



DEYES
HIGH
SCHOOL

LYDIATE
LEARNING TRUST



Work Experience Y10 Student Handbook 2023/24

Monday 11th – Friday 15th March 2024

Information for students

As part of the year 10 curriculum, all year 10 Students are expected to complete a week's work experience.

All Year 10 Students will have the opportunity to spend one week on work experience in a placement of their choice w/c 13TH March - 17th March 2023.

At Deyes High School, work experience represents the vocational link between students' courses, any education plans and career interests. During Key Stage 4, decision making is an important responsibility of all students, and work experience will be an integral part of their decision-making process.

Work experience is essential for you as a student, it will enable you to develop skills and attitudes required for the world of work as well as developing an awareness of your own strengths and weaknesses in a work-related situation.

Work experience in Year 10 may be the first stage of your search into education opportunities and preparation for the decisions which you will have to make in summer term of Year 11.

A meaningful work placement can provide valuable experience of the work environment and help you decide on future careers or study options and demonstrate your potential to future employers Post 16 destinations or universities.

The main objective is for you to gain skills, knowledge and experience of the working day, as well as developing your understanding of employer expectations, such as getting to work on time, making a useful contribution to your team, being enthusiastic about work you have been asked to carry out and being polite and helpful.



Work experience comes in many varieties and even if your stint as a volunteer in a charity shop does not 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 workplaces.

There are many activities and experiences that you can engage in to make you a more 'rounded' applicant e.g., extra-curricular activities, clubs, sports, volunteering, gap year plans - all particularly important strings to your bow. However, relevant work experience is increasingly viewed as an essential part of any good application for higher education and the world of work. For candidates equally good on paper applying for courses / jobs, it could well be the work experience which tips the balance in favour of one candidate over the other. This is the case more than ever nowadays given the greater competition for places in Higher Education, Apprenticeships and the job market.

Finding a placement

Deyes High School recognises the growing maturity and independence of our students, and we consider that it is appropriate that they arrange their own placements.

This means that students will have the responsibility for seeking advice, discussing ideas, selecting companies, writing letters of application and arranging interviews. It will be especially important for students to negotiate a programme of work which suits their requirements.

The Deyes High School will provide a full support programme, together with careers, tutorial Collective Meeting and subject teachers' advice and guidance.

What work can I do?

Any work experience will have transferable skills you can utilise in the future. Below is a suggested list of a few areas that you can work in;

- Administration - to include office work, banking, building societies, solicitors and local authorities.
- Construction – to include bricklaying, carpentry and joinery.
- Engineering – to include mechanical and service engineering.
- ICT – to include programming, game design, web design and CAD.
- Catering – to include hotel work, restaurants, takeaways, local authorities and care homes.
- Caring work – to include schools, nurseries, playgroups, hospitals, nursing and retirement homes.



There are also a few areas that you cannot work in because of the potential dangers.

- Work with certain chemicals.
- Work with potentially dangerous machinery.
- Work at heights, e.g., painter or roof work.
- Work with corrosive or flammable liquids.

If you are unsure as to the suitability of a placement you are advised to discuss the offer with Mrs Dainton King.

How to find a work placement

You need to decide what you want to do and where you want to go. It is advisable to select several companies to approach as not all will prove successful.

- Try and find out who the best person is to write to within the company before writing your email– look on their website or telephone.
- Use the sample email available included in this booklet.
- If you are accepted you must get the Employer Work experience placement form completed by the employer, who has offered you a placement.
- The submit the student self-placement form, with your parents or guardian.
- Remember: If you are lucky enough to gain more than one placement then out of courtesy, please contact the company you are turning down and politely decline their offer.
- A relative or family friend may be able to help you secure a placement, but it is advisable that you are placed in a different department so that you can achieve the full benefit from meeting new people and acting independently.

Approximately two weeks before you are due to start your placement you will need to contact your employer to confirm the following:

- Remind them who you are, what school you are from and that you will be attending the placement.
- You will receive a job description from Mrs Dainton King, at this point. Confirm the details are still correct, confirm your start and finish times. *Remember try to always arrive 10 minutes early*
- Ask if there is a dress code.
- Ask about lunchtime arrangements – how long is the lunch break and do they have a canteen.
- Ask who you need to report to on your first day.



While on your placement...

- Be on time, polite and smart. If you think you are going to be late it is good manners to let the employer know.
- Be prepared to carry out tasks that you are requested to do with enthusiasm. Try not to be rude. Be proactive - ask for more work if you run out.
- Make the most of your placement by enhancing your personal skills and development and learn about the company by asking questions.
- Listen to instructions and follow company policies and procedures.

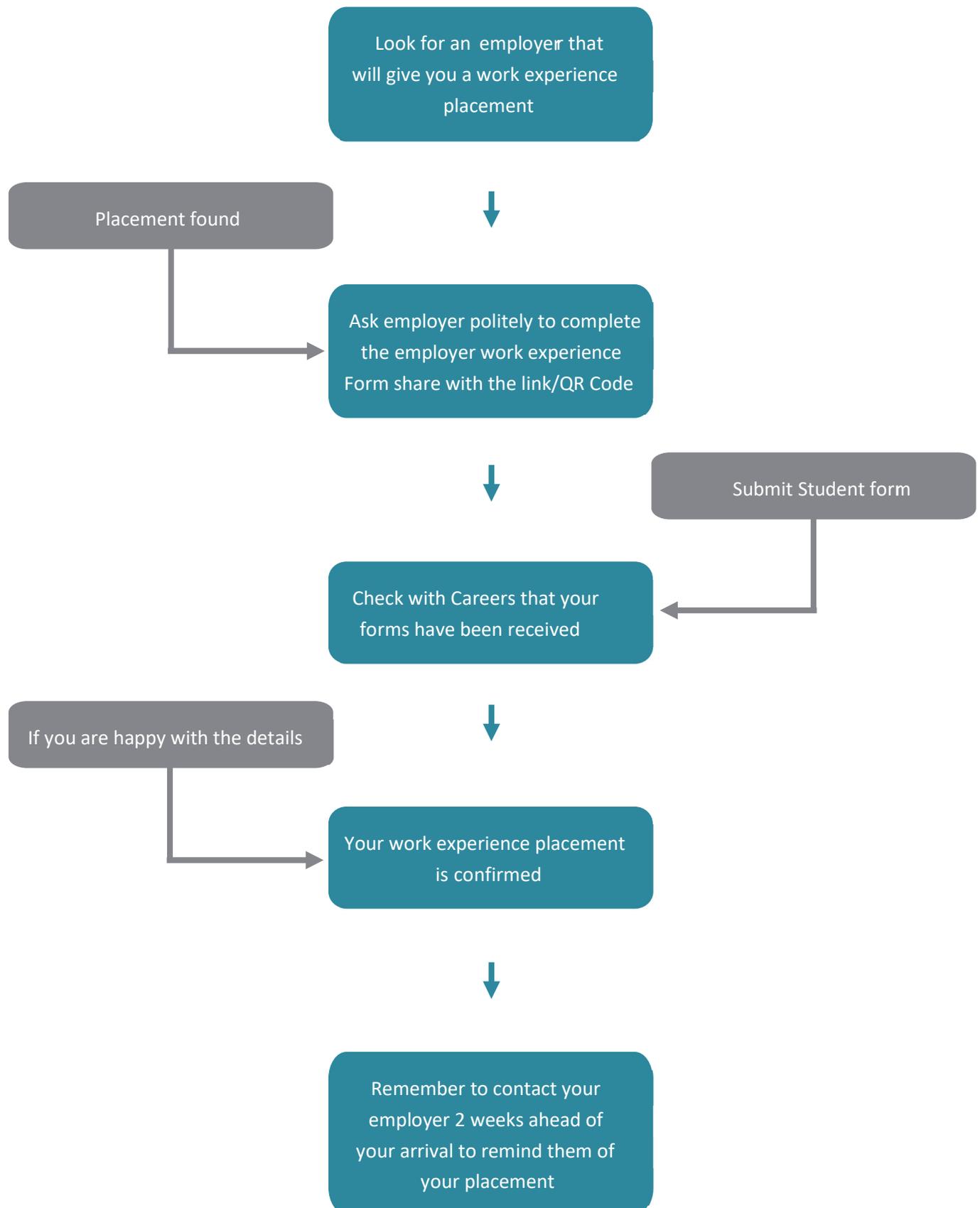
Please make sure that...

- You do not carry out any duties you consider to be dangerous – working at heights, with chemicals.
- You contact the employer and the school if you are off sick.
- Most importantly - enjoy your placement and make the most of it!

At the end of your placement

- Remember to say thank you.
 - Complete your Self Evaluation Form in the work experience booklet.
 - Ask your employer to complete and company stamp the Employers Reference on the last page of your booklet. (This is important as it will be used as a second reference for your future application).
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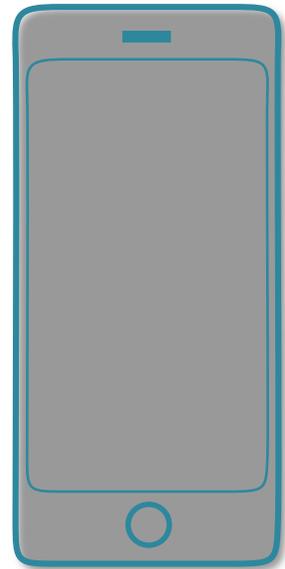
Preparing for work experience – a quick run through



Tips for contacting employers

What to do before making the phone call...

- Have a pen and a piece of paper in front of you.
- Work out and write down exactly what you want to say, including questions you may want to ask.
- Make a note of the person you want to speak to and their telephone number.
- Make sure you have enough credit if you use a pay-as-you-go mobile telephone. (You are more than welcome to make calls on the careers phone during break or lunch time)
- Make a note of days you cannot meet or attend an interview.
- Make sure you call from a quiet place.
- Be pleasant and courteous.
- Do not be rude or aggressive.
- If the employer is happy to take you on work experience make sure you ask for the best email address to email, with the employer work experience placement form, to be completed.



But... What Do I Say?

When you ring, your first words might be: *“Good morning/afternoon, I wonder if you could help me? I am enquiring about the possibility of doing a work experience placement at your company” ...*

What if I don't get a reply to my email?

If you don't receive a reply within two weeks give the employer a phone call. You cannot keep waiting forever – be proactive!

If the employer says NO you know where you stand.

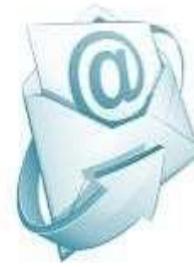
“Good morning/afternoon, I wonder if you could help me? I wrote to you a few weeks ago about the possibility of a work experience placement. I have not received an answer. I wondered if you had received my email.”



How to arrange a work placement

By telephone

- Contact employer(s) by phone and ask to speak to the manager, owner or person in charge. Remember to be polite and courteous, speak clearly and prepare what you are going to say.
- Explain who you are, that you are a student and the dates when you would like the work experience.
- Find out what sort of work would be undertaken.
- If the employer agrees to a placement, please ensure that you get a name as a first point of contact including, full follow up it email with the link for the employer self-form to be completed, until this is completed by the your placement is not secure.



email , then placement employer,

By e-mail

- Prepare an email using the sample template provided by King.
- Explain who you are, which school you are from and the you would like the work experience.
- If you receive an offer of a placement, make sure you contact them to confirm your acceptance and thank them, and ask them to complete the employer work placement form.

Mrs Dainton

dates when

In person

- Call on the employer at an appropriate time – try to avoid first thing in the morning and lunch time
- Make sure you are smartly dressed, courteous and confident – be image conscious
- Have the dates you want work experience to hand W.C 13TH March 2023.
- If you receive an offer of work experience, you will need to politely ask the employer to complete the employer self-placement form via the link or QR Code



Should you be unable to secure a placement or need advice or guidance on specific areas of work, please contact Mrs Dainton King who will assist.

Work experience providers

Many students have concerns about finding work experience which is relevant to their future career. However, we know that finding these opportunities can be hard, and that you might change your mind later down the line. That doesn't mean that the work experiences you've done is irrelevant. Finding any type of work experience which builds upon your key skills is so much better than nothing at all. It's about the skills you develop whilst on your work experience that counts more than the companies or organisations where you did your work experience.

If you would like to research your career interest the below link is useful.

<https://nationalcareersservice.direct.gov.uk>

Increase your chances of securing work experience by...

- Doing the research – identify the field of work you wish to enter. Make a list of the jobs you are interested in, then get online and write down the names, telephone numbers and addresses of local businesses that offer these kinds of jobs. You can use a business directory like www.yell.com or www.thomsonlocal.com to help you search for local companies/organisations involved in the kind of work that interests you. Go to the organisation's website. Read about the work they do, their culture and latest developments. Big companies sometimes have a special section on their website that will tell you how to apply for work experience. With smaller companies you will need to find their details and call them or send an email to see if they have anything on offer.
- Getting on the phone – telephone the organisation and ask if they could offer you work experience. Send a CV with a cover letter or covering email!
- Be specific – always address your letter or email to a specific person if you can rather than a 'Dear Sir/Madam'. Top Tip: Find out the name and address/email address of the company manager to write to. Don't send your email to a generic address like info@mycompany.com unless you are told to, as it might go straight into the spam bin. Be brave and pick up the phone if you can't find the information online.
- Ask around – what do your parents, friends' and other relatives do? Can they help or put you in touch with someone? Make sure you give them the exact dates that you need the placement for. You don't have to go somewhere that has done work experience placements before, but it helps if they have, as they will understand what to offer you.

Sample email to employer

Dear Contact Name

I am currently a student in Year 10 at Deyes High School. As part of our school curriculum, I need to arrange a week of work experience the week commencing Monday 13th March to Friday 17th March 2023.

I am extremely interested in a career in **(insert career)** and would appreciate the opportunity to undertake a short period of Work Shadowing to enable me to gain a realistic insight into this profession and working environment.

I am honest, hardworking, reliable, and well-organised. I have a positive attitude, lots of patience and a good sense of humour. I really enjoy working with other people and have a very caring nature. My favourite subjects at school are Biology and Physical Education.

My career ambition is to become a **(Insert profession)**, and I am seeking an opportunity to gain some relevant experience and an insight into this career before making an application to Post 16 Education next year.

I would be pleased to attend an interview, outside school hours, at your convenience.

I have enclosed the link for the Employer Work Experience Form, if you are a happy to take me on work experience, could I please ask for your to follow the below link and complete.

<https://forms.office.com/Pages/ResponsePage.aspx?id=cnsPij8iGEu-SoihxmoktdU41E6hJTxBmdUzZy6rielUM1ZLMIBPMjVaWEk5RUVXQkYySIBIN01VSS4u>

Look forward to hear from you,

Yours sincerely

[Sign]

[Print your name]

Sample thank you letter

Name
School Address

Contact Name
Company Address
Address 1
Address 2
Address 3
Postcode

Date

Dear **Contact Name**,

Thank you very much for giving me the opportunity to do my work experience placement at **[name of workplace]**.

I thoroughly enjoyed my time especially **[write what you felt was the best part of the experience – some positive comments. You may want to include comments on... what you learned about the occupation and/or what you gained from the experience]**.

The placement will help inform my future career plans and has helped me to learn what working life is like.

I found the staff very helpful and friendly but would particularly like to thank **[insert name of person you worked most closely with]** for all of the help and support **[she/he]** gave me.

Thank you again for giving me this valuable experience.

Yours sincerely,

[Sign]

[Print your name]

Forms All forms MUST be submitted to school by the deadline of Monday 19th December 2022

Scan here for student self-placement form



Scan here for the employer form



Or go to:

<https://www.deyeshigh.co.uk/study-at-deyes-high-school/careers-education-ad/work-experience/>



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