to speak to regarding work experience. They may give you this person's email address or put you through on the phone.



# Emails

- Must include:
- Dates of work experience
- Your name
- Your school name
- Your age / what year you are in
- Explain your interest and why you wish to go here for work experience
- Their name and company name – personalise the email.

# Responses / Next Steps

- Reply to all responses.
- Any employers who say they are unable to help, reply to say thank you anyway.
- Anyone who replies to say yes, make sure you complete the self-placement form and hand it into school.
- If you get no response follow up with a phone call or another email.
- Some employers may ask you to send them a copy of your C.V, some may ask you to go in for an interview before they fully agree to the placement.

# Working Life and COVID

- It is important to consider that for some employers life has not returned to normal or has changed completely for a lot of people
- Not all firms work in the same way now and many have abandoned their offices
- Some industries such as health and care may struggle to offer placements as have in the past
- You may be required to follow specific rules on placement that are in line with an organisations policy, these could be different to school so if you are not comfortable with that you will need to speak to Mrs Watts

# What types of placement will be on offer?

- We have already begun to source some work experience placements in popular industries
- We will look for placements based on your choices, there are some employers that prefer students to **make a direct approach for placements** (such as hospitals, primary schools and hair salons).
- **Some companies have their own work experience programmes** you must apply to directly via their websites



# What Next? The Process

- You will be given a form that asks you to indicate **your top 3 choices** for work experience - these will be linked to career sectors such as Health and Social Care, Retail etc...
- **If sourcing your own work** experience placement via your family and friends or personal contacts you will need to complete the relevant section of the form you will be given.
- All work experience placements will be completely risk assessed by Career Connect whether students source their own placements or not.

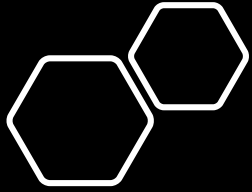
# What Next?

## The Process

- You will receive a **work experience placement report** that will give you information about the employer you will be spending your work experience with.
- **You will be asked to contact that employer** to confirm you will be attending and any other information you need to know.
- If you have **found your own work experience** placement you will **still** need to contact the employer to **confirm your attendance**.
- Career Connect advisers will come to school before you go out on work experience to deliver sessions in groups to help you prepare for your work experience.

# Timescales

- You need to find your own placement – you will be given a form and this needs to be returned by **Friday 17<sup>th</sup> March**
- If you aren't sure what to do, please speak to me after the session or Mrs Watts / Mrs Tunnicliffe
- You will need to re-confirm your placement by the **5<sup>th</sup> July at the latest**, but you will be reminded to do this
- You will be on placement from the **10<sup>th</sup> July – 14<sup>th</sup> July 2023**



# Some Final Points to Consider

- Before picking your work experience choices **do some research**: are you intending to apply for a degree that has an essential element of work experience – for example teaching, social work or medicine.
- **Do you have a CV?** Some employers will ask to see your CV to consider your request – if you do not have an up to date CV you can get support to put one together on [www.careerconnect.org.uk](http://www.careerconnect.org.uk). Others may ask you to go for an interview before deciding whether to offer the placement to you.
- Certain placements may require specialist clothing or equipment depending on the nature of the placement.
- You must be prepared to travel and plan your route in advance to ensure you know where you are going and allow enough travel time to be punctual.
- If you want to discuss **any issues or concerns** you may have regarding your work experience then please speak to Mrs Watts.
- **Attitude** is the key to a successful working life!

**Employers may hire on qualifications but 89% fire employees based on the attitude of their new recruits!!**





## Finally...

- Work Experience will help you to work on skills and achieve your future goals
- Statistically young people who have been on work experience are more likely to find work in the future
- Make the most of this opportunity to consider what you have to offer and where you want to be
- There is a lot of support on offer at school ask for help if you need it