



SARUM
ACADEMY



Name:	
Tutor:	

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This Handbook is designed to guide you through how to get a work experience placement and how to make the most out of your placement whilst you are there. It is a working document, so there will be videos to watch, quizzes to answer and activities to be completed. These booklets will need to be kept somewhere safe and can be annotated at any time. Feel free to add sheets to the booklet as this will be great evidence for when you apply to jobs, apprenticeships, sixth form, university etc. An electronic copy of this booklet can be found on the Sarum website (Work Experience Page) <https://www.sarumacademy.org/work-experience>.

There will be regular meetings with your tutor/PSHCE teacher to show them the progress you are making with getting a placement. They are also there to support you, so if you have any questions regarding work experience please ask them, Mrs Bell, Mr Gale or Mr Jones.






What is work experience?

It is an opportunity to carry out real work tasks on employers' premises and experience the hours, working conditions and disciplines you will encounter as employees. Depending on your placement, it can also provide an opportunity to find out more about a career path that you may be interested in.

Why is work experience important?

It is a unique opportunity for you to find out about the world of work and to meet people of various age groups.

- **Decisions:** You will have the chance to gain experience of typical working conditions in commerce, industry, retail or other types of workplace and see if it a career you want to pursue.
- **Self Confidence:** Being part of a team and completing tasks can build your confidence.
- **It looks good:** It will help you to see the links between schoolwork and the skills you need in working life. It will help you to understand why services, industry and commerce are so important in our society.
- **New Skills:** You will discover more about your own skills, talents and interests and be able to identify and develop your own employability skills.
- **Networking:** You will meet people doing various types of jobs and find out more about the work they do, and the skills and qualifications required by talking to them and working with them.

 1 Decisions	 2 Self-confidence	 3 It looks good	 4 New skills	 5 Networking
You'll get a taste of what a job or workplace is like, so you can figure out if you're interested in that kind of career.	Working with other people and doing your tasks well helps you build your confidence.	On your CV, UCAS form, or college application. Work experience shows you're enthusiastic and ready to work hard. You can pick out particular achievements to show off	Working with other people helps you build the skills employers love to see on your CV.	You'll meet people at work and might attend meetings or events. You'll make contacts that could provide a reference or help you in the future.

YouTube Video: 'Benefits of work experience placements, a candidate perspective'.

<https://www.youtube.com/watch?v=rnknMyw2ZM8>

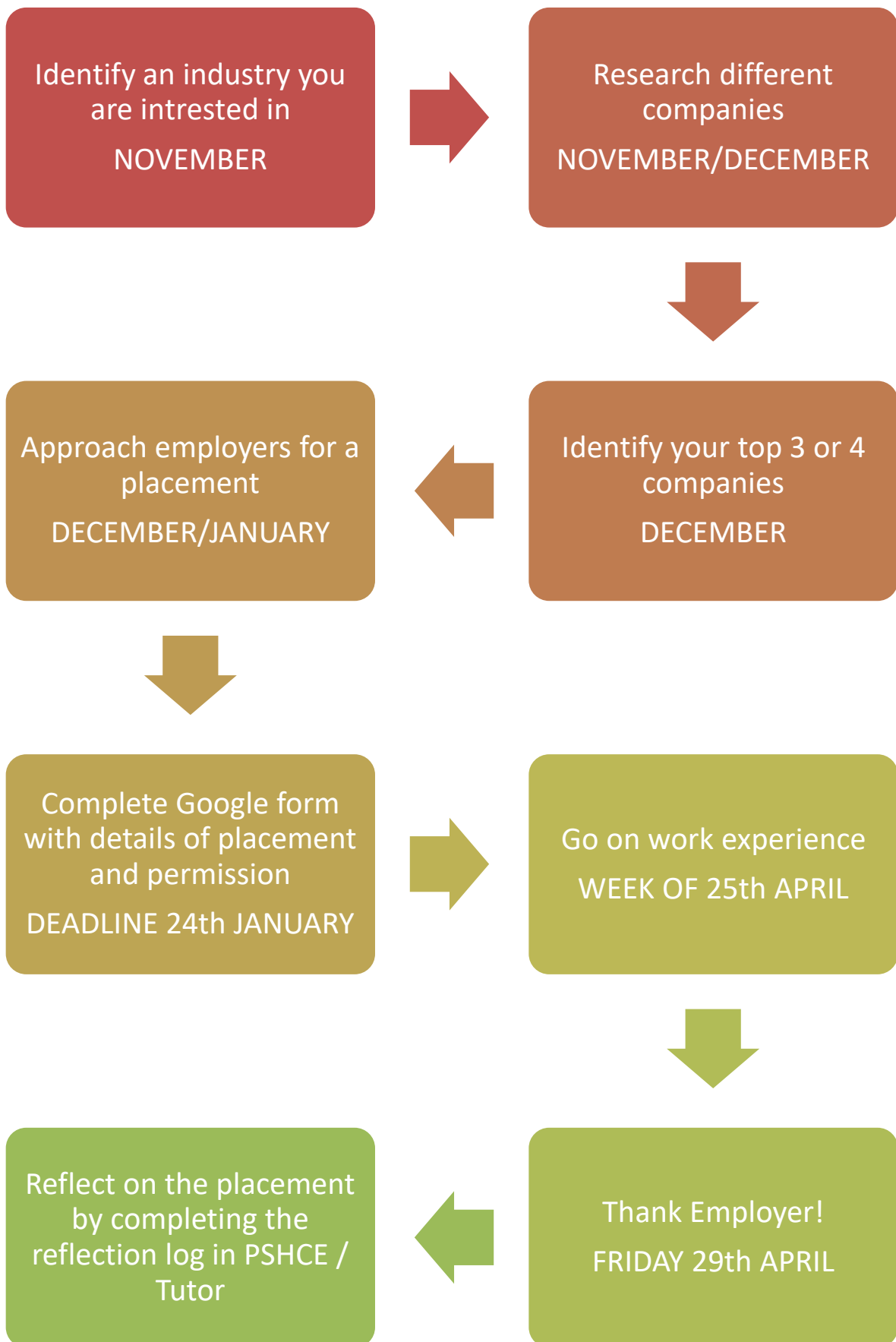
What tasks did the student get involved in on her placement?

What skills did she develop whilst being on placement?

Key web resources & links for students and parents

- Database for searching and confirming placements: <https://devon.learnaboutwork.org/>
- National Careers Service Work Experience resources: <https://nationalcareers.service.gov.uk/careers-advice/types-of-work-experience>
- Career Pilot quizzes for finding your skills: <https://careerpilot.org.uk/information/help-and-support/quizzes-that-match-your-skills-and-interests-to-jobs>
- Tips for arranging your placement: <https://www.groundwork.org.uk/improving-your-employability/arranging-your-own-work-experience-placement/>
- Link to submit placement information and give permission <https://forms.gle/shuj1Trr17eZPHfg8>
- Link for Employers to confirm placement and acknowledgement of terms <https://forms.gle/Lxf999Gr4J9748Zv8>

WORK EXPERIENCE PROCESS AND TIMELINE



How do you get a work experience placement?

Before Your Placement:

Your work placement is probably your first real step into the world of work. So, it is understandable that you might feel a little nervous before you start.

The key to combating those nerves is preparation. Here is a step by step guide to help you get out of the starting blocks and get the most from your experience.

Knowing where to go for your placement:

Do not worry if you are still not sure about the kind of career you want. Work experience is a great way of trying out a career to see if it is for you.

Before you start to investigate what specific careers it can be helpful to think about what you like to do and where you feel your strengths lie. Ask yourself the following questions:

What are my favourite subjects at school?

What subjects am I good at and which ones do I find more difficult?

What do I enjoy doing outside school or college? Could I turn my hobby into a career?

What jobs have I heard about or seen other people doing? Could I see myself doing any of these jobs?

If you are struggling to think of where to go on your placement, the **Prospects career planner quiz** or the **Buzz Quiz** will be able to help you. These quizzes look at your strengths and areas of interests which then summarises potential careers that you might be interested in.

Prospects Career Planner - <https://www.prospects.ac.uk/planner>

Click on the link. You will need to register but use your home or school email address. Then complete the quiz to find your career matches.

What are your top 10 matches?

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Are you surprised at some of the results? If so, which job and why?

Take the Buzz Quiz - <https://www.ucas.com/careers/buzz-quiz>

[Click on the link. Then complete the quiz to find your career matches.](#)

What character are you?

What job roles have been suggested?

1.

2.

3.

4.

5.

What are your strengths?

You can explore more options and not just jobs that you have been matched to.
[UCAS - https://www.ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs](https://www.ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs)

[Researching a placement:](#)

Dear Sir/Madam *[or name]*,

I am a *[X year old] [year group]* student from Sarum Academy studying *[list of subjects for Sixth Form or just GCSE's for Year 10]*.

I am enquiring about a potential work experience placement at *[company name]*, from *[start date]* to *[end date]*.

I'm keen on gaining some practical work experience in *[chosen field of work]*, because *[reasoning for pursuing a placement with this specific company and field]*.

I am *[list some of your personal skills and qualities e.g. friendly, reliable, hard-working, enjoy meeting people etc.]* My personal interests are *[write any down that may help with your application]*

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at *[company name]*.

I look forward to hearing from you soon.

Yours *[sincerely if writing to a named person/faithfully if you started with Sir or Madam]*

[Your name]

WORK EXPERIENCE TELEPHONE TEMPLATE

Hello, my name is *[X]* and I am a *[Year 10 or 12]* student from Sarum Academy. I'm ringing up regarding a possible work experience placement on *[dates]*.

Would it be possible to speak to the person responsible for this?

Thank the person for their time (even if they cannot offer you a placement)

- If you are told they are out / busy, ask politely for their name and contact number so that you can ring back another time, and write these details down.
- You probably will not get an answer straightaway so be ready to give your contact details.
- Ask how you should go about arranging the placement. Explain that there is some paperwork that must be completed. Ask if you can bring this in / send it in.
- If you do not get a reply within 5 working days, phone up the company and ask again.

WORK EXPERIENCE LETTER TEMPLATE

*[Your name]
[Address]
[Postcode]*

[Date]

*[Employer's name]
[Full address]
[Postcode]*

Dear Sir/Madam [or name],

I am a [X year old] [year group] student from Sarum Academy studying [list of subjects for Sixth Form or just GCSE's for Year 10] I am enquiring about a potential work experience placement at [company name], from [start date] to [end date].

I'm keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

I am [list some of your personal skills and qualities e.g. friendly, reliable, hard-working, enjoy meeting people etc.] My personal interests are [write any down that may help with your application]

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours [sincerely if writing to a named person/faithfully if you started with Sir or Madam]

[Your name]

You may need to include your CV with your letter of application, or the employer might request one.

Once you have approached your company

Confirm your placement!

There is a deadline for the placement to be submitted: **Monday 24th January 2022**. You can click the following link or the button above! <https://forms.gle/shuj1Trr17eZPHfg8>

If you miss this deadline, there is a chance you will not be able to complete Work Experience.

Questions to ask your employer in advance

- What should I wear?
- Do I need to bring anything?
- What hours will I be working?
- What time should I arrive? What time will I finish work?
- Where should I come e.g. reception or a particular entrance?
- Who should I ask for when I get there?
- Who should I contact if I get delayed or I'm unwell?
- What time will my breaks be?
- Do I need to bring a packed lunch?
- What will I be doing?
- Who should I speak to if I have any concerns?
- Is there a social media policy? Can I post about my experiences?



Do:

- Keep busy and show enthusiasm, look interested – people you talk to are likely to be more open if you appear keen.
- Complete your tasks to the best of your ability. If your employer sees you are hardworking they may give you more responsibility.
- Do ask questions if you are unsure - don't be shy; people will expect you to be finding things out.
- Take responsibility and use your initiative/think for yourself.
- Make sure you achieve your learning objectives for the week. If you feel you will not be able to do this, don't be shy to ask your supervisor if you could undertake certain tasks to make sure that you do.
- Think about what you have learned each day – about the work and your role .



DOs



DON'Ts

Don't:

- Expect your employers to treat you as a child, you are in an adult environment and need to be respectful of your temporary colleagues.
- Think of your placement as a holiday from school. Teachers will be in touch with your placement during the week, either by phone or by visiting.
- If you have problems, don't just walk away! First of all, talk to your supervisor and explain the difficulty. He or she will be keen for you to have a good work experience, and would rather you spoke up. If this doesn't resolve things, talk to your parents, and contact the school to let us know of the problem.

Anything else?

We are here to help! Ask your tutors, PSHCE Tutor, Mrs Bell, Mr Gale or Mr Jones for any help.

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