

**St Aidan's CE High School**

# **Applying for Work Experience**

**2018 – 2019**



**Name: .....**

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



## Introduction

Now that you have registered to take part in our work experience programme, please read this handbook to find out how to research, apply for and secure a **Work Experience placement**.

You will also discover:

Page 1	The key dates in the <b>Work Experience</b> timeline
Page 2	A reminder of the value of <b>Work Experience</b>
Page 3	Finding a Work Experience Placement
Page 4	How to search the NYBEP database for placement ideas
Page 5	Online Research and Asking for Help
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The organisation of a work placement, as with any job application, relies on research, enterprise and tenacity. We expect you to display the skills listed below when approaching companies & successfully securing a placement:

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



## Key Dates

**Friday 19th October 2018** - deadline to return your **Work Experience Consent Slip** to register for the programme – please post in the clearly marked blue box on the Main School Reception Desk.

**Wednesday 19<sup>th</sup> December 2018** - deadline to secure all **Work Experience** details and return the supporting **Placement Form** to the Careers Department, **fully completed and signed**.

**January - May 2019** - confirmed work experience placements will be registered on the database, triggering NYBEP to instigate their Risk Assessment process for each individual placement.

**May - June 2019** - Once your job has been Health & Safety checked, the written report will be included in your **Placement Contract** and a hard copy sent to you via your register. It will also be emailed to your parent or guardian, who will be asked to reply, giving their final agreement for the placement to go ahead.

The Placement Contract will additionally list all the contact, address and job details you will need before you start. Please read it carefully and discuss the contents with your parents.

**1<sup>st</sup> July – 19<sup>th</sup> July 2019** - your Work Experience takes place within this period. We make every effort to arrange for a member of staff to visit you and your employer during your week. On the final day of your placement you will also be asked to complete an online survey to evaluate your experience.

**NB:** Ardèche trips take place during these dates. Please consider when securing your **Work Placement**.

## Ardèche Dates

*Please bear in mind when requesting work dates*

**Trip 1**      **4<sup>th</sup> – 11<sup>th</sup> July 2019**

**Trip 2**      **12<sup>th</sup> – 19<sup>th</sup> July 2019**



## 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 paid 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 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 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?

## Finding a Work Experience Placement

- 1. Use your own networks and contacts**
- 2. Use the NYBEP website**
- 3. Research online**
- 4. Ask for help – Drop In or by Appointment**



### 1. Use your own network and contacts

If you have a good idea of a career sector or industry you would like to explore, use your own contacts first:

- parents - work colleagues / social networks / LinkedIn contacts
- neighbours – as above
- family and friends – as above
- people you babysit for
- people you know from church, sports organisations, hobbies, clubs or volunteering groups
- employers at your existing part time job

People you know are usually very willing to support you and may be happy to recommend you to their work colleagues or personal contacts. Talk to everyone you meet about the placement you are looking for - you may be surprised by who can help. A personal introduction can make your search and application 100 x easier. Once you have identified a potential company/organisation, follow Steps 7-9 on Page 4.

### 2. NYBEP Website and Database



[www.nybep.work-experience.co.uk](http://www.nybep.work-experience.co.uk)

We encourage students to find placements using their own contacts but there is also an extensive database of past placements available on the NYBEP website.

Please note; there is a common misconception, that if a company is not already listed on the NYBEP website it cannot be used for work experience. This is not true. Each year, roughly 60% of placements are offered by employers known to the student or their family contacts. These are easily added to the NYBEP system to activate arrangements for the new placement to be Risk Assessed.

Detailed login and operational instructions are on the next page.

## 2. NYBEP Website and Database (cont)

### Researching & securing your placement on the NYBEP database

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

**Username: Staidans19**

**Password: Staidans19**

1. Login using the username and password shown above.
2. Click the blue '**Search For Placements**' arrow to begin your search.
3. Search by Employer: If you know the name of the employer you are interested in, spell the first few letters of the employer's name, go 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.
4. Search by Category: Select a category then complete the first part of your home postcode e.g. HG1, and next, a suitable mileage radius from the 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 (*weeks commencing July 1<sup>st</sup>, July 8<sup>th</sup> or July 15<sup>th</sup> 2019*).
5. Please be aware that personnel from each school add their own placements to the system, giving rise to a range of different category interpretations. For example, you might find one 'Marketing' related placement categorised under 'Marketing and Advertising' and another under 'Administration, Business, etc'. The best advice is not to be too specific in your search parameters.
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 previously offered role. If you are interested, click to read more about the job, ie. hours, location etc. *NB: Even though a company has offered a placement in previous years, they may not have the resources or staff capacity to repeat in 2019.*
7. Contact the employer yourself, preferably by telephone in the first instance. Check the company is still open to work experience applications and request confirmation of the named contact to ensure these have not changed. When you are put through to the relevant person, remember to introduce yourself confidently, clearly stating why you would like the opportunity, which school you attend and your requested dates. Above all, sound upbeat and interested. If the employer requests an application in writing, please refer to and adapt the sample email further on in this handbook.
8. When an employer offers you a placement, complete the details on the Placement Form at the back of this handbook and then arrange a visit to introduce and familiarise yourself. Ask the employer to confirm job details and insert their signature and Employment Liability Insurance details in the box on the back. You and your parent/carer also need to sign the form.
9. Once completed, hand the form to the Careers Department. They will register the placement with NYBEP, instigate the risk assessment and, in due course, issue you with a Placement Contract. (This usually happens in May/June - please be patient, the timescale is governed by NYBEP.)

### 3. Research online

If your own contacts cannot produce any leads, try researching online by typing the name of the industry you are interested in followed by the name of your local town or area.

Once you have a list of a few possible companies or organisations, have a look at their websites. Try to get an idea of the company and the range of experience they might be able to offer you. Make a note of their key operations so that you can demonstrate your interest when contacting them. Enquire about possible placements by telephone, following Steps 7 - 9 from the previous page.

### 4. Ask for Help!

#### **Unsure / Unconfident / Confused? We Can Help!**

A lunchtime **Work Experience Surgery** is available every **Tuesday** and **Friday in the Careers Department**. You can drop in anytime between 12.30pm and 1pm – or if you would like one to one help and advice you can arrange an appointment time between 1pm and 1.30pm. Book your slot with the Careers Department.

Mrs Farrar will be happy to help you explore your unique talents (everybody has them!) and your particular interests. These do not have to be subject based and you may not think they are work related – but all abilities and hobbies can demonstrate transferable and associated work skills.

The World Economic Forum predicts the following will be the most important and sought after Employment Skills by 2020.

You may be surprised by how many you already feel able to demonstrate from your life experiences so far. Think how much more confident you would feel if you could back this up with evidence from the workplace.

Problem Solving	People Management	Decision Making
Critical Thinking	Team & Communication	Customer Service
Creativity	Emotional Intelligence	Negotiation



## Frequently Asked Questions

**Question:** Can I use my own contacts to source a work placement, rather than choose a company from the NYBEP website?

**Answer:** Yes, this is actively encouraged. Ask the employer to complete all the details on the Work Experience Placement Form at the back of this booklet and return to the Careers Department. We will add the new Employer details to the database.

**Question:** I have sourced a placement from a company already listed on the NYBEP site BUT the job title and description on the database differs from the job title and description I have been offered.

**Answer:** Do not worry. Simply ask the employer to complete all details on the Work Experience Placement Form at the back of this booklet and return to the Careers Department. We will add the new job title and description to the database.

**Question:** Can I choose a company for my work placement which is located outside the North Yorkshire, Leeds, York or Bradford areas?

**Answer:** No. Work Experience taking place within the school term dates should be carried out at a company located in North Yorkshire, Leeds, York or Bradford.

**Question:** Why can I not choose a company located further afield to host my work experience?

**Answer:** Companies located outside the specified areas do not fall under the area covered by NYBEP when conducting Health & Safety or Risk Assessment checks. Please take advantage of any opportunities offered by these companies by arranging work placements there in the school holidays.

**Question:** I am interested in a medical career. Are placements available at Harrogate Hospital?

**Answer:** The Careers Department has close links with Harrogate Hospital, and because placements are in such high demand from students at schools across Harrogate District, each school is allocated a limited 'quota' of opportunities. The Careers Department reserves these placements solely for Year 12 and 13 students and we therefore strongly recommend that Year 11 students look for other suitable roles in the community, such as in Care Homes or Day Centres, Nurseries, Pharmacies, Dental Practices etc. Other than this any customer facing role will offer valuable experience of dealing with members of the public and, especially in the service sector, this can often give an excellent insight into the help and support required by people under pressure or in stressful situations.

## Work Experience 'Frequently Asked Questions' (cont)

Question: Can I do more than one Work Experience Placement?

Answer: Yes, we encourage students to get as much work experience as they can. You can obviously arrange extra placements during the holidays or, should you wish to do more than one placement over the 3 week period after GCSE exams, this can be arranged through the school programme. Additional funds will be required however – we will request £20 towards the cost of each placement.

Questions: What does my £20 per placement cover?

Answer: £20 covers approximately 50% of the fees levied by NYBEP. NYBEP's charges cover the cost of maintaining the database and organising the health and safety and risk assessment requirements necessary for each individual placement to go ahead.

Question: I have no idea where to start. What sort of help is available to students?

Answer: All documents and advice guides are available to download from the website: [www.staidans.co.uk/departments/careers](http://www.staidans.co.uk/departments/careers). Please refer to:

- **7 Steps to Arranging Work Experience** (short guide)
- **Guide to Arranging Work Experience** (handbook)

We can also help in person with the following: (NB Drop In and appointment sessions every Tuesday and Friday lunchtime in Careers)

- |                                       |                             |
|---------------------------------------|-----------------------------|
| * Ideas                               | * Skills identification     |
| * Named business contacts             | * CV's and Covering Letters |
| * Telephoning or emailing the company | * Mock interviews           |
| * Follow up contact with the company  |                             |

Question: When are the deadlines?

Answer: Deadline for registering onto the programme and returning the Parent Consent Slip: **Friday 19<sup>th</sup> October 2018**  
 Deadline for confirmation of placement and returning your Placement Form to Careers: **Wednesday 19<sup>th</sup> December 2019**

Question: What details are required on the Placement Form before I can hand it in?

Answer: Please check all the details listed below are fully completed before handing in your Placement Form:

- Work Experience Dates (confirmed by company & checked against Ardeche dates if applicable)
- Employer's signature and Employers Liability Insurance details
- Student's details and Medical information
- Student's signature
- Parent or Guardian's signature

Question: I have paid £20 to register onto the programme but I am no longer able to take part. Can I get a refund?

Answer: No. All registration payments are non-refundable from NYBEP.

# Completing Your Placement Form

**WORK EXPERIENCE PLACEMENT FORM (Deadline for completion 19<sup>th</sup> December 2018)**

**STUDENT DETAILS**

STUDENT NAME ..... WEX DATES ..... to .....  
(print clearly)

DATE OF BIRTH ..... GENDER ..... F / M ..... YEAR ..... TUTOR GROUP .....

I agree to participate in the work experience scheme and confirm that I have read and understood the form. I will not disclose any information confidential to the employer and I will obtain during this period of work experience. I will obey all safety security and other instructions given by the employer.

Do you suffer from: Migraines  YES /  NO Epilepsy YES /  NO Diabetes YES /  NO Asthma YES /  NO

Hearing problems  YES /  NO Mobility problems YES /  NO Allergies YES /  NO

Any other medical ailment or illness: .....

Student signature: \_\_\_\_\_

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**EMPLOYER DETAILS**

COMPANY NAME ..... CONTACT NAME & JOB TITLE .....

ADDRESS ..... POSTCODE .....

TELEPHONE NO. .... MOBILE NO. ....

EMAIL ..... WORK EXPERIENCE JOB TITLE .....

BRIEF DESCRIPTION OF TASKS / ROLE .....

DRESS CODE / UNIFORM or SAFETY CLOTHING PROVISION .....

DAYS OF WORK ..... HOURS - From ..... To .....

Lunch Details (if appropriate) ..... Is this placement exclusively with one member of staff? YES/NO

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**PARENTAL CONSENT**

As parent/guardian of the student I confirm/understand that:

- I have read the placement details, am willing for my child to participate in work experience with the employer for the agreed time period and I ensure that they adhere to company policies for confidentiality and safety agreement which they have signed above.
- This placement will now be formally registered with NYSEP generating a Risk Assessment for each placement and that my £20 contribution towards the assessment cost is non-refundable.
- A Risk Assessment will be sent by email from school to both student and parent before the start of the placement and acknowledgement of receipt will be required.
- My son/daughter is medically fit to undertake the placement and who does not suffer from any medical condition which could result in unnecessary risk to his/her health and safety, and/or that of the other people in the workplace.

Signed: \_\_\_\_\_

Name: (please print) \_\_\_\_\_

Address: (please write clearly) \_\_\_\_\_

Date: \_\_\_\_\_

Students details

Placement dates

Company Details & Job Description

Parental Consent

Please ensure you have filled in ALL the details on your form before you hand it in to the Careers Department.

Common omissions are:

1. Placement Dates – this is really important as we cannot register the placement until these are confirmed
2. Student and Parental Signature – please ensure both students and parent or guardian have signed.
3. Employer’s name, job title **and** email address / contact details
4. Job description, hours of work, dress code, lunch arrangements – make sure you understand the general scope of your placement and the extra details which will help you feel comfortable about what to expect

## Completing Your Placement Form (cont)

**LETTER OF UNDERSTANDING FOR THE EMPLOYER PROVIDING A WORK EXPERIENCE PLACEMENT**

The student will carry out meaningful work, as described in the agreed job description overview. The employer will ensure that a responsible person plans the work and the student will receive appropriate instruction/supervision throughout the placement.

The employer understands that the student is to be treated as an employee with respect to Health and Safety legislation. The employer will ensure that the student does not operate any hazardous machinery, or carry out work of an unsuitable nature, and that any protective clothing/equipment is used when necessary with appropriate instruction for its use. Any animals that may cause harm to a student will be kept away from the student.

The employer understands his/her duty of care to the student on the placement, particularly in respect of the principles described in the Child Protection Guidance. The employer also understands that any staff members disqualified from working with children will not be employed, as appropriate, in accordance with The Criminal Justice and Court Services Act 2000.

The employer understands that s/he must carry out a risk assessment of the placement and this must be shared with the parent/carer of the student who is to undertake the placement, before the placement commences. The employer also undertakes to monitor the placement in the light of the student's capabilities and to modify the risk assessment if necessary.

The employer will arrange for Employers' Liability Insurance, Public Liability Insurance and vehicle insurance, as appropriate, and will confirm that the student on the work experience placement is covered by the appropriate policies. The employer will accept, or insure against liability for loss, damage or injury caused to or by the student, while on the placement, just as for paid employees. The employer will notify their insurer of the student's participation in work experience.

The employer will observe the relevant legislation laid down in the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Sex Discrimination Act 1975, and the Race Relations Act 1976.

In case of student absence, accident or sickness, the employer will immediately notify the school. The student will be provided with whatever first aid facilities the employer provides.

The employer will allow representatives from St Aidan's CB High School to visit during the placement for monitoring purposes. The employer also gives permission for St Aidan's or its representatives to process employer personal details for the purposes of work experience and Education Business Link Activities, in accordance with the Data Protection Act 1998. Student's personal details are confidential and will be held in accordance with the Data Protection Act 1998.

The student will work the hours shown overview on the agreed job description. These must conform with employment regulations as they apply to Young Persons. The student will not receive any payments for this work in accordance with the Education (Work Experience) Act 1973. The employer may choose to reimburse the student towards the cost of meals and travelling. Details of any such remuneration will be included in the job description overview.

The student agrees that he/she will not disclose any information confidential to the employer and will obey all safety, security and other instructions given by the employer. The student has signed the declaration overview, agreeing to these terms and their parent/carer will ensure that the student adheres to this agreement. The parent/carer will confirm that the student is not suffering from any complaint, which may cause a hazard either to themselves or those working with him/her. The school will advise the employer of any known details concerning the student, which may require special attention to ensure a successful placement.

**EMPLOYER CONSENT (please fill out all details)**

COMPANY NAME: ..... WORK EXPERIENCE JOB TITLE: .....

As a representative of the above employer, I have checked all placement details overview and agree to (full name of student) ..... working on company premises in accordance with this Letter of Understanding.

I also agree to provide the following information to the school:

I also sign to confirm that:

- I have employers' and public liability insurance (EPLI & PLI) and checked the student will be included under the cover
- I am willing to provide this certificate for the H&S visitor if necessary
- I agree to a health & safety check if needed

Company Employer's Liability Insurance Details	Insurer name: Policy No:	EPLI Expiry date	
Signed		Date	
Name (Print)		Position	

**Deadline:  
Wednesday  
December 19th**

**Employers Liability  
Insurance Details  
and Signature**

The back of the Placement Form contains information for the employer. It is a 'Letter of Understanding' - not too onerous, but should be read carefully and then signed by the member of company staff responsible for your placement.

**Please don't forget** to ask them to also fill in their Employer's Liability Insurance Policy details. NYBEP needs the following information:

- Name of the Insurer – ie AXA, Hiscox, Aviva
- Policy Number
- Date of Expiry

**Deadline for handing in your fully completed  
Placement Form - Wednesday December 19<sup>th</sup> 2018**

# Skills Worksheet - From School to the Work Place

Use this worksheet to help you identify and evidence skills and personal qualities to an employer. This will help you with your application email, on the telephone or at interview.

What **Skills** and **Personal Qualities** do you already feel you have developed from activities in school, leadership roles at clubs or societies, or from part time jobs?

**Skills:** *communication, organisation, decision making, problem solving, IT, numeracy, graphics/art and design, etc.*

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

**Personal Qualities:** *self-motivated, determined, reliable, resilient, etc.*

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

## Remember the top 10 skills and attributes valued by employers

Problem Solving	People Management	Decision Making
Critical Thinking	Team & Communication	Customer Service
Creativity	Emotional Intelligence	Negotiation

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. Try to provide written evidence by giving examples of where, when, and how you used them to good effect.

*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, choose 3 that you feel will be most beneficial to include in your **Work Experience** application. Try to provide written evidence by describing how you have drawn on these qualities to achieve success.

*E.g. worked independently to produce a particular assignment*

1). -----  
-----  
-----

2). -----  
-----  
-----

3). -----  
-----

## Example Email to Employers

**Subject: Work Experience July 2019 - St Aidan's Year 11 student**

Dear Mr/Mrs/Miss Named Person

*(if you do not know this, telephone the company and ask the receptionist if they could give you the name of the person at the company responsible for arranging student work experience placements. NB. Please be aware that just because a company has offered placements in the past, does not mean they will have the capacity of staff or the finances to be able to help this year. Even if they are in a position to do so, there may not be a named person allocated the task of sorting out the placements – so you may need to approach the Managing Director or Senior Partner in the first instance. Please **always** try to obtain a specific name & email address.)*

I am a student in year 11 at St Aidan's Church of England High School in Harrogate 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 /Construction/Hospitality/Digital/Education/Creative etc.)* and **either** a placement with your company will assist me to gain further understanding of the skills needed for a career in this field, **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 / re-phrase 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 ..... **(insert two or three of the skills / personal qualities you identified on Page 10)** evidenced by **(insert examples as identified on Page 11)**. I particularly enjoy studying ..... **insert subject(s), and intend to continue this/these subject/s at A level (if applicable).**

***(Reinforce enthusiasm + any additional relevant achievements/evidence).***

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. I would be very happy to visit your *offices/showroom/shop (delete as necessary)* to introduce myself and attend an interview, if required.

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

***First Name & Surname***

Insert email address  
St Aidan's CE School  
Harrogate

If you would be more comfortable copying in your parent/guardian to the email, please add ***Parent's Name (Parent)***  
Parent's email ***(cc'd)***

## Sample CV

Occasionally, employers ask students to submit a CV to support their application. A blank, template CV can be found on the school website: [www.staidans.co.uk/departments/careers/writing-a-cv-and-interviews/](http://www.staidans.co.uk/departments/careers/writing-a-cv-and-interviews/)

### Name

### Address and Postcode

Telephone : 01423 112233

Email: xxxxxxxxxxxxxxxxx

#### Profile:

*I am a self-motivated, ambitious 16 year old with a particular ability and interest in numeracy and calculation. I am eager to gain an understanding of working life and the skills required to succeed. I enjoy problem solving and am dedicated and organised, achieving good results working on my own as well as part of team.*

#### Key Achievements:

- Displayed proactive initiative in securing a sought after part-time job and have proved willing and able to cope with changes or adaptations when frequent last minute alterations to paper round route are added. Consistently delivered in this role for 4 months showing reliability, trustworthiness, responsibility and self-motivation.
- Played for school football team for 2 years sacrificing lunch and after school free time to train and compete in matches, demonstrating competitiveness, team work, physical endurance and commitment.
- Attended week-long Outward Bound training in the Lake District, March 2016, working alongside people outside my friendship group & with different instructors. Challenged myself to complete endurance activities ie Night-time Orienteering, Zip Wire & Abseiling descents showing openness to learn new skills and willingness to try out activities beyond my comfort zone. Demonstrates understanding of risk assessment & need for good preparation.

#### Education:

*General level of academic ability and any extra curricular or additional qualifications*

10 subjects at GCSE – Examinations June 2019

Particular interest in Maths, History, Spanish and PE.

Music Grade 6 – Clarinet

#### Work Experience (if applicable)

##### Dates:

June 2018 - Present

##### Organisation

One Stop, Knaresborough Road, Harrogate

##### Job Title

Paperboy

##### Skills acquired

Organisation/reliability/ accountability/determination

#### Hobbies and Interests:

I attend a local Gym 3-4 times per week demonstrating perseverance and a commitment to maintaining fitness levels



## Testimony from previous employers .....

### **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."

### **Kirby Malzeard Primary School**

"....relationships with the staff have been very positive and professional. Extremely polite and well mannered...He has shown initiative and immersed himself fully in all activities..."

### **Harrogate Climbing Centre**

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

### **SoVibrant Ltd**

".....has been a real asset as a work experience placement. Very creative, eager to learn and worked well with the team...we would be proud to have her back..."

## Skills evidence from past students .....

### ***Smeeden Foreman***

*"I drew a plan for a project and measured where everything would go, working out the technical details using help from others in the team and my own initiative. I demonstrated my application of Maths and my creativity and created a full plan for a site in Italy including placement of plants, path, pergolas and ramps."*

### ***St Michael's Dental Practice***

*"Using dental tools I carried out a successful root canal treatment on a fake tooth, with assistance from the dentist and a dental nurse. I demonstrated manual dexterity and enthusiasm and enhanced my understanding of the structure of a tooth."*

### ***Harrogate Scenic Services***

*"I started by producing creative design ideas with the workshop manager and then evaluated the best option. I used many wood working techniques along with different paint styles to achieve a variety of finishes. The outcome was a professionally produced theatrical set, produced on time – and a satisfied client."*

### ***Specsavers***

*"I helped an elderly woman chose the best glasses for her based on her complicated prescription. I spent a long time with her, listening to what she had to say and trying to understand her preferences, demonstrating creativity, understanding, commitment and friendliness."*

## Finally.....

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

- Searching for placements on the NYBEP website
  - Telephone confidence
  - Letters of application
  - CVs
  - 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 1pm and 1.30pm) at the Careers Department every Tuesday and Friday lunchtime.



### **The Careers Department**

St Aidan's Church of England High School

October 2018

## Notes