

# Year 10



# Work Experience Pupil Guide



Name.....

Form Group.....

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# WORK EXPERIENCE – Monday 18th June to Friday 23rd June 2022

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Pupils at Archbishop Temple Church of England High School are given an excellent start as far as academic achievement is concerned, but for our young people we are only one step along a pathway of lifelong learning. Year 10 pupils are given the opportunities to spend one week in gaining some work experience. During this week, it will give you the opportunity to gain spending time in a workplace and to learn about a job role, a company, or a career sector.

Work experience can be useful and can help you to gain the opportunity and skills to decide what to do by:

- **give you a chance to see and experience the real world of work**
- **relate what you already know and have learnt into a working environment**
- **enable you to develop confidence and work ready skills**
- **build and develop your CV and/or personal statements for university and to help with applications for employment, apprenticeships, and college courses in the future**

If you do not know what job you want, or you cannot get your perfect placement, any work experience is better than none. Whatever job you try, you'll learn more about yourself and working life.

You'll also gain skills in the process. It may even lead to more suitable experience with the same company.

Work experience is a chance for you to:

- find out more about yourself
- find out what inspires you
- come up with career ideas and try them out
- discover your strengths, values, motivations, and interests
- meet new people and build your networks of contacts, and
- help you to rule out options, which can help to focus your career ideas.

To explore your work experience options, you can:

- talk to your teachers, family, and friends for ideas
- ask people you know about their jobs and the places they work
- talk to older students who have already done work experience
- get advice from a career's leader or careers adviser

## **Build your soft skills**

You can use your work experience as a time to build your soft skills. Employers look for employees who can show that they are:

- trustworthy and reliable
- good communicators
- great team players
- able to solve problems
- willing to learn new things
- able to adapt and 'bounce back' when things do not go to plan

You can learn and practise these skills in any workplace. Use your experience to show an employer that you have them. Work Experience is an opportunity to spend a week with an employer of your choice. This is to help you decide what you want to do in the future. You will be treated like an employee, and it will be like having a real job for a week (without pay!). This will help you when you are applying for a job as employers are all looking for experience.

At the moment, June 2023 seems a long way off – but it will be soon here! – you need to remember that it is not just pupils from Archbishop Temple School who will be applying for work experience in the local area but thousands of other pupils from various other high schools in Lancashire will be too!



The guide will give you lots of hints and tips and there will be lots help in school.

***“You will be responsible for finding your own placement!”***

## Finding a Placement

Each pupil will need to complete the Work Experience form by Friday 31<sup>st</sup> March 2023>>>>. Pupils will be encouraged to organise their own placements; however, it is vital that the employer details are fully completed on the form and by the deadline because we need to ensure there is sufficient time for any health & safety checks to be carried out.

If you do not know that kind of job, you want to do yet – do not panic!

The careers choice section on the school's website has a wide range of useful websites that you can explore – have a look:

[Careers Guidance | Archbishop Temple Church of England High School](#)

You could also start by thinking about what subjects you enjoy!

Listed below are some examples of how different subjects can help with different jobs:

SUBJECT	CAREERS SECTORS
English	Journalism, Content Writer, Librarian, Teaching and much more....
Maths	Accountancy, Banking, Engineering, Software Developer, Teaching and much more....
Science	Medicine, Pharmacy, Optician, Biomedical scientist, zoologist and much more....

Finding a suitable placement, pupils can:

- Family, friends, neighbours, teachers etc. are a good source for finding placements. What do your parents/guardians do? How about your brothers & sisters or your aunts & uncles? You may find you know someone whose organisation is willing to give you a placement
- Do you already know anywhere you may like to work? E.g., A shop that you like, or an organisation you pass on the way to school?
- Many large/ well known organisations may have areas of their company website devoted to work experience.
- It's important to think about how you will get to a placement, as you and your parents or careers will be responsible for transporting you to and from your placement. If you won't be able to safely travel to and from a placement, it's probably not worth considering.
- Go to [www.yell.co.uk](http://www.yell.co.uk) Type the kind of work you would like to do, e.g., "**solicitor**", and the area you would like to work in, e.g., "**PR1**". Yell will give you every solicitor in PR1. Give this a Try!

Parents can help their son/daughter by:

- discussing type of placements that would be of interest
- ensuring the application form is completed and returned promptly to the school

The school will confirm via your email and your child's school email account with the following details of the placement and include:

- name and address of placement provider
- contact name and telephone number/email address
- dates and hours of work
- brief details of the tasks and learning objectives, and
- other special requirements e.g., clothing, dress code, vaccinations

The school will prepare the pupil before their work experience in the following areas:

- Health & safety in the workplace
- Standard of behaviour expected
- What to do if things go wrong and
- What to do if you are ill or unable to attend

## Some things to remember when you are on your placement

We will provide much more information and class time next spring about what to expect on your placement and lots of guidance on how to make it a success. In the meantime, some things to consider now are:

<b>Transport</b>	The School cannot pay for your transport to your work experience placement or be responsible for transporting you there. It is important that you test out where you are going and work out which bus or train can get you there in good time
<b>Dress appropriately</b>	You will be advised of the relevant clothing to wear to your placement closer to the time. Make sure you adhere to the requirements and where relevant ensure that you follow any guidelines on uniform and safety clothing
<b>Working Times</b>	You need to agree your working times prior to the placement, be expected to work for a full working day, and not just school hours
<b>Mobile phones</b>	Yes, you are used to having your mobile phone in your pocket or your bag. On work experience you will be expected to work hard and that doesn't include texting your friends whenever you feel like it – even if you can do it without looking! <b>Some placements will not allow you to have your phone on you for security reasons</b>
<b>Social media</b>	Social Media such as Facebook, Twitter, etc. You must be extremely careful about any comments you make about your work experience placement publicly. It is easy for people to get the wrong impression
<b>Confidentiality</b>	<b>Confidentiality</b> is important. You must not use social media to discuss your work experience, but you also must not tell your friends or family about confidential things in your workplace
<b>Safety</b>	We have a duty to make sure that you are safe on your work experience placement. We need you to let us know if you do not feel safe or anything makes you feel uncomfortable whilst on your work experience
<b>Sickness</b>	If you are not well during work experience week, please phone your placement provider <b>and</b> School as soon as you know that you are not able to attend.
<b>What if I don't like it?</b>	You can phone school at any time if you have any concerns with your placement. However, walking out of your placement, or simply not returning <b>is not an option</b> . School will work with both you and the employer in order to resolve the matter so that you can continue with your placement.
<b>Diary Log</b>	this will be an excellent way to keep a record of what you are learning. You need to fill it in daily and there is a section for your employer to fill out an assessment at the end of the week

The following pages are designed to help you gain the full benefit from your work experience placement. Once your placement has finished and you have completed this booklet you should retain it as you will need this when you return to school.

**“Work experience is an experience of work and not an indication of your future career!”**

To get the most out of your placement, you have to put a lot in, so work hard and enjoy yourself!

# MY DETAILS

This record of work experience belongs to:

## PERSONAL DETAILS

Address	
Emergency Telephone Number	
Name of Emergency Contact	
Relationship to you (e.g., Mother/Father etc.)	

## SCHOOL DETAILS:

Name of School	Archbishop Temple School
School Address	St. Vincent's Road, Fulwood. Preston PR2 8RA
Telephone Number	(01772) 717782
Contact Person	Mr A Gray
Email	<a href="mailto:a.gray@archbishoptemple.com">a.gray@archbishoptemple.com</a>

## EMPLOYERS DETAILS:

Company Name	
Address	
Telephone Number	
Name of Main Contact	
Hours of Work	

***Important:***

***If you are unable to attend work you MUST contact your placement AND school as early as possible, on each day of absence.***

# Work Experience Diary

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Fill out a daily diary during your placement. Completing this diary will help you to reflect on what you have learned during your placement and record information that could help you improve your skills and build your CV.

Some ideas of points to include are:

- Tasks I completed today
- Skills and values demonstrated and how I demonstrated them
- Brief description of what my employer does
- What I found out about health and safety today
- What I did well and am proud of today
- On reflection, I would have done this differently
- Employer/supervisor comment.

## Daily Diary

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Date: .....

Day	Daily Diary
Monday	

Date: .....

Day	Daily Diary
Tuesday	

Date: .....

Day	Daily Diary
Wednesday	



Date: .....

Day	Daily Diary
Thursday	

Date: .....

Day	Daily Diary
Friday	

## Other Information:

	<b>Additional Information/Duties</b>

### **WHAT ARE EMPLOYERS LOOKING FOR?**

In today's competitive job market, it's more important than ever to make sure your CV stands out from the rest. One of the best ways to do so is to highlight the key skills employers look for, from communication to organisational skills. Below we list the 10 most important skills:

- Communication skills
- Problem-solving skills
- Time management
- Leadership
- Interpersonal skills
- Teamwork
- Organisational skills
- Creativity
- Adaptability
- Perseverance

## HEALTH AND SAFETY AT WORK

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By Law, an employer has to follow certain guidelines to ensure safety for employees and visitors to their property. It is important that the guidelines they have put in place are followed.

Below is an explanation of safety signs:



A green square with a white cross is the sign for a first aid kit.



A red round sign showing a back picture with a bar across tells you something you must not do e.g., do not use mobile phones.

### BE SAFE CHECKLIST

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There are certain things that you must be aware of in your placement. Go through the list below with your employer so that you can get a good understanding of health and safety in your own individual workplace.

By the end of your first day, you need to check that you have received information on the following and know what you must do in case of any emergency.

#### HEALTH and SAFETY CHECKLIST

1. Guided tour of workplace
  - a. Fire exits
  - b. Assembly points
  - c. First aid facilities
  - d. Welfare facilities e.g., the staffroom, toilets etc
2. An explanation of emergency procedures in case of a fire.
3. Location of fire alarm points.
4. Instruction on the importance of keeping fire exits clear of obstacles.
5. Explanation of accident reporting procedures.
6. Notices telling you who is responsible for First Aid.
7. Explanation of risk assessment i.e., safety precautions, electrical hazards.
8. Use of personal protective equipment / clothing demonstrated (if required).
9. Explanations of lifting and handling techniques required.

I have received and understood the instructions / training / information as listed above.

**Sign**..... **Date** .....

# Social Media Use

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**Social media forms part of day-to-day life, and it's important that you consider how you use it in the workplace.**

You should assume that anything you post online, whether they are comments, images, or videos, can be found and viewed by anyone – from your intended audience to managers and business competitors. Once something is posted on the internet it can prove impossible to remove it altogether.

Some companies may be happy for you to use social media at work, as long you're acting responsibly. It's worth checking with the company at the start of your placement if they have a social media policy, and what the expectations are for you when using social media.

If you make a mistake and post something you shouldn't have, delete the post then inform your manager. It's important to address any issues straightaway, rather than let them develop

Companies have a responsibility to ensure they follow certain rules and regulations. This includes protecting their clients' information. You should be careful not to share or expose anything about a company's clients or customers, as this could result in damage to the reputation or finances of the business.

Remember before posting anything relating to your placement on social media, ask yourself a question; would the company be happy for me to post this? If the answer is no, then you shouldn't be posting it.



## Year 10 work experience programme

Please find below links to the work experience forms you will need to complete and return to Mr Gray:

- **Parent/carer consent form 2023 - for completion by parents/carers and the student**  
**Deadline – March 31<sup>st</sup> 2023**
- **Placement form 2023 - to be given to the Employer providing the placement to complete**  
**Deadline – March 31<sup>st</sup>**

Both forms should be returned to Mr Gray or Mrs Robinson on Reception

### Resources for work experience placements

Following are some videos and links which may be useful when you are planning a work experience placement:

- [Explore Work Experience - Youth Employment UK](#)
- [Choosing and finding your dream work experience placement video](#)
- [How to find work experience video](#)
- [How to get the best from your work experience video](#)
- [Dealing with first day nerves video](#)

### Schedule of Events

#### Stage 1 – March 2023

Assembly Launch and issue of packs and forms



#### Stage 2 - By March 31st 2023

Return of Signed Consent and Medical Form – By March 31st (Form 1 Purple) this needs to be returned to Reception



#### Stage 3 – By March 31<sup>st</sup> 2023

When you have found your placement return (Form 2 –Blue) giving details of your placement and risk assessment (Form 3).  
Return to Mr Gray - This needs to be done by 31st March 2023



#### Stage 4

**No later than April 2023**

Students to contact their placements no later than two weeks before work experience starts to finalise details of the placement

# Work Questionnaire

Please complete the following section during your placement

How did you feel on your first day?	
How long has the business been established?	
How many people work there?	
Describe the people you worked with and their roles?	
How did you feel at the end of the first day?	
At the end of your first week, do you think you could have done anything differently?	
Which of your key skills have gained or improved?	
What do you think your strengths have been?	
Have you found anything difficult?	
What did you learn from your placement?	
What career and training opportunities are there?	
Has work experience changed your mind about your future career?	
What would you tell another student about this placement?	
Any other comments	

# FEEDBACK

**To be completed by the student.** This is for you to say how you think you have done.

Activity	Excellent	Good	Acceptable	Room for Improvement
Contact prior to placement				
Timekeeping				
Appearance				
Showing initiative & responsibility				
Attitude / enthusiasm and commitment				
Working with others				
Information technology				
Communication				
Improving your own learning and performance				
Problem solving				
Adaptability				
Reliability				
Other (Please State)				

**To be completed by the Employer**

Please can you give any comments about the student's performance, skills, and attitude on the placement?

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In which areas did the student show significant improvement or achievement?

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**Employer's Signature** : .....

**Student's Signature** : .....

**Date** : .....