

Work Experience Outline for Students

Why do work experience in Year 12?

A meaningful work placement can provide valuable experience of the work environment and help you to decide which types of careers could suit you best. It can also help you to explore ways to access a job or career and demonstrate your skills to potential employers or higher education.

It is important to make whatever level of work experience you have really count as it gives you important skills that can be adapted to different courses and work places and could help set you apart from another candidate when you complete a UCAS application.

Do I have to do work experience?

Yes! It is really important that you leave school as a well-rounded individual. You need to make sure that you have plenty of transferable skills and can evidence your skills in any applications you make for higher education or employment. Often your placement opens your eyes to different career paths and you get to speak to a range of people, finding out how they accessed their careers. You may find your work experience confirms your interest in a career path, reveals alternative options for you or that you do a total U-turn and your placement makes you realise you definitely don't want to follow that path!

What if I have a job already?

If you have a part-time job, you should find an alternative placement which can broaden your skillset further. If your part-time job is in a big company and there is a wide range of opportunities that interest you, why not explore doing unpaid work experience in a different department with higher level staff. Alternatively, your part-time employer may have contacts in other companies which may be worth researching.

Should I get paid?

No. Work experience is unpaid. The organisation is offering you the chance to 'watch and learn' or develop your skills.

What do I need to do?

Research

- Discuss options with parents or carers / search the internet
- Look up local organisations / explore contacts through friends and family



Contact

- Check with the organisation whether they would consider a placement, via email or telephone.
- Formally write to the organisation (see *sample letter*) by **9th February 2018**



Confirm

- Ensure that you have agreed a placement. Confirm your contact, dates, and outline of activities.
- Provide the placement with the **organisation work experience form**.



Get your form in!

- Complete and return the **students and parents work experience form** to school
Deadline: **28th March 2018**



Get the organisation work experience form in!

- Make sure the organisation completes the **organisation work experience form**.
- You will not be able to go on your placement without this returning this form. Safety is key!
Deadline: **25th May 2018**



Prepare for your placement

- Use the checklist in the **work experience log** to ensure you are prepared



Complete your placement

- Make the most of your placement!
- Write your **work experience log** during your placement



The last day

- Your contact should complete your review in the back of your log.
- Say 'thank you' verbally.



Within a week after your placement

- Write and send a letter (see *the guidance in the log book*) to thank your placement contact