



# **YEAR 12 WORK EXPERIENCE**

**INFORMATION FOR  
STUDENTS & PARENTS**



## **INTRODUCTION**

As part of the Year 12 curriculum all students are expected to complete one week of unpaid work experience. Students are required to find and secure their own work experience placement; scheduled to take place in week commencing 22 – 26 May 2023 inclusive.

Work experience is essential for the development of students' skills and the attitudes required for the world of work. A good work experience placement will develop a student's awareness of their own worth and their strengths and weaknesses; as well as providing them a valuable understanding of how to collaborate with others in a work-related situation. Finding their own placement is an essential element of the experience as it mirrors the process of applying for future employment and starts can be one of the first times they will start to create their own CV.

The week will offer an opportunity for students to opt for workplace experiences that genuinely reflect their interests and future aspirations. The placement should offer them a greater insight into what different careers and working environments are really like on a day-to-day basis. This is especially important as students move toward the end of their 16 – 19 education as it will help with deciding whether or not a particular sector is the right choice for them, whether they are suited to different types of working environments and it should allow them an opportunity to prove and improve their employability skills.

An effective work experience placement demonstrates a students' commitment to a particular pathway or field and many students find that good references from their work experience placement are vital in securing future employment and will strengthen and support their UCAS / Apprenticeship applications.

## HEALTH & SAFETY AND SAFEGUARDING

The school has a duty of care for each student and this extends to requesting confirmation that an employer providing work experience will be responsible for a student's safety and care whilst they are there on their work experience placement. To meet our statutory responsibility, we require the placement provider to provide assurances it has policies and procedures in place to protect our students from harm. With that said schools and colleges are not able to request any additional checks or enhanced screening for staff supervising students on work experience (per section 182 of *Keeping Children Safe in Education*).

An employers' existing liability insurance policy will cover work experience placements so there should be no need for them to obtain any additional insurance to enable them to take on work experience students. Myton School Sixth Form will need to ensure that the employer has such liability insurance already in place and the school will contact them to request confirmation of this. Please ensure you advise the employer to expect this request from us.

## PLACEMENT PROVIDER CHECKS AND PARENTAL CONSENT

In order to support us in this huge task we recruit an independent organisation to ensure that all checks are completed to fulfil our obligations. Each student is required to pay £22 for this to be done. Payment can be made via ParentPay. In doing so this will also serve as agreement of the parents' authorisation for the student to be out of school to attend work experience and their consent for the student to take part in the activities agreed by the provider. Should this pose any difficulties, please contact Mrs J Millington, Head of Year 12.

The placement **MUST** be approved by Myton School Sixth Form before a student can attend. If a placement is not approved the student will be promptly informed and they will have to find and secure another placement.

When choosing a work experience placement, remember to consider:

- Students will not be allowed to work in placements deemed as a high-risk environment where their safety could be compromised
- Students are not allowed to work more than 7 hours per day and these hours must be between 7am and 7pm
- Students cannot be paid for a short-term work experience placement

It is important that the employer providing a work experience placement is made aware by the student/parent/carer of any medical conditions (e.g. asthma, epilepsy), behavioural diagnoses and/or any other special needs that could affect a student's health, safety, care and welfare whilst on the placement and which may need to be taken into consideration by the employer for risk assessment purposes.

**IF AT ANY TIME YOU ARE UNCLEAR ABOUT WHAT TO DO, YOU MUST SEE MRS MILLINGTON AS SOON AS POSSIBLE.  
LOOK OUT FOR DROP-IN SESSIONS FOR FURTHER ADVICE AND GUIDANCE**



## HOW TO SECURE A WORK EXPERIENCE PLACEMENT

### CONTACTING A COMPANY/ORGANISATION

Identify companies you would be interested in working with. Contact them to enquire whether they offer work experience placements and if they can offer you a placement. You can:

- Visit their offices/premises in person or their website if further afield
- Write a letter/email. Make sure you follow up.
- Make a telephone call
- Ask a relative who is employed there to enquire on your behalf

Before contacting employers make sure your CV\*\* is up to date as they are likely to ask for this and it will give them insight into who you are and what you are interested in.

In the future you will need to produce a CV to promote yourself when applying for most types of job – now is a great time to work on CV writing technique.

*\*\* Curriculum Vitae or CV is derived from ancient Latin meaning ones 'course of life'. Basically, it is a written description of your work experience, educational background and skills. You will have produced a CV in Year 11 – now is the time to review, update and improve it.*

### PARENTAL CONSENT

For each student to be authorised to be out of school to attend work experience there must be consent given by a parent or guardian. This will be requested electronically via ParentPay and must be secured in order for a student to attend the arranged placement and for their time out of school to be authorised.

### WHAT HAPPENS IF I GET REJECTED?

Placements are not easy to organise; be prepared to get some rejections. You need to be sending out many requests, some students send out up to 100 requests in order to secure one placement. If you are finding things difficult, widen your search. It may not be the perfect placement, but the transferable skills you will observe and learn can be just as valuable. Talk to your friends, your tutor, your teachers or family to try to help. See Mrs Millington if there are real issues.



## WORK EXPERIENCE ABROAD

For students studying a language or just those who are interested in work overseas we encourage you to look at gaining work experience abroad. In order to support you in this we have previously used the following company.

[Blue Stamp Travel: Work Experience Abroad & Language Courses](http://www.bluestamptravel.com)

www.bluestamptravel.com

There is a cost attached to these experiences, which varies depending on the country / placement. Often these are available during holiday times. Please speak to Mrs Millington should any issues arise.



## ONLINE WORK EXPERIENCE

Some companies will offer very valuable experiences online. The surge in such placements arose as a result of the limitations of the COVID-19 pandemic. These opportunities generally take the form of a project to complete under the supervision of a designated person in an institution. They may be compressed into one week or carried out over several weeks. Should this be the case, speak to Mrs Millington to see how it can be managed.



## NEXT STEPS

An electronic form will be sent to each student for them to fill in with all the required details for their work experience placement.

Pay £23 on ParentPay to give consent and to ensure all the relevant health and safety and safeguarding checks can be completed.

Once these have been checked authorisation for your work experience placement will be granted.

## **BEFORE YOU GO**

Two weeks before you start your placement, contact the company and confirm the following:

- a) Remind them who you are, confirm you will still be going there (that they can still accommodate you) and ask who you should report to when you arrive on the first day
- b) Ask what time you will start each day and confirm what your expected daily working hours will be
- c) Ask if there is a dress code you will need to adhere to
- d) Ask if there is a canteen available to purchase lunch or whether you will need to bring your own
- e) Write out a set of questions which you want to ask, so that you make the most of your placement.

## **DURING YOUR PLACEMENT**

- If asked to carry out any task that you consider to be dangerous you **MUST** let the school know immediately. We can then assess whether it is appropriate for you to continue with the task and/or the placement
- Remember that good manners, a smart appearance and punctuality are all vital
- With the exception of any 'dangerous' tasks, you need to carry out tasks that you are requested to do with enthusiasm
- Each night think about what you need to find out next and write down the questions you want to ask or what you maybe want to see. Share these with your designated contact so that you can make the most of your time there.
- Utilise the placement programme as fully as possible to gain knowledge and enhance personal skills and development
- If you have completed a task and have nothing more to do, show initiative and ask for the next task. Don't wait to be noticed
- If you are off sick you need to telephone both the school **AND** your work experience placement to inform
- Keep yourself safe. If you are worried about anything, please call Mrs Voss or Mrs Walkingshaw
- Keep a record of activities, tasks and skills learned, these will be useful for your CV/Apprenticeship and University applications

## **AFTER YOUR PLACEMENT**

- Remember to say thank you when you leave on your last day
- Make sure you log the experience appropriately and update your skills on Unifrog
- Write a thank you letter/email to the company and ask for feedback
- Share your feedback with school and reflect on what was said

## **KEY DATES**

### **November/December**

- Write letters of application
- Finalise CV

### **January**

- Secure/finalise placement and fill in the form giving the details of the placement provider

### **April**

- Contact the company to confirm / remind them that you are coming to them in May
- Check dress code and what time they expect you to start and finish each day
- Ensure you have completed any Health and Safety requirements from the employer ahead of your placement

### **May**

- Out on placement

### **June**

- Write a thank you letter to your placement
- Ask for feedback from the employer and share with the Sixth Form Team
- Update Unifrog skills section

## USEFUL CONTACTS

### **Sixth Forum**

Each week we advertise opportunities. Make sure you look as there are lots of companies asking for students to join them.

### **Warwickshire County Council**

*(suited to those interested in legal services, marketing & communications, country parks management, civil service, local government)*

Email: [wccworkexperience@warwickshire.gov.uk](mailto:wccworkexperience@warwickshire.gov.uk)

Tel: 01926 412649

### **NHS Warwickshire**

*(suited to those interested in health-related/clinical professions and related administration and management. Apply early as placements are very hard to find in the NHS)*

Email: [work.experience@swift.nhs.uk](mailto:work.experience@swift.nhs.uk)

### **University Hospitals Birmingham**

Web: <https://www.uhb.nhs.uk/work-experience.htm>

### **Jaguar Land Rover (JLR)**

*(suited to those interest in the automotive industry, engineering, manufacturing, logistics and business administration)*

Web: [www.jaguarlandrover.bmetc.ac.uk/work-experience](http://www.jaguarlandrover.bmetc.ac.uk/work-experience)

### **HM Courts Service**

*(suited to those interested in careers in law, policing, prison or probation)*

Email: [wmwjco@hmcts.gsi.gov.uk](mailto:wmwjco@hmcts.gsi.gov.uk)

(you need to state which courts you would be able to be placed at)

### **River and Canals Trust**

*(many opportunities are available, such as marketing, IT – it is a business, not just for those interested in the environment and waterways)*

Email: [schools.team@pathwayctm.com](mailto:schools.team@pathwayctm.com)

Website: [Pathway CTM | Careers Training & Mentoring](#)

Do not feel limited to the organisations listed above. This is an opportunity for you to really explore what direction your future career might take. Being aspirational is good - approach organisations that you think you might want to work for in the future. Remember to remain realistic about what can be practically achieved within the time available to you during placement.

## **FURTHER READING FOR STUDENTS**

### **Student Ladder**

<https://www.studentladder.co.uk/Work-Experience/work-experience.html>

### **Further reading for parents/carers**

The following websites, written specifically with parents in mind, suggest other useful resources and guidance on helping your son/daughter find a work experience placement:

- [www.parentalguidance.org.uk/the-importance-of-work-experience](http://www.parentalguidance.org.uk/the-importance-of-work-experience)
- [www.careersadviceforparents.org/p/helping-your-child](http://www.careersadviceforparents.org/p/helping-your-child)
- [www.workingadviser.com/where-to-find-work-experience-for-school-aged-students/](http://www.workingadviser.com/where-to-find-work-experience-for-school-aged-students/)

In June 2013, the government simplified the rules regarding health and safety guidance for those taking part in work experience.

Further information about the new legislation can be found at:

- [www.hse.gov.uk/youngpeople/workexperience/cutting-bureaucracy.htm](http://www.hse.gov.uk/youngpeople/workexperience/cutting-bureaucracy.htm)

**SAMPLE LETTER**

Home Address  
10 Highbury Road  
Warwick Warwickshire  
Postcode

15th October 2022

Contact Person  
Company Address

Dear Sir/Madam

RE: Work Experience, Monday 22<sup>nd</sup> – 26<sup>th</sup> May 2023

I am a Year 12 student currently studying at Myton School Sixth Form in Warwick. The school has a work experience programme and I am writing to enquire about the possibility of securing a work experience placement with you at your company/shop/school/factory on the above dates when I will be aged 16/17.

(New paragraph) Write about the subjects you are studying and your interests.

(Next paragraph) I would really like the opportunity to experience working within your company because...

(Explain the reason why you want to work in that company)

Thank you for taking the time to consider my request, I very much hope that you are able to offer me a placement. If you need any further information from me to help you make your decision, please let me know.

Please find enclosed a copy of my CV for your information and I look forward to hearing from you soon.

Yours faithfully (if addressed to Sir/Madam)

Yours sincerely (if addressed to the name of the person)

Mr/Miss J Bloggs

## CURRICULUM VITAE

SAMPLE CV

NAME *FILL IN*  
ADDRESS *FILL IN*  
TELEPHONE *FILL IN*  
EMAIL *FILL IN*  
DATE OF BIRTH *FILL IN*

CURRENT SCHOOL Myton School Myton Road, Warwick CV34 6PJ Tel: 01926 493805  
Email: enquiries@myton.co.uk

### GCSE'S AND OTHER SUBJECTS BEING STUDIED

List all subjects being studied and expected grades

### ACHIEVEMENTS

Here you can mention if you are a Prefect, Form Captain or a Team Captain. List if you have had any success raising money for charity etc.

### EMPLOYMENT

If you have been working part-time then put down the job title plus the name of the company. Include the dates you were employed and a brief description of the responsibilities you carried out. If you have not worked then do not include this section.

### HOBBIES AND INTEREST

Don't forget to mention things you are involved in outside school e.g. guides, scouts, clubs etc.

### REFEREES

You need to give details of two people who know you, but out of courtesy you must ask them first. For example, you can use your employer if you work part-time or your Head of Year or Form Tutor. You cannot use relatives. List their name, address and telephone number.

## NOTES