



## Work Experience Information for Pupils

As part of the Year 10 curriculum, you will undertake a period of work experience from **Monday 4<sup>th</sup> July – Friday 8<sup>th</sup> July 2022**. We strongly advise that you start looking now for a placement as other schools have work experience during this time. The process has to start many months in advance in order for all the paperwork and checks to be in place to ensure your health, safety and welfare while at the placement.

Work experience gives you an opportunity of time in an adult working environment carrying out tasks and duties as an employee, learning about the world of work.

You need to consider the location of the placement as you will be expected to make your own way to the workplace. You are required to work the provider's normal working hours but not more than a standard eight-hour day. You should work no more than 40 hours per week and not more than five consecutive days.

### Searching for a placement

Searching for your placement isn't difficult but just like searching for a real job you might have to approach more than one placement provider.

You can make contact with a placement:

- In person
- By letter or email
- By telephone
- In a large company you need to ask to speak to the Human Resources Department. In a smaller company ask to speak to the Manager.
- You can ask your family and relatives if they can help, they may have useful connections
- Call into companies where you would like to work
- Approach local businesses
- Use search engines like Google
- Use business directory websites Thomson or Yell.com
- Use telephone directories Thomson Local or Yellow Pages
- Use local newspapers

### Here are some helpful points for when you telephone a placement: -

- Write down what you want to say before you make contact
- Introduce yourself "My name is .... from Ashton on Mersey School and I am looking for a work experience placement. Please can I speak to the Manager?"
- Ask for the name and address where you need to send the agreement form to
- Be polite and clear

## Questions a placement might ask you

When contacting placements, you will be asked some questions, below are examples of some of the questions you might be asked: -

- Why do you want to do work experience here?
- What do you hope to learn?
- What skills and qualities can you bring to the job?
- What are your hobbies and interests?

Before you contact a company think about your answers so you will be prepared.

## Here are some helpful points for when you send a letter or email to a placement :-

- If you do not know the name of the person address the letter to Dear Sir / Madam
- Make sure that you include your contact details in all correspondence
- If you send an email you will need to attach a copy of the agreement to be signed. You can download this from the school website.
- Remember to check:–  
*Spelling and punctuation*  
*Presentation and layout*  
*Company name and address*
- If you are sending a letter this can be hand written or typed
- Ideally your letter should be no longer than one side A4 paper
- Be clear, first impressions count
- If you don't hear back from the company within two weeks give them a call
- Use the example letter

## Example of a letter:-

Today's date

Persons name or HR Department or Manager  
Name of Company  
Address of Company

Your Name  
Your Address  
Your Email Address  
Your Mobile Number

Dear (*contact name or Sir/ Madam*)

I am writing to enquire about the possibility of a work experience placement with your company from Monday 4<sup>th</sup> July until Friday 8<sup>th</sup> July 2022.

I am (*your age*) years old and a pupil at Ashton on Mersey School. I am currently studying GCSEs in (*list your subjects*)

I would like to work at (*company name*) because (*reasons why- explain why you want to work for them*)

I am (*list some of your personal skills and qualities – friendly, reliable, hardworking, enjoy meeting people etc.*) My personal interests are (*list your interests*). I have (*list any extra-curricular events/activities you are involved in sports club, DofE, drama club*)

If you are able to offer me a work experience placement I would be very grateful if you would complete the enclosed form and return it to me at the above address. I look forward to hearing from you.

Yours sincerely

(*sign your name*)

## What to do NOW: -

- Discuss your work experience with your parent/carer
- Start searching for possible placement providers
- Send the company the work experience agreement
- Return the completed placement agreement to Student Services
- Any queries speak to your Form Tutor, Mr Holbrook or Miss Clarke

## Advice from other pupils:-

- Have a positive attitude
- Ask if you need help
- Don't leave it until last minute to find a placement
- Research the company before you approach them
- Have patience, if the first placement can't take you try another one
- Be confident, polite and clear
- Dress smartly – first impressions count