

## Y12 Work Experience - Organising your Work Experience

When planning your work experience there are various sources of help. The school will help you but it is your responsibility to organise it.

### **What help is there?**

- 1 Personal contacts - family / friends / neighbours. These can reap dividends but you need to ask around.
- 2 Talk to your mentor and staff in the Sixth Form Office
- 3 Yellow Pages (www.yell.com). This has a search facility by area to home in on categories of employers. Be prepared to ring around too. If possible, get the name of the person in a company responsible for work experience so you can speak to him / her direct. Follow this up with a letter / e-mail.
- 4 Sample letter / e-mail requesting work experience with a company – link on the school sixth form website. You can 'cut and paste' this as a template for your own letter. Make it clear you are a Y12 student. Post-16 work experience will often be treated differently to pre-16 work experience. Explain that you are an A level student, give details of the subjects that you are studying, the type of work that you are interested in (e.g. IT, marketing, administration, engineering, etc.) and your career interests. Be prepared to write many, many letters or e-mails!
- 5 Students have undertaken placements away from home – check with your parents.
- 6 You can view the Powerpoint of the Work Experience Assembly presentation. This can also be found on the Sixth Form Website.
- 7 **Very important** – you are advised to make multiple requests for work experience as demand for placements can be heavy and early application is necessary.
- 8 Send & chase e-mails / letters – if you haven't heard from potential placements within a week, then try again. If you are not successful, then move on to another employer. They may have received many applications for work experience already but you can't afford to wait for something which might very well prove unsuccessful.

**REMEMBER - Be pro-active, pursue employers. It will be worth it!**

### **When do I do work experience?**

To allow you time to do this and as a reward for your commitment to this, please note that the start of the summer holiday for Y12 will be a week earlier than for the remainder of the school. Y12 will break up on **Friday July 12<sup>th</sup> 2015**. There is still some flexibility in this – if this week is not possible for either you or your employer, then work experience can be completed during the summer holiday. Either way, it will be important that it is completed before the start of the very busy Autumn term in Y13.

As we have stated, it is up to you to organize work experience. You must ensure that you and your parents are happy with the working conditions of the placement (especially Health and Safety). Employers used to taking on work experience students will have health and safety procedures in place. However if you are in any doubt about a particular placement you are arranging then you **MUST NOT commence your work experience. Please find another placement.**