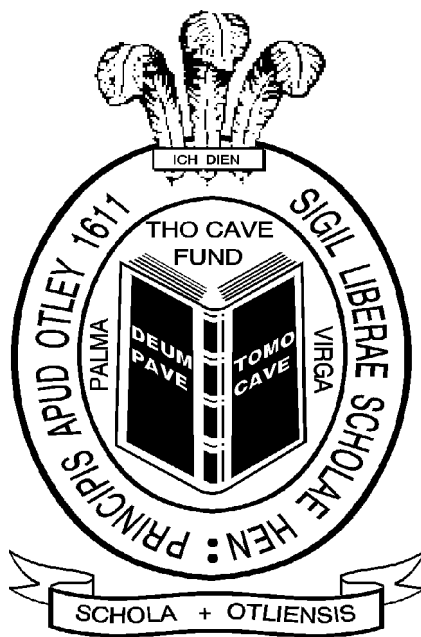


PRINCE HENRY'S GRAMMAR SCHOOL WORK EXPERIENCE

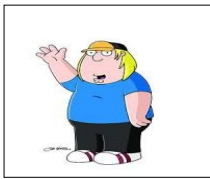


YEAR 12 WORK EXPERIENCE PREPARATION BOOKLET

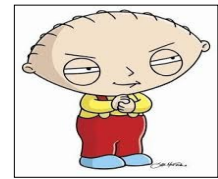
WORK EXPERIENCE

Employers and universities constantly tell us about the importance of work experience for young people, and how this is beneficial when seeking future employment or completing UCAS personal statements .

In order for you to improve your future outcomes and to give you a head start, all Year 12 students are expected to secure a one week work experience placement, as part of our enrichment programme.



Why should I do work experience?



Even if it's not the career you want, finding work experience is something to add to your CV or UCAS Personal Statement—it looks far more impressive than your 25m swimming certificate, and can often provide a better reference than your teacher! You will also learn invaluable skills, such as resilience, communication and teamwork, that all jobs require. Work experience gives you the opportunity to:

- Meet new people and expand your network of contacts
- Gain new skills to enhance your future employability
- Apply theoretical knowledge to the real world
- Practise the recruitment process
- Gain an insight into the world of work
- Gain a competitive advantage over others without work experience
- Make the transition from education to work easier

So, why wouldn't you do work experience?

When will I do work experience?

Work Experience 2017 is from:
MONDAY 10TH JULY—FRIDAY 14TH JULY 2017



FINDING A PLACEMENT

In the space below, write down a list of jobs which interest you—remember to think about the type of environment you would prefer to work in, for example, in an office, outside, in a laboratory etc.

My job interests:

(1)

(2)

(3)

(4)

Now, get online and make a list of local businesses in your area that offer these kinds of jobs. For example, if you live in Leeds and are interested in a career in law, you could search 'Solicitors in Leeds'.

You could also use a business directory like www.yell.com or www.thomsonlocal.com

Remember ... Don't be afraid to ask your family or your friend's parents if they can offer you work experience, especially if you know someone who does something you are interested in. Speak to your parents—do they have any useful contacts? It is often easier to find a placement if it is through someone you know.

WHAT'S NEXT?

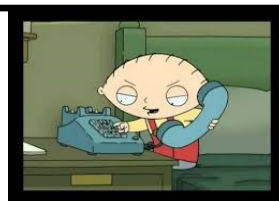
It is now time to make contact with employers and businesses and for this you will need to do your research.

Your initial contact can be by email or letter—although this should always be followed up with a telephone call, if you have not had a response within 2 weeks.

- If you are writing or emailing, find out who in the company is responsible for work experience. It's always best to have a name and if possible a personal email address (you may have to telephone the company for this information). If you have to use a general email, e.g. 'info@whatevercompany.com—always mark your email 'For the attention of ..' Remember—if an email or letter isn't marked for the attention of anybody, it probably won't get to anybody!
- Use the internet to find out about the company and what they do, if any aspect of the business especially interests you, make sure you tell them—employers are always impressed by applicants who have taken the time to find out about their companies.
- Make sure you tell employers that you are a Sixth Form student and that you are interested in a career in whatever it is they do. For example, don't tell a solicitor that you are interested in becoming a vet!
- If your A-Levels are appropriate to a particular placement, make sure you tell them, for example, if you are studying sciences and are contacting a chemical company, tell them.
- When compiling your email/letter remember to ensure your spelling/grammar is correct—it might be worthwhile asking someone to check it over for you. First impressions count!
- Consider your email address, does it sound professional—very few employers would even bother replying to 'prettylittlemissperfect_16@hotmail.com'. If you are using a personal email, make sure it is appropriate.
- Consider social media and more importantly what you post—if you can be found on Twitter, Instagram or Facebook, there is a possibility an employer will look. If you wouldn't want a future employer seeing some of your posts, delete them or make sure your accounts are completely private!

The whole point of Work Experience is exactly that... the process, from start to finish (including finding your own placement), is about you developing necessary skills which you WILL need in the future.

MAKING A TELEPHONE CALL



Employers are usually very busy people, and a requests for work experience will not be at the top of their priority list. Don't be disappointed or surprised if you don't hear back immediately, this is very common and doesn't mean that they won't take you.

However, if after two weeks you still haven't heard, then you really should give them a call. This is perfectly acceptable, and might be what's needed to secure a placement. Whilst this can seem daunting, it's a skill you need to practise, and the more often you make professional telephone calls, the more confident you will become.

Before you make a phone call, think about what you are asking for and what you want to say. You might want a few notes to remind you. You need to let an employer know:

- That you are in Year 12 and particularly interested in a career in ...
- If your A-Levels are appropriate, tell them what you are studying.
- That you are looking for work experience and would they be able to offer you a placement for one week in July. Ensure you have the dates written down.
- Prepare for the telephone call, and ensure you call from a quiet room where you won't be disturbed.
- It can sometimes be better to use a landline. If you use a mobile, ensure it's fully charged and you have a good signal.
- Smile when you talk—you will sound more confident.
- Dressing appropriately and sitting up straight will help you feel more confident.
- It's okay to be nervous, but don't mumble and it's important to sound enthusiastic.
- You're not chatting to a friend so don't use slang, and remember to thank them for their time.
- Have a pen and paper handy to make notes—if they agree to a placement you will need their details.

Be prepared to answer some questions, these could be basic questions about dates/ times etc, but they might ask what you know about the company, and if you are interested in any particular department. This is why it is important to do some research before you ring.

Do NOT be disappointed if they say no, and do NOT take it personally—it's generally because they are too busy or don't have the capacity to support students on placement. Keep going and don't give up—you will eventually find something!

WHEN YOU SECURE YOUR PLACEMENT

When you find an employer who agrees to give you a placement, you should:

1. Ensure you have all the details, including the Company name, address, telephone number and the name of the person who has agreed your placement.
2. Let Mrs Thompson know immediately by **email**—Mrs Thompson is the Work Experience Administrator and is responsible for ensuring all the necessary paper-work and risk assessments are in place before you go out.
Mrs Thompson's email address is: nj.thompson@princehenrys.co.uk
3. Ensure you check your own emails regularly—Mrs Thompson may need some additional information and she will contact you by email.
4. Let your Form Tutor know.

WHEN SHOULD YOU START LOOKING?

You should start looking for a work placement **NOW**. July may seem like a long time off, but in order to have all the relevant paper-work completed in time, the sooner we have the information the better. We cannot guarantee placements that exceed the deadline.

Your deadline for securing a placement is: **FRIDAY 31ST MARCH 2017**

IF YOU NEED FURTHER ADVICE/GUIDANCE

- You can contact Mrs Thompson on the email above.
- You can see your Careers Advisor, Mrs Robinson, for appointments please email careers@princehenrys.co.uk.
- Speak to Mrs Robinson-Junni, Mrs Willis or your Form Tutor.
- Speak to your parents/carers

Remember... you need to search for placements NOW! It can sometimes take quite a lot of work finding a suitable placement, and the sooner you start, the better.

Good luck!

NOTES

Employers I have contacted:

I have been offered a place by:

Company Name:

Address:

Telephone:

Email:

Name of Contact:

I have informed:

Mrs Thompson

My Form Tutor