

Hall Green School



Work Experience

Monday 15th to Friday 19th July 2019

Introduction Assembly

What is Work Experience?

*‘Work Experience is where a pupil spends time in the **workplace** to gain an understanding of **what work is**.*

*The pupil carries out particular tasks, like an employee would with the **emphasis on the learning**’.*

It is a great opportunity for you to **learn** from new people in a real working environment, that you won't get from being in school.

What are the benefits?

- Help **prepare** you for work in the future
- Improves **motivation**
- Develops **communication** giving you greater **confidence & maturity**
- Opportunity to **find out** about a particular career
- Gives you new type of **responsibly**
- If you work hard, are pleasant and polite you very likely to **enjoy** it too!



WHERE CAN I GO???

**Car sales/
Mechanics**

**Children's centres/
Nurseries/Schools**

Retail shops

Estate Agents

Architects

**Banks/Finance
/Accountants**

**Pharmacies/
Chemists**

**Graphic
Designers**

**Solicitors/
Law Courts**

**Charity
Organisations**

**Construction/
building**

**Newspapers/ T.V/
Radio Studios**

**Birmingham
Council/Libraries/
museums**

**Factories/
Manufacturing**

What would you enjoy? What are you interested in learning more about?

Procedures To Get Started



1. Talk to relatives/friends
2. Research organisations you are interested in
3. Write your letter and CV
4. Make phone calls
5. Personal visit



Company websites can be found on Google
You may be need to write 10 or more letters!



Working Hours, Payment, Expenses & Insurance

Working hours

Maximum of 8 hours a day

Payment

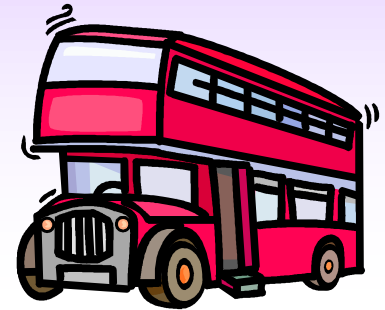
You are not entitled to payment

Travelling

Be organised find out exactly where you need to go.

Insurance

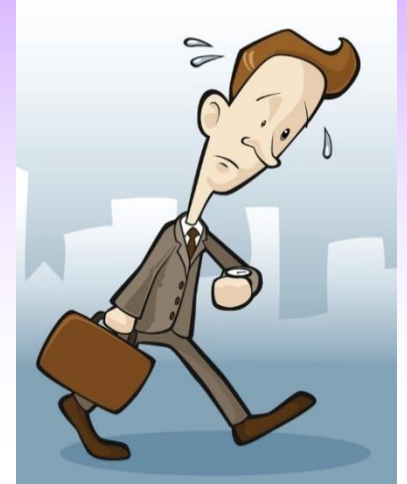
You are treated as employee on work experience where you are covered by the company's **Employer's Liability Insurance**.



Guidance and Information

The schools expectations;

- be organised
- Act sensibly
- Think about the safety of yourself and others
- Be pleasant & polite
- **Always** follow instructions

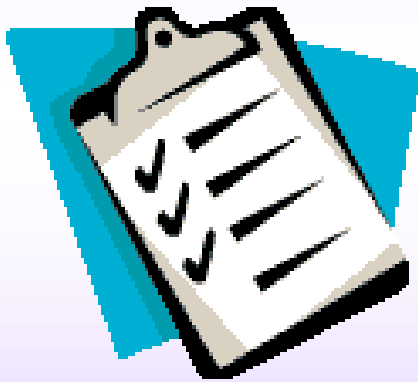


Remember that your work experience supervisors are helping **you** gain valuable experience.

Their job would be much easier if they didn't look after you as well.

Action Plan

This is to help you keep track of the companies you have applied to.



List the company names.
when you contacted them
along with the name of who
you spoke to or need to
speak to.

Letter of Application

You will write your company letters in your English lessons to help you get started.

Curriculum Vitae (CV)

Is a record of your achievements, qualifications, any work you have done and what skills you have.

It gives the employer more information about who you are. The detail and quality of your CV will definitely help an employer decide whether they will accept you.

This is something you will add to as you gain more achievements to show to potential employers in the future.

Telephone Enquiry Help Sheet

Apart from writing to companies and visiting them, you may need to make any telephone enquires and there is a sheet to help with this.



Interview Preparation



Some companies like to interview pupils before making a decision to provide a placement.

There is a sheet to help you prepare and see what types of questions they will be asking.

e.g. why do you want to do your work experience at this company?

Log Books and Employer Comments

Online Grofar Log Book nearer the time to record what you have done and learnt each day.



Your supervisors will complete an **Employers Comment** section. A record for yourself and the school to see how well you have performed.

Have a look at the ones on display outside the Careers Office. They could comment on your attendance, punctuality, attitude, appearance, commitment to your work and ability to work with others.

Illness and Attendance

What happens if I'm ill?

You should not be missing **any** days of work experience, as this will affect your overall school and placement attendance.

If you are ill, you **must** phone your

- placement ***and***
- school

inform them at the earliest opportunity preferably before 8.30am.



Placement Details form

Once you have arranged where you are going it is vital that you

Bring to the Careers Office in school as soon as possible.

The school writes to the company to confirm the placement.

Time is needed for health & safety checks and approvals to be carried out.

YOU MUST ACT NOW!

You are in competition with the other pupils in your year group.



There are also hundreds of other pupils in other schools in the West Midlands looking for placements at the same time of year.

Successes

You might...



Get to go to some exciting new places.



Makes you stand out, on your CV or post 16 applications.



You can proudly show your Log Book and comments at college/sixth form/ apprenticeship interviews in year 11.



You may be offered part time employment/summer jobs.



Continue to volunteer.



You may even work for the company in the future!

Advice from Year 11

“Find your work experience straightaway so you’re not disappointed when the places have gone”

“Try and find something you think you will enjoy”

“Be confident, talk to people and you will not only learn but enjoy the experience”





RECAP

**Share and read this booklet with your
parents/carers tonight.**

ALL of Year 10

ONE WEEK Monday 15th to Friday 19th July 2019

**You need to start making arrangements
straight away**

Hear from some of our year 11s....