



Work Experience Outline for Students

Why do work experience in Year 12?

A meaningful work placement can provide valuable experience of the work environment and help you to decide which types of careers you do, or definitely don't, want to pursue. It can also help you to explore different ways to access a job or career and demonstrate your potential to potential future employers or higher education.

Work experience comes in many varieties and even if your placement doesn't sound as glamorous as a high-flying internship with a big company, it is still important to make whatever level of work experience you have really count. Work experience gives you important skills that can be adapted to different courses and work places.

Do I have to do work experience?

Yes! It is really important that you leave school as a well-rounded individual. You need to make sure that you have plenty of transferable skills and that you can evidence your skills in any applications you make for higher education or employment. Often your placement opens your eyes to different career paths and you get to speak to a range of people and find out how they accessed their careers. You may find that your work experience confirms your interest in a career path, reveals alternative options for you or you may find that you do a total U-turn and your placement makes you realise you definitely don't want to follow that path!

What if I have a job already?

If you have a part-time job, you should find an alternative placement which can broaden your skillset further. If your part-time job is in a big company and there are a wide range of opportunities that interest you, you could explore doing unpaid work experience in a different department with higher level staff. Alternatively, your part-time employer may have contacts in other companies which may be worth exploring.

Should I get paid?

No. Work experience is unpaid. The organisation is offering you the chance to 'watch and learn' or develop your skills.

I have already done work experience this year. Do I still need to do a placement?

Obviously the more experience you have, the better you look! However, a few people in the year group are either doing regular placements or have done a full week of work experience. Usually these placements have been weekly or fortnightly at a primary school or for a week at a hospital. In these cases, please discuss your specific situation with Mrs Sharpe, Mrs Dinwoodie or Mrs Preston.

What do I need to do?

Research

- Discuss options with parents or carers
- Search the internet. Useful websites include:
- Look up local organisations
- Explore contacts through friends and family



Contact

- Check with the organisation whether they would consider a placement. This could be via email or telephone.
- Formally write to the organisation (see *example letter*)



Confirm

- Ensure that you have agreed a placement with an organization. Confirm your contact, dates, an outline of activities.
- Provide the placement with the **organisation work experience form**. Deadline for return: **30th June 2015**.



Get your form in!

- Complete and return the **students and parents work experience form** to school
- Deadline: **Friday 22nd May 2015**



Get the **organisation work experience form** in!

- Make sure the organisation completes the **organisation work experience form**.
- Deadline: **30th June 2015**
- You will not be able to go on your placement without this returning this form. Safety is key!



Prepare for your placement

- Use the log to checklist in the **work experience log** to check you are prepared





Complete your placement

- Make the most of your placement!
- Write your ***work experience log*** during your placement



The last day

- Your contact should complete your review in the back of your log.
- Say 'thank you' verbally.



Within a week after your placement

- Write and send a letter (see *the guidance in the log book*) to thank your placement contact.