



**The John of Gaunt School**  
A Community Academy

# A GUIDE TO WORK EXPERIENCE

**18<sup>th</sup> - 21<sup>st</sup> July 2022**

**YEAR 10**

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Registered Office – Wingfield Road, Trowbridge, Wiltshire BA14 9EH



Headteacher: Mr P Skipp

Work experience is a valuable contribution to learning as you prepare for the world of work. It replaces school-based education and students are expected to organise a **4-day placement** to take place during Activities Week, Monday 18<sup>th</sup> – Thursday 21<sup>st</sup> July 2022.

You will need to be organised and return your work placement and health declaration forms to Mrs Baldwin in W12 as follows:

- |                            |  |
|----------------------------|--|
| 7 <sup>th</sup> March 2022 | placements in the London area  |
| 1 <sup>st</sup> April 2022 | placements out-of-area   |
| 3 <sup>rd</sup> May 2022   | local placements including those in Bath, Bristol, Wiltshire, Somerset, South Gloucestershire, Swindon, Dorset and Devon |
- **GREEN** Work Placement Form
  - **BLUE** Health Declaration Form

You are expected to find your own placements and should start looking **as soon as possible**.

### **Why do work experience?**

*‘Experiences of work give young people a competitive advantage – about 80% of employers think work experience is essential and two-thirds of employers would be more likely to hire a young person with work experience over someone with none’ (Careers and Enterprise Company).*

Work experience helps build confidence and provides you with a valuable insight into a career path which may interest you. It allows you to see a workplace first hand, ask questions and find out about work roles and desired qualities, as well as possibly gaining a reference that you can use in the future. You need to be realistic about the kind of placement you can expect to do and consider what is available locally. Whilst you may not be able to find a placement directly related to your career choice, you can still gain much from a work placement. It can help broaden your career ideas, giving you an insight into the skills and attitudes required by employers and offers you an opportunity to practice and develop key skills such as communication, teamwork, problem solving, time keeping, responsibility and an awareness of others in a work setting: important skills, transferable to any occupation.

Stepping outside of school can be a challenging prospect, but it is worth it.

If you have no idea about which jobs might interest you, you could logon to [www.careerpilot.org.uk](http://www.careerpilot.org.uk) to research jobs related to your favourite subjects at school or try the careers matching quiz. If you are still unsure, e-mail Ms Lynch, Careers Adviser [alynch@jogschool.org](mailto:alynch@jogschool.org) to arrange a careers interview.

### **Suggestions on how to arrange a placement:**

It is recommended that you make the approach to employers yourself, rather than relying on parents to make the first contact. Employers respect this direct approach and it allows you to gain first-hand experience of what it can be like to apply for employment. Ideally, you should find out the name of the person you need to

approach in a company, as direct contact with the most appropriate person is likely to be more fruitful.

You may choose to email the company initially but you must be prepared to follow this up with a phone call a week later - emails by themselves rarely lead to placements.

Employers are busy people. One email or phone call may not be enough so persevere. It is also important not to focus on just one employer; it is better to speak to several.

***Covid restrictions may mean employers are still unable to commit to a face to face placement this year so you may need to approach several employers and use your own personal contacts.***

- Use friends and family networks to find a suitable employer.
- You can find details of companies to target via:  
[www.yell.com](http://www.yell.com)  
[www.workwiltshire.co.uk](http://www.workwiltshire.co.uk)
- Find employers who advertise for apprentices via the national apprenticeship website  
<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch?searchMode=Category>
- Google Employers and look on their websites directly.

### **Work Placement Form (green)**

Once an employer has agreed to offer you a placement, you will need to ask them to complete the Work Placement Form. This must be signed by parents/carers, yourself and the employer. The employer **must** have **Employer's Liability Insurance and Public Liability Insurance**. Most employers will have this but if the employer is self-employed, it is unlikely that they will have employer's liability insurance. It is possible for the employer to take this out to cover the term of the placement, but is very costly.

You are required to sign this agreement stating:

- you will not disclose any information confidential to the employer without the employer's prior consent
- you will adhere to all safety, security and other instructions given by the employer.

Your parent/carer is required to undertake to see that you carry out your obligations.

The completed form must be returned to Mrs Baldwin in W12 by the deadlines outlined. Failure to meet the deadline dates may mean the placement cannot be health and safety checked in time and will not be able to go ahead.

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

## Health Declaration Form (blue)

Your parent/carer is required to complete the health declaration form stating any medical conditions which could result in a risk to your health and safety or that of another person. If it is considered necessary to share the information declared, this will be discussed with you prior to informing the employer. This form will need to be signed and returned to Mrs Baldwin with the green placement form, even if there are no medical concerns.

## Health and Safety Checks

The school will arrange for a Health & Safety Assessor to visit the employer and check that it is a safe working environment. This will be done on our behalf by CSW Enterprise before placements can be confirmed. Please note, there may be some difficulties checking placements out of area and there may be **a charge made for out of area placements**. You should check with Miss Wood that the school are happy to meet this charge prior to confirming arrangements.

The school will arrange for a member of school staff to visit or phone the employer and you during the work experience week.

Below are suggestions for your initial e-mail to an employer and a sample CV. Following your initial contact, you may be asked to send the employer a copy of your CV. Please use as a guide and do not simply copy the example text.

## **SAMPLE INITIAL EMAIL**

As this letter/email will provide a potential work experience supervisor with a first impression of you, it needs to be well constructed and to the point. Find out what you can about the company before writing and ring to find out the name of the person you should address your letter/email to.

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

### **Work Experience Placement**

**18<sup>th</sup> – 21<sup>st</sup> July 2022**

- Para 1 Introduce yourself (eg I am a 15 year old student at The John of Gaunt School) and explain that you would like the opportunity to do a placement with their company. State the type of work you are interested in eg plumbing, hairdressing, engineering and explain why you are interested in doing the placement with this company/your interest in this type of work.
- Para 2 Say which subjects you are studying and, if you know, say what sort of job/career ambitions you have. Mention any hobbies you have outside school and give brief details of any part-time jobs you have/have had.
- Para 3 Give some details of what you would like to gain from the placement/how you feel the placement will benefit you.
- Para 4 Express your readiness to meet the employer and attend an interview if required. Thank them for taking the time to consider your request and close by saying that you are looking forward to hearing from the employer.

Yours faithfully/sincerely

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

Paul Jones

## **SAMPLE CV**

### **PAUL JONES**

Address

Tel Number

Mobile (if you listen to your voicemail)

E-mail (make sure it is professional)

**PERSONAL PROFILE** (*Ask yourself, who am I? What do I want? Why do I want to do it? Employers need to be able to read this and understand why you want to do your work experience with them*)

I am a hardworking, positive young person currently studying GCSE's at The John of Gaunt School. I have excellent communication skills and enjoy working with people from a range of backgrounds. I am reliable and responsible, take on tasks both at home and at school, and do them to the best of my ability. I am looking for a work placement in (*insert area of interest*) because I would like to explore a career in (*insert area of interest here*)

**KEY SKILLS** (*List some key skills that you have here - you can try the pre/post 16 skills map quiz on [www.careerpilot.org.uk](http://www.careerpilot.org.uk) to help with this and also look at the skills needed for the job you are keen on and use these words*)

- Excellent IT skills – able to use PowerPoint, Excel Word
- Able to meet deadlines - always handing in coursework on time
- Responsible – look after neighbour's cat when they are away/babysitting

### **EDUCATION AND QUALIFICATIONS**

2011 - 2018            The Mead Primary School, Trowbridge

2018 - Present        The John of Gaunt School, Trowbridge

**WORK EXPERIENCE** *You can include any work that you do, even helping at home, paper rounds, babysitting, helping with sports clubs with young children.*

July 2018 – The Paper Shop, Trowbridge. Responsible for daily delivery of papers to 20 households, picking up papers from the shop and making sure all customers are happy.

**INTERESTS** (*Include anything that you do outside of school. What do you read? What music do you listen to, what sports do you play? Do you have any hobbies like computing, gaming, looking after animals?*)

In my spare time, I sing in a local choir in Bradford on Avon, am a keen photographer and love to play football for Trowbridge Warriors.

### **REFERENCES**

Head of Year/ tutor contacts – *someone who knows you well but is not a relative.*