

**St Aidan's Church of England High School**

# **Applying for Work Experience**



**Name:** .....

**Tutor Group:** .....

## Introduction

Now that you have registered to take part in our work experience programme you will need to read this booklet to find out how to secure a **Work Experience placement**. You will also discover:

- What help there is available to you
- The key dates in the **Work Experience** timeline
- Full instructions on how to search the NYBEP on-line database to apply for **Work Experience placements** which interest you
- How to manage '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 reminder of Why Work Experience is so important and what's in it for you
- A **Work Experience Placement Form** which needs to be FULLY completed and signed by:  
*you*  
*your employer*  
*your parent/carer*

and returned to Mrs Farrar in the Careers Department by  
**Wednesday 20<sup>th</sup> December 2017**

Work Experience is a student led programme. In other words, we expect you to display the skills of a future employee when researching & securing a placement:



**Self Motivated, Enthusiastic, Resourceful, Tenacious,  
Independent, Organised, Reliable, Focused.**

Unsure / Unconfident / Confused?

## **We Can Help!**

Although all year 11 students will be allocated a careers appointment over the coming weeks, this will not generally allow time for an in depth discussion about work experience. However, one to one lunchtime appointments are available every **Tuesday** and **Friday**. You can make an appointment between 1pm and 1.30pm or just drop in between 12.30pm and 1pm to if you would like help to research and secure your **Work Experience** placement.

## **Key Dates**

Below is a list of the key dates in the **Work Experience** timeline.

**Wednesday 18th October 2017** – deadline to return your **Work Experience Consent Form** – please hand in to your form tutor or bring it directly to Careers Reception.

**Wednesday 20<sup>th</sup> December 2017** – deadline to secure all details of your **Work Experience** and return the supporting **Placement Form** to the Careers Department, **fully completed and signed**.

**January – May 2018** – confirmed work experience placements will be registered on the NYBEP system and Risk Assessments for each individual placement will be completed between January and May 2018 (please be patient – this can take some time).

Once your job has been risk assessed it will be included in a **Placement Contract** which will also have all the contact, address and job details you will need before you start. The Placement Contract will be printed on BLUE paper and sent to you via your register. You must take it home and show it to your parents who will then be asked for their emailed agreement that the placement can go ahead.

**25<sup>th</sup> June – 20<sup>th</sup> 2018** – your Work Experience takes place at some time within this period. We make every effort to arrange for a member of staff to visit you during your week and you will also be asked to complete an online survey about your experience.

*Please note:* The Year 11 Prom & Ardèche trips take place during these dates. Please consider when securing your **Work Placement**.



## 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 can search the NYBEP website to find a company in the North Yorkshire/Leeds area that interests you. Detailed instructions are printed on the next page.

*Please note that just because a company was able to offer a placement last year, circumstances may have changed and it may not have the resources or staff capacity to do so again in 2018.*

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 Placement 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.

**Harrogate Hospital:** 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.

## Ardeche Dates

*Please bear in mind when requesting work dates*

**Trip 1**                      **5<sup>th</sup> - 13<sup>th</sup> July**

**Trip 2**                      **12<sup>th</sup> – 20<sup>th</sup> July**



## Searching and Confirming your Placement

<https://nybep.work-experience.co.uk>

**Username: Staidans18**

**Password: Staidans18**

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 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 25<sup>th</sup> June and 20th July 2018*).
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 Placement Form at the back of this booklet and visit your employer to introduce yourself and ask for their signature in the box on the back. You and your parent/carer also need to sign the form and then you must hand it to the Careers Department who will register the placement with NYBEP. 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 an **additional** charge of £60 +VAT. However, the costs of checks for placements in Leeds can usually be covered by a reciprocal agreement and may not be charged at extra cost.

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.





## Why Work Experience?

**Work Experience** gives you confidence. If you have ever wondered where your skills fit in the workplace this is where it starts to all make sense. You will realise that your unique abilities can and will be valued. Your future starts HERE!

**Work Experience** is important whether you stay on in education or apply for paid employment. It demonstrates that you have considered future plans and have a realistic idea of what working life is like. The more experience you get before your first job, the better.

**Work Experience** also gives you the opportunity to gain useful skills and experience through working with a range of people from different backgrounds. These are key factors which prospective employers and universities will be looking for in your CV/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 are the perfect person applying for a job or university place, it's difficult for employers or admissions tutors to recognise that without evidence. They need tangible **proof** of your interests and skills - a placement will allow you to write believably and with relevance about the genuine experiences or insights you have gained.

### **Work Experience helps you learn about yourself**

It's not all about impressing employers or university tutors. A placement will also reveal your own strengths and help you identify the right career path. For example:

- Are you a good communicator, able to express ideas clearly?
- Do you like working on your own or do you respond better in a team?
- Can you think on your feet and cope under pressure? Or do you prefer acting on thoughtful prior planning?
- Do you enjoy meeting deadlines and hitting targets?
- Are you creative, corporate, commercial – or all three?





From 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). -----  
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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). -----  
-----

## Example Work Placement Letter of Application

Your full address

.....

.....

Email

Telephone

Date

Named person in the company

Job title

Company address

.....

### **Ref: 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 am sure that you receive many requests for work experience but 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

## **What previous employers have said.....**

### **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
  - Telephone confidence
  - Letters of application
  - CV's
  - Mock interviews
- Remember, all **Work Experience** is beneficial, even if it is not related to your planned university course or career.
- Please don't leave it until the last minute to ask for help. You can drop in (between 12.30 and 1pm) or make an appointment (between 1.30 and 2pm) at the Work Experience Help Desk in the Careers Department every Tuesday and Friday lunchtime.



### **The Careers Department**

St Aidan's Church of England High School  
October 2018