

St Aidan's CE High School

Applying for Work Experience

2023 – 2024



2024 Work Experience dates

Monday 1st July	-	Friday 5 th July
Monday 8 th July	-	Friday 12 th July
Monday 15 th July	-	Friday 19 th July





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 / 2	Key dates in the Work Experience timeline
Page 3	A reminder of the value of Work Experience
Page 4	Tips about finding a Work Experience Placement
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. You will need to demonstrate the skills listed below to identify, approach and successfully secure your placement:

**Self Motivation, Enterprise, Enthusiasm, Resourcefulness,
Independence, Organisation, Reliability, Focus**

Work Experience Organisational Timeline

A Step by Step guide to student led actions BEFORE March 1st and Careers Department responsibilities throughout the process

Student

OCTOBER

Parent Consent Form returned to school by
Friday October 27th

NOVEMBER

Receive Work Experience Handbook.
Start to research placements
Decide dates of work experience, taking
Ardeche Trip and other post exam
commitments into consideration

NOVEMBER – FEBRUARY

Explore friends & family networks to find a
local employer in a sector of interest to
you

Log in to Connect app to view past
placements for inspiration and possible
contact

Need more help? Lunchtime Drop-In
Sessions start w/c November 6th

Shortlist companies. Phone to check all
contact details **BEFORE** you send your
email

Respond promptly to all replies from
employers

Once placement is agreed, visit employer to
introduce yourself, confirm dates & obtain
employers liability insurance.

Log all details in Connect app by **MARCH 1st**

School

OCTOBER

Work Experience Presentation to all
Year 11 Tutor Groups
Issue handbooks to all students who
have returned Parent Consent Form

NOVEMBER - FEBRUARY

Monday and Wednesday lunchtime
Drop-In Help & Advice Sessions
in Careers Department

Individual appointments on demand
Contact m.farrar@staidans.co.uk

Verify confirmed placements in
Connect app. Individual Risk
Assessment of each placement
carried out by NYBEP as appropriate

FEBRUARY - MAY

Maintain records of communication
and placement contact details
Deliver 'ready for work' presentation
to all students with confirmed
placements

JULY

Visit students and employers during
the placement
Send out evaluation survey to all
students

Key Dates

Friday 27th October 2023 - 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.

Friday 1st March 2024 - deadline to secure **Work Experience** placement and enter all the information regarding job role and description, working hours, dress code and Employers Liability Insurance details onto the Connect app

March - June 2024 – NYBEP will carry out an individual Risk Assessment for all placements confirmed by the March 1st deadline.

June - July 2024 - Once Health & Safety checks are complete, a risk assessment will be included in your **Placement Contract** available to view through the Connect app.

The app will list all the contact, address and job details for your individual placement that you will need before you start. Please read carefully and discuss with your parent/carer.

1st July – 19th July 2024 - Work Experience takes place within this period. A member of staff will arrange a site visit or telephone your employer at your workplace during the week, to find out how you are getting on.

On the final day of your placement you will also be asked to complete an online survey to evaluate your experience.

NB: School Trips, Year 11 Prom and other post exam activities may also take place during these dates. Please consider when securing your **Work Placement** and chose your placement week accordingly.



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 whilst working alongside a range of people from different backgrounds. These are key factors which prospective employers and universities will be looking for in your CV, Apprenticeship or UCAS application 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, competitive – or all three?

Finding a Work Experience Placement

- 1. Use your own networks and contacts**
- 2. Research local companies online**
- 3. Use the Connect app**
- 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 and LinkedIn contacts
- neighbours – as above
- family and friends – as above
- people you know from church, sports organisations, hobbies, clubs, volunteering groups, babysitting etc
- 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 or organisation, follow Steps 7-9 on Page 4.

2. 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.

3. Connect App

We encourage students to find placements using their own contacts but there is also a newly launched app called Connect which will showcase placements available for application in the local area. Through the Connect app, a database of past placements can also be shared to students signed up for the Work Experience Programme. Many – although not all - may be willing to take a student again in 2024, however it will definitely give students an idea of opportunities locally. Students are strongly encouraged to make an initial telephone enquiry to any of the companies or organisations on the database of interest, to check:

- if they are currently accepting applications and, if so
- the updated contact details for the member of staff responsible for arranging placements

Please note; there is a common misconception, that if a company is not already listed on the database 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 Connect system to activate arrangements for the new placement to be Risk Assessed by NYBEP

Detailed login and operational instructions will be emailed to each student as soon as the system goes live in late October/early November

4. Ask for Help!

Unsure / Unconfident / Confused? We Can Help!

Lunchtime **Work Experience Drop In** sessions are available every **Monday** and **Wednesday lunchtimes** in the **Careers Department** 12.45pm - 1.30pm. Alternatively, or students can book a one to one appointment at Careers Reception.

Careers staff will be happy to help you explore your unique talents abilities and hobbies which may indicate a careers sector of interest. Don't forget, any placement which can offer the opportunity to gain transferable work skills is invaluable.

The World Economic Forum predicts the following will be the most important and sought after Employment Skills by 2028.

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	Self-Management	Willingness to Learn
Analytical Thinking	Team & Communication	Customer Service
Creativity	Empathy & Active Listening	Resilience & Flexibility



Frequently Asked Questions

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

Answer: Yes, this is actively encouraged. Ask the employer to supply the information about your job role so that you can complete the details requested on the app ie job description, working hours, dress code, Employers Liability Insurance etc

Question: Can I choose a company for my work placement which is located outside the Yorkshire and Teeside 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. In some instances this can also extend to Hull, Teeside and Durham and very occasionally, Manchester.

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: If you have your own contacts at Harrogate Hospital is possible to arrange a placement with a named member of staff and submit it in the normal way. However, ordinarily, placements are allocated solely at the discretion of the Hospital Volunteering Team. In most cases their requirement is for students to undertake 50 hours of volunteering at the hospital before requesting a placement in a department of specific interest. You may wish to start your volunteering in Year 11 but it is unlikely that you will complete the 50 hours, before the March 1st deadline to fully confirm a placement. For this reason, many students reserve this opportunity for Year 12. Please contact them by email: hdft.volunteering@nhs.net or phone: 01423 557408

Further to this we strongly recommend students look for other suitable roles in the community, such as in Care Homes, Day Centres or Nurseries or with Pharmacies, Dental Practices or other therapeutic practitioners such as Chiropractors, Physiotherapists or Osteopaths. Additionally, any customer facing role will offer valuable customer facing experience 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.

Question: 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 and updating the app 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: Drop In sessions Monday & Wednesday lunchtime in Careers (12.45 – 1.30pm) or individual appointments made via Careers Reception or email to m.farrar@staidans.co.uk.

We can help with the following:

- | | |
|--------------------------------------|-----------------------------|
| ★ Work Placement Ideas | ★ Skills identification |
| ★ Business contacts | ★ CV's and Covering Letters |
| ★ Telephoning/emailing the company | ★ Mock interviews |
| ★ Follow up contact with the company | |

All documents, letters and forms, including this handbook, are available to download from the Careers / Work Experience section of the school website

Question: When are the deadlines?

Answer: Deadline for registering onto the programme and returning the Parent Consent Slip: **Friday 27th October 2023**
Deadline for confirmation of placement and entering full details on the Connect app: **Friday 1st March 2024**

Question: What placement details are required by the Connect app?

Answer: Please check all the details listed below are fully completed :

- Work Experience Dates
- Employers Liability Insurance details
- Student's details and Medical information
- Student's signature
- Parent / Carer 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.



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	Flexibility & Resilience	Willingness to Learn
Empathy & Active Listening	Team & Communication	Customer Service
Analytical Thinking	Organisation/Self Management	Creativity

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). -----

From 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. demonstrated resilience and leadership during Duke of Edinburgh expedition

1). -----

2). -----

3). -----

Example Email to Employers

Subject: Work Experience July 2024 - St Aidan's Year 11 student

Dear Mr/Mrs/Miss + Surname

*(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 with 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 a placement with your company will help me to gain further understanding of the skills needed for a career in this field.

(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 in 6th Form / college *(delete as necessary)*.

(Now reinforce your enthusiasm + any additional relevant achievements/evidence – ie...)

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 feel more comfortable, please copy your parent/carer or Mrs Farrar to the email

Sample CV

Occasionally, employers ask students to submit a CV to support their application. A template CV can also be found on the school website:
www.staidans.co.uk/departments/careers/employment-and-apprenticeships/

Name

Address and Postcode

Telephone : 01423 112233

Email: xxxxxxxxxxxxxxxx

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 2018, 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 2024
 Music Grade 6 – Clarinet

Particular interest in Maths, History, Spanish and PE.

Employment and Work Experience *(if applicable)*

(Date started – Present/Date finished)

Part-time Sales Assistant, Shop Name, Location

Achievements and responsibilities included:

- Developed effective customer service skills
- Experience of working both independently and as part of a team
- Excellent timekeeping and reliability

Additional Information:

- Proficient in Microsoft Office, including Excel, Word and PowerPoint
- Duke of Edinburgh Bronze Award (Date awarded/expected)
- Volunteer at Save the Children charity shop (Date started – Present/Date finished)
- Volunteer as backstage technician at local amateur dramatics society (Date started – Present/Date finished)
- Attend a Gym 3 times per week demonstrating perseverance and commitment to maintaining fitness levels

Testimony from previous employers

Virgin Bank

"It was a pleasure to have your student for the week – all the staff at the bank loved him and he developed a great rapport with our customers!"

Harrogate Climbing Centre

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

Branton Court Stud

"...she has been a pleasure to have at Branton Court Stud, we would be more than happy to have her back anytime.

Seven Architecture

"...she really seemed to adapt well to the projects she was set and the working environment.

Rossett Acre Primary School

".....a lovely young man and a real credit to St. Aidan's."

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 tooth structures."

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 remember

- Careers staff will be happy to help you with all aspects of your **Work Experience** placement, including:
 - Searching for placements
 - Using the Connect app
 - Telephone confidence
 - Letters of application
 - CVs
 - Mock interviews
- all **Work Experience** is beneficial, even if it is not related to your planned university course or career.
- don't leave it until the last minute to ask for help. You can drop in to the Careers Department every Monday and Wednesday lunchtime 12.45 – 1.30pm or make an appointment at Careers Reception



The Careers Department

St Aidan's Church of England High School
October 2023

Notes