



WORK EXPERIENCE 2017

Information booklet



Dear Parents/Carers

Welcome to Year 10 Work experience 2017!

Included in your information booklet:-

1. Introduction and top tips.
2. How to find a placement.
3. Example of a CV.
4. Example of a covering letter.
5. Work placement form.

The work experience programme is a key activity for your child during their time at Priory Community School.

It helps build confidence as well as giving them a valuable insight into a career path that they have an interest in.

Stepping outside of school can be a challenging prospect for some, but it is worth it!

The guide has been created to give students everything they need to secure a placement.

It is expected that every Year 10 student will be on a work experience placement from June 19th-23rd.

The process should be driven by our students but your support is also invaluable. Leeza Cuthbertson and I are also available to help and support in any way we can, so please feel free to contact us if you need have any questions or need any further support.

Call us for help on 01934 511411 or Email – james.wilmot@pcsa.org.uk

Good luck!

James Wilmot - Head of Careers

Introduction and top tips-

June 2017 may seem far away now but the deadline for placements is March 30th. Other Year 10 students from PCSA and the neighbouring schools are already approaching employers and spaces are limited. The earlier a placement is secured the better!

Use the web portal on the next page to identify potential employers.

Use the CV and covering letter guide to send to employers.

Employers should be approached by the student and not by the parent. Employers will respect the direct approach and are more likely to respond in a positive way.

Employers are busy people. One email or phone call may not be enough. Encourage your child to persevere.

It is also important not to focus on just one employer. It is better to speak to several.

Make sure that the employer is willing to support for the whole week and that they understand that the student will be with them all day.

All employers must have Employer's Liability Insurance. This must be in place to protect your child. Many self-employed people will not have this insurance so they must be willing to purchase this for the duration of the student's placement.

Ensure that the yellow placement form is completed by your child, the employer and you. It needs to be returned to school as soon as possible.

Keep the contact details of the employer somewhere safe and get back in contact closer to June to confirm everything.

The school will arrange for a Health & Safety Assessor to visit the employer and check that it is a safe working environment.

The school will also arrange for a member of school staff to visit the employer and student during the work experience week.

Please inform the school and the employer of any relevant medical condition which could result in unnecessary risk.

Restrictions

- **Avon & Somerset Police** are unable to offer placements this year.
- **Weston General Hospital** – Application process is via form available online or pick one up from school careers office.
- **North Somerset Council** – Karen Cook is a good central point of contact. Email her describing the kind of work that you are interested in - karen.cook@n-somerset.gov.uk
- Please contact Mr Wilmot in the first instance if you are considering a placement outside of England.

How to find a placement-

The online portal.

1. <http://lpw.learnaboutwork.org> is a website created to highlight businesses in the region that have accepted work experience students in the past.
2. Enter school name= Priory Community School
3. Name = **Priory Student**
4. Pin = **1234**
5. You will now see the "welcome page" – go to the top tab and click on "Search".
6. Click on the areas of interest i.e. Admin, Business & Office Work.
7. Enter Post code if you know it or area i.e. Weston, click "search" you can also search by employer i.e. Rolls Royce to see the range of job opportunities they have offered to other students in the past.
8. You should now have a range of job opportunities showing - click on "**view**" to see the job description.

Please note: *The Veryan Webview database is provided by an external agency and shows placements that students have previously taken part in, the database is provided for reference purposes and there is no guarantee that employers will be able to take students for placements. We have no responsibility for the content of the database but will pass on any changes or alterations when highlighted.*

Other ways to find a placement.

- **www.yell.com** will help you find employers in certain industry sectors and locations but they will not give you a contact name.
- **Facebook** worked very well last year. Parents need to coordinate this due to age restrictions. Posting a 'shout out' on community pages in the area can get positive results.
- **www.google.com** can also generate some employer details based on a location and industry search.
- **Work of mouth** is still the strongest way to find a placement. Friends and family should ask other friends and family for recommendations. It is surprising the positive results that this can generate!

Example of a covering letter-

(The details of the person you are writing to and your own details go here-)

(Them) Mrs T Grant
14 Cliff Street
Thornbury
Bristol
BS17 8HY

(You) John Smith
10 High Street
Weston-super-Mare
North Somerset
BS22 2PE

(Put today's date in here)

Dear *(use name of person, if known, or if not, use Dear Sir/Madam)*

I am a *(your age)* year old student at Priory Community School. We have the opportunity of spending one week on work experience from the to the *(Insert dates here)*

I am studying *(Insert your subjects here)*

I am interested in*(say type of work e.g. carpentry)* and I would be grateful for the opportunity to spend a week with you /gaining some insight into the world of work / to find out if it is the type of work I would like to do when I leave school.

Thank you for your consideration of this letter, and I look forward to hearing from you.

Yours faithfully/sincerely

(use faithfully if you have used Dear Sir/Madam or sincerely if you have used the person's name).

John Smith
(Sign name and print underneath.)

Journalist
Florist
Jasrajpiah
Designer
MARKET-UP
ARTIST
MUSICIAN
FUND RAISER
MIDWIFE
Vet
Personal Trainer
Catering
Psychologist
PA
LAWYER
Optician
Auctioneer
Photographer
Gardener
Stylist
Producer
Brand Manager
Event Manager
Lawyer
Doctor
Buyer
Accountant
Fashion Designer