



Bishop Challoner Catholic College

Work Experience 2020

Student Information

Year 10 Work Experience Co-ordinator

Mrs Reynolds

Keep this booklet safe – you will need it for the duration of the work experience programme

Year 10 Work Experience 2020

Monday 22nd June - Friday 3rd July 2020

Actions and Deadlines

Action	Deadline
Write letter to employers or send emails/make phone calls requesting a work experience placement using the guidelines given.	As soon as possible but no later than Friday 29th November 2019
Complete the Confirmation of Placement Form and return it to Mrs Reynolds ASAP. If you are going to two different places please complete two forms.	As soon as you have secured a placement.
Complete and hand in consent/medical information	As soon as possible but not later than Friday 27th March 2020
Final deadline for notifying Mrs Reynolds of your placement.	Friday 27th March 2020
Contact placement provider to confirm start/finish time, dress code, lunch arrangements etc	Friday 5th June 2020

ACT FAST!!!!!! Work Experience placements can become fully booked over a year in advance. It is a very competitive market – don't leave it until the last minute!

If you would like any advice or help with finding a placement please book an appointment with Mrs Reynolds (office next to SF4)

How can I find a Work Experience placement?

You are expected to find your own placement but will receive information, advice, guidance and support from school staff every step of the way.

Follow the steps below to ensure that you find a placement that will benefit you-

Step 1

What are your career ambitions? What job would you like to do in the future?

If you are not sure of the answers to these questions then what are your interests, strengths, capabilities? Can you think of an area of work that you can match to these?

Step 2

Research, research, research. You MUST start looking into companies, organisations, businesses, charity groups, clubs, societies, shops, leisure centres etc that may be able to accommodate you on work experience. The internet is an excellent tool in finding addresses and websites for large organisations.

Many students find placements through links with family and friends. Do your parents/carers places of work accept work experience students? Even if you are not interested, would it suit one of your friends more? **Remember - sole traders (people who are self employed and work on their own) cannot be accepted as well as companies with no employer liability insurance.**

Gather the information required in order to write a letter of request/application for a placement or send an email or make a phone call. You will need a contact name, address, email address and telephone number.

Step 3

Write the letter, send the email, make the phone call or visit the placement directly with your letter. Make sure you follow the guidelines provided when writing a letter or making a phone call.

Step 4

If you have not heard from the employer within 10 working days, follow it up with a polite phone call or email to check that they received it. Remember people are very busy and will not always get back to you immediately.

Step 5

Once you have secured your placement, complete the necessary paperwork and hand it in to school.

How can I find a Work Experience Placement?

Please read the below advice regarding work experience in the following popular areas:

Medical/Dentistry – Very difficult to shadow doctors due to patient confidentiality but some observation may be possible. Check individual hospital websites for details of any work experience opportunities they may offer.

Law/Legal Services – Most likely admin work. Client confidentiality is a problem. Most companies only take on students over the age of 16.

Schools/Nursery – You must have a genuine interest in working with children in the future to look for a placement in a school or nursery

Sport/Leisure/Recreation – Mainly reception and cleaning duties, you can't coach unless qualified but observation may be available.

Theatre/Performing Arts/Music – This is an extremely competitive area. The Old Rep theatre offer one week work experience placements, email sam.george@oldreptheatre.co.uk for further information. The MAC also run a variety of placements from performing arts technicians to customer service assistants; please check the website for upcoming details macbirmingham.co.uk. Birmingham Hippodrome do offer work experience but unfortunately this is during the summer holidays

Access to Music, Academy of Music & Sound, PMT Music and HMV (all in the city centre) have offered work experience in the past – contact them early to avoid disappointment.

History Related – Try the National Trust website. They have various sites around Birmingham that sometimes accommodate Work Experience placements. The Birmingham Museum and Art Gallery often advertise work experience placements on their website:

<http://www.birminghammuseums.org.uk/about/careers/work-experience-placements>. This is usually open from December.

Media – TV and radio almost impossible unless you already have a contact. Journalism would be mainly admin and basic tasks. The BBC and Birmingham Evening Mail require students to be over the age of 16. Smaller, Media based companies are more likely to offer work experience.

Building/Construction – Difficult to get approved due to Health and Safety reasons. **Please remember Sole Traders cannot be approved and companies must have Employer Liability Insurance.**

Hair Salons – If you are looking for a placement in a Hair Salon please be prepared that is very unlikely that you will be dealing with customer's hair! Most salons will not allow this and you should be aware that you will probably be asked to clean/tidy/make customers drinks for the duration of the placement.

Veterinary/Working with Animals – Mainly observation, cleaning out animals and dealing with customers. Again, many companies require students to be over 16. This is a highly competitive area so early enquiries are essential.



Work Experience 2020 Making Phone Calls

You may be required to contact an employer by phone to apply or confirm your Work Experience placement. It is essential that when the phone call is made you are prepared and know what you have to say in order to make a good impression.

How can I make a good impression? - Here are some hints and tips to consider.

- **Who do you need to speak to?**

Make sure you know who you need to speak to before you make the call. Are you sure you can pronounce their name correctly? If not practice and ask somebody for help before you call. If you do not have a contact name ask to speak to 'the person who deals with work experience'.

- **What is the purpose of your call?**

Ensure you know what questions you need to ask in order to get the answers that you need. Spend a few minutes writing down the questions you need to ask as a prompt for when you make the call.

- **Be polite**

Ask if it is convenient to talk at the moment, always thank the person for their time whatever the outcome of the conversation.

- **Use proper English**

Do not abbreviate words or use slang.

Example Telephone Call

Example telephone call to a potential work experience placement employer-

Student- Good morning/afternoon could I speak to (Name of contact or the person who deals with work experience) please

Employer- Yes, may I ask who is calling please?

Student- It's (Name) from Bishop Challoner School

Employer- And what is it regarding?

Student- A work experience placement

Employer- I'll just put you through, hold the line please

Employer- Hello (contact name) speaking, how can I help you?

Student- Hello, my name is (Name) I go to Bishop Challoner School in Kings Heath and I'm interested in a work experience placement with your (company/organisation/business/school/ nursery/hospital etc).

Employer- OK, when is your work experience and how long is your placement for?

Student- It is from Monday 22nd June to Friday 3rd July 2020 and I would ideally like to spend the two weeks with you if that is possible?

Employer- Right OK then, I do not see that being a problem. If you could just confirm the dates in writing and just tell me why you would like to do your work experience with us then that would be great. Do you have our address?

Student- Yes, I can get that from school. Thank you very much for your time and I look forward to working with you in the summer.

Employer- That is fine, Goodbye

Student- Goodbye



Work Experience 2020 Letters of Application/Email

(If emailing, either attach the letter electronically or adapt letter to fit body of email)

(Your address and telephone numbers here)

John Smith
1 Made Up Road
Kings Heath
Birmingham
B14 4LL

Tel- 0121 432 1234
Mob- 07777 777 777

(Organisation's address and contact name if known here)

Mrs Dontknow
Add Up Accountants
Calculator Road
Kings Heath
Birmingham
B14 4QQ

(Full date here)

Dear Mrs Dontknow, (Sir/Madam if you are unsure of contact name)

I am a Year 10 student at Bishop Challoner Catholic College in Kings Heath and I am writing to apply for a work experience placement at your (organisation/company/school/nursery etc). The school work experience programme runs from Monday 22nd June and ends on Friday 3rd July 2020.

My work experience will be a crucial part of my preparation for life after school and I am very keen to spend it with you. **(Use this space to write a few lines about your favourite subjects/interests in school/interests outside of school/achievements. Include a CV if you have one, templates available from Mrs Reynolds)**

I am available for an interview at a time to suit your convenience. I look forward to hearing from you in the near future.

Yours sincerely, ('sincerely' if name is known, 'faithfully' if using Sir/Madam)

John Smith

Pre Placement Interview Advice

Some companies will require you to attend a pre-placement interview.

- Ensure that you arrive early and allow yourself plenty of time for your journey.
- Your clothes should be appropriate to the workplace and your appearance should be neat, clean and tidy.
- Try to be confident, positive and enthusiastic. Use your manners and remember to SMILE.

Questions you may be asked

1. Why do you want to do work experience with us?
2. What do you hope to learn from your placement?
3. What skills and qualities can you bring?
4. Why might you be good at this job?
5. What are your hobbies and interests?
6. What are you good at and what do you enjoy in school?

Questions you may want to ask

1. What does the job involve?
2. What skills and qualities are needed?
3. Where do I report to each day?
4. Who will be my supervisor?
5. What hours will I be working?
6. What clothing should I wear?
7. What Health and Safety issues should I be aware of?