



ST. AIDAN'S
CHURCH OF ENGLAND HIGH SCHOOL

Applying for Work Experience



Name:

Tutor Group:

Introduction

This booklet provides information on how to apply for **Work Experience**. You will find:

- Why you should apply for a **Work Experience** placement
- The key dates in the **Work Experience** timeline
- Instructions on how to search the NYBEP on-line database to find prospective **Work Experience** placements
- Out of County **Work Experience** placements
- An example of a **Work Experience** application letter
- Hints and tips on how to tailor your application letter to reflect your strengths and the needs of your placement company
- Quotes from employers who have taken St Aidan's **Work Experience** students in past years
- A **Work Experience** consent form which needs to be completed and ***signed by your parent/carer*** and returned to Mrs Farrar in the Careers Department by ***Friday 16th December 2016***





Why Work Experience?

Work Experience is important whether you want to stay on in education or apply for paid employment. It shows people that you have considered your future plans and have a realistic insight into what working life is like. The more experience you can get before you apply for your first full-time job, the better.

Work Experience also gives you the opportunity to gain useful skills and experience through working with a range of people from all sorts of different backgrounds. These are key factors which prospective employers and universities will be looking for in your CV or UCAS form.

Work Experience helps you to:

- Understand the everyday realities of working life
- Find out about your own strengths and limitations
- Develop your communication skills
- Demonstrate your skills to employers

Even if you're the perfect person for a job, it's difficult for employers to know that without proof of what you can do. Work experience is an extremely important part of that proof.

Work Experience helps you learn about yourself

It's not all about impressing employers. Work experience also reveals things about you that will help you to choose the right career path. For example:

- What are your strengths and weaknesses?
- Are you a good communicator?
- Do you work well in a team?
- Do you enjoy the work/employment sector as much as you expected?

Remember, all **Work Experience** is beneficial, even if it is not related to your planned university course or career.

Key Dates

Below is a list of the key dates that need to be met to ensure the success of the **Work Experience** process. All year 11 students will be allocated a careers appointment over the coming weeks, but please feel free to contact the department if you would like some further help to secure your **Work Experience** placement.

Friday 21st October 2016 – deadline to return the consent slip from the letter sent to parents, agreeing to your participation in the Work Experience Programme AND the Ardèche Friendship Groups form to your form tutor.

Friday 16th December 2016 – deadline to secure your **Work Experience** placement and return the supporting consent form to the Careers Department. Your form **MUST** be signed by your parent/carer.

Friday 25th March 2017 – Your work experience placement will be processed during January and February by Mrs Farrar who will then re-issue you with a printed **blue consent form** via registers. This **MUST** be signed by your parent/carer **AND** the **employer** and returned to the Careers Department by the Easter holidays.

3rd – 21st July 2017 – your Work Experience takes place at some time within this period. We recommend that your placement lasts for a full working week but this may depend on the employer.

Please note: Year 11 trips to the Ardèche take place during these dates. Please consider this when securing your **Work Experience** placement.

Ardèche trip 1: 6th – 14th July 2017

Ardèche trip 2: 13th – 21st July 2017



NYBEP Website and Database



School provide all Year 11 students access to the NYBEP website which has a database listing all the employers in the area who offer work experience placements.

During the autumn term you should search the NYBEP website to find a company in the North Yorkshire/Leeds area that might offer you interesting **Work Experience**. Please follow the detailed login and search instructions on the next page

If you want to secure a **Work Experience** placement with an employer who is not showing on the NYBEP website, or if the job description on the website differs to the one that you have agreed upon, do not worry. Simply ask the employer to complete *all* the details on the **Work Experience** consent form at the back of this booklet and bring the form to Mrs Farrar in the Careers Department. We will then ask NYBEP to add the placement to the database and organise a health and safety check to be carried out prior to your start date.

Please note: **Work Experience** placements at Harrogate Hospital are **not** available to Year 11 students. The placements allocated to our school are offered to Year 12 students who require the experience for their university applications. Any future healthcare professionals in Year 11 can look at a variety of alternative placements that will utilise their people and communication skills, and their organisational ability etc.

Searching and Confirming your Placement

<https://nybepwork-experience.co.uk>

Username: staidans2017

Password: staidans2017



1. Login using the username and password shown above.
2. Reset student username & *password* (*just click show and then save at the bottom **DO NOT re-set your password***).
3. Click the Blue arrow to begin your search.
4. If you know the name of the employer you are interested in, spell the first four or five letters of the employer's name, go straight to the postcode and add the first part e.g. YO, HG, etc. If you do not know where you want to go yet, leave the employer's details blank and click on 'category'.
5. Select a category of your choice then complete the first part of your home postcode e.g. HG1, and next to this select '*any*' from the mileage drop down box. Do not tick any of the boxes below – this will reduce the number of results that you get. At the very bottom select your work experience dates (*a week between 3rd – 21st July 2017*).
6. You should now see a list of employers in your area. You can hover the mouse over the blue job title to read more about the role.
7. If you are interested, click on the blue job title to read more about the job, the working hours, the location etc.
8. Please now contact the employer yourself, preferably by telephone. Remember to introduce yourself and which school you attend. Be clear about your work experience dates, why you would like the opportunity for a placement and do confirm with the employer that it is on a voluntary basis. If the employer would like you to apply in writing, please refer to the sample application letter further on in this booklet for more help.
9. When an employer offers you a placement, complete the details on the blank consent form at the back of this booklet and bring it to the Careers Department who will process the paperwork and reissue you with a blue consent form which you need to get signed by the employer and your parent/carer. This must then be returned to your school work experience co-ordinator as soon as possible. Without this form you cannot attend your placement.

Out of County Work Experience Placements

Schools engage the services of NYBEP (North Yorkshire Business Enterprise Partnership) who broker **Work Experience** placements within the *North Yorkshire area*. NYBEP will ensure that an accredited health and safety professional will visit each host employer and that a Young Person's Risk Assessment is in place prior to the start of the **Work Experience** placement. These checks are a legal requirement and cannot be waived under any circumstances.

The cost of NYBEP's services averages out at £40 per student. This is covered by the £20 fee payable to school for participating in the **Work Experience** Programme which is then matched by a further £20 contribution from school.

If you wish to secure an *Out of County Work Experience* placement, i.e., outside North Yorkshire, the necessary health and safety checks will be carried out by an alternative provider. If NYBEP do not have a reciprocal arrangement with this provider you may be asked to pay an additional contribution to cover the costs of their services which you will be advised of by the Careers department.

For example, placements secured in London typically incur a charge of £60 +VAT, however, the costs of checks for placements in Leeds can usually be covered by a reciprocal agreement.

If you are unsure if your placement will incur an additional cost, please contact the Careers department before confirming your placement with your host employer.



Your full address

.....

.....

Email

Telephone

Date

Named person in the company

Job title

Company address

.....

.....

Work Experience Placement

Dear Sir/Madam **or ideally** Mr/Mrs/Miss Named Person

I am a student in year 11 at St Aidan's Church of England High School and I would like to apply for a work experience opportunity within your company from.....to..... **insert dates.**

I have a genuine interest in the sector (*e.g. Retail/Financial Services /Hairdressing/Hospitality/Estate Agency etc.*) and **either** a placement with your company will assist me to gain further understanding of the skills needed for this career, **or** while I appreciate that your company is not directly connected with this field, a placement would still provide me with invaluable practical experience of life in the workplace and the opportunity to develop essential skills such as teamwork, communication and independent working. **Delete as necessary.**

(Next paragraph should highlight details that make you particularly suitable for a work experience placement with the company)

Throughout my school life *and/or part time work/voluntary work/extra-curricular activities* (**delete as necessary**) I have demonstrated reliability, good team working and communication skills. Also I have particularly enjoyed studying **insert subject(s).**

(Closing paragraph to reinforce your enthusiasm and anything else that you particularly want to mention).

I understand that you receive many applications for work experience but I hope that you will view my application favourably and I look forward to hearing from you.

Yours faithfully (**if addressed Dear Sir/Madam**)

Yours sincerely (**if addressed to a named person**)

(Sign by hand and type your name underneath)

Miss J Smith

Out of the **Skills** you have identified on the previous page, list below the 3 that you feel will be most beneficial to include in your **Work Experience** application. Give examples of where, when, and how you used them.

E.g. Graphics/Art and Design skills used to produce a school poster

1). -----

2). -----

3). -----

Out of the **Personal Qualities** you have identified on the previous page, list below the 3 that you feel will be most beneficial to include in your **Work Experience** application. Give examples of where, when, and how you used them.

E.g. worked independently to produce a particular assignment

1). -----

2). -----

3). -----

Not convinced Work Experience is worth doing? Read some of the glowing references past employers have offered to our students..

Nidec SR Drives

".....has continually impressed us with his confident approach and his very positive attitude to learning and meeting new people. His time keeping was excellent.....asked lots of relevant questions and listened well...a very enthusiastic young man..."

Mike Langford Travel

".....a good timekeeper and great at picking up new skills, adapting to new situations and interpreting instructions..."

Berwins Solicitors

"... has taken instruction well and has carried out a diverse set of tasks very well. Her attitude is very positive and she has a very respectful demeanour..."

Kirby Malzeard Primary School

"....relationships with the staff have been very positive and professional. Very polite and well mannered...He's taken initiative and immersed himself fully in all activities..."

Harrogate International Centre

".....has been an absolute pleasure to have on board this week. He's taken direction superbly and hasn't grumbled once! All tasks have been completed to a very satisfactory level and he's gelled very well with the teams..."

Harrogate Climbing Centre

".....has shown herself to be enthusiastic and committed in her approach to any tasks put before her. She is diligent and has good communication skills and a vibrant personality. It has been a pleasure to have her working with the team..."

SoVibrant Ltd

".....has been an absolute asset as a work experience placement. Not shy to learn and has bedded into the team well...we would be proud to have her back..."

Finally.....

Please do remember that Mrs Farrar in the Careers Department can assist you with all aspects of your **Work Experience** placement, including:

- Searching for placements on the NYBEP website
- Letters of application
- CV's
- Mock interviews

Mrs Farrar is available in the Careers Department all day on Friday and on Tuesday lunchtimes.

You can also book a guidance interview so that we can assess how best to help you. For further information on how we can assist you, please visit our page on the school website.



The Careers Department

St. Aidan's Church of England High School

September 2016