



Work Experience

Linking learning to earning

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Lead Teacher for Business, Economics,
Enterprise & Careers





Work Experience

A bridge between the classroom and the workplace

An insight into a different environment

An insight into different careers



Work Experience – why?

- **It is so much more than a week without lessons**
- **You will use and develop a range of skills**
 - Organisational skills
 - Interpersonal & communication skills
- **You will grow as a person**



Work Experience – why?

- **Helps form opinions on future careers or direction in life**
- **Gain insight into qualifications needed – can be motivational**
- **Can challenge preconceptions & stereotypes**



Work Experience – why?

You can include it on:

- **your CV or job application**
- **6th Form or College application**
- **Personal statement for apprenticeships or University**

You can get a reference from the business when you are looking for paid work



Feedback from last year...

- I felt welcome at my work experience organisation. (95%)
- My employer treated me with respect and trust. (95%)
- I was given tasks to do on my own. (95%)
- I felt part of the team. (82%)
- I would have liked work experience to be 2 weeks long. (46%)



Feedback from last year...

fun	44
interesting	39
tiring	27
enjoyable	24
good experience	19

Words which best sum up your work experience.

371 words were collected; 5 most "common" words above.



But it's not until July

- **You need to start thinking NOW about the placement you want**
- **It is your responsibility to find a placement**
- **Vital to link it to something you're really interested in**



Finding a placement

- **Choose something you have an interest in!**
- **Use the internet to search for local businesses & organisations**
- **Be flexible in your thinking**
- **Send them an email**
- **Make a telephone call**



Finding a placement

- Find out the name of person responsible for work experience
- Prepare in advance what you're going to write / say
- Participate in any selection process to the best of your ability



Process

- The paperwork...



IMPINGTON VILLAGE COLLEGE WORK EXPERIENCE STUDENT PLACEMENT FORM



Students must get this form completed by the company or organisation with whom they have secured a work placement. **The form must be signed by the employer and parent/carer**, and should be handed in at student services to Mrs Mellor, the work experience co-ordinator, **as soon as the placement has been secured**. Mrs Mellor can be contacted on 01223 200400 ext 3252 or kmellor@impington.cambs.sch.uk.

+ Student Details (to be completed by student)

Dates of Work Experience: **11th July – 15th July 2016**

Name of Student:

Date of Birth:

School/College: **Impington Village College**

Tutor Group:

Employer Details (to be completed by employer)

Name of Company/Organisation:

Type of Company eg: Engineering/Architects





Work Experience

Information for parents
and carers





Important Dates

Paperwork deadline:

- **Friday 20 January 2017**

Collapsed day

- **Thursday 26th January**

Interviews

- **18th – 28th April**

Work Experience:

- **Monday 10 – Friday 14 July 2017**



Parents/Carers

- **Talk to your child about what careers interest them and what placements might be relevant.**
- **Encourage your son or daughter to take responsibility for getting to their placement on time and suitably dressed.**
- **Make sure the employer knows of any medical issues.**
- **Provide support and encouragement**
- **Ask your child to resolve problems with the employer first, or to involve the school if that is not possible.**



Students

- **Act professionally.** Turn up on time, follow the dress code if there is one, stick to prescribed breaks, do not complain of being bored and expect to stay until the end of the working day.
- **Be realistic about what you will be doing.** There is likely to be an amount of routine involved and not all of the tasks you do will be fascinating.
- **Be proactive** -If you finish one task, instead of waiting until you are given another one, ask what else you can do.
- **Ask employees how they got where they are and what qualifications they needed.**
- **If you have any concerns, talk to your supervisor, or contact the school or placement organiser to sort it out.**



Useful Websites

- <https://nationalcareersservice.direct.gov.uk/>
- <https://successatschool.org/advisedetails/69/How-to-Find-Work-Experience>
- <http://www.youngworker.co.uk/>
- <https://www.barclayslifeskills.com/about/work-experience/>
- <https://www.plotr.co.uk/>
- <http://www.careersbox.co.uk/>