



**Year 10**

**Experience of Work**

**Student Information Booklet**



# Welcome to the start of your Work Experience Programme

All students in Year 10 will undertake a Work Experience placement  
between Monday 18<sup>th</sup> – Thursday 28<sup>th</sup> March 2024

This booklet has been designed to give you all the information you may need to arrange your placement. It is important that you are equipped to make the most of this opportunity, and to be safe whilst you are on your placement.

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## The benefits of Work Experience – What is in it for me?

One of the exciting opportunities available to students in Year 10 is work experience. Most students think that work experience is about trying a job which they think they might want to do in the future. However, work experience is more about learning skills and developing new ideas to do with the world of work. The placement will not necessarily reflect the eventual career choice of the student but should allow a broad experience of the workplace and an opportunity to develop skills for the future. When you apply for sixth form, college or an apprenticeship, people are far more interested in the skills and attitudes that you have developed through work experience, rather than where you went.

### Employability Skills

Most employers are interested in general skills and qualities such as the ability to:

- Use your initiative, organise, and manage yourself well
- Get on with people, work as part of a team and communicate with others
- Be able and willing to learn new things
- Be enthusiastic, hardworking, and loyal

Attributes and qualities like these are called ‘Employability Skills’ and along with your TENSILE skills they are attributes which you continue to develop in different jobs throughout your working career. Having a positive attitude to work experience will ensure you make a very good start to your working life.





You will be able to develop your Employability and TENSILE Skills through work experience. Such as:

Core Skills	Advanced Skills
Punctuality and attendance	Communication with a wide range of colleagues and clients
Personal Presentation	Team working
Politeness	Problem solving
Listening and concentration	Creativity
Reliability and trustworthiness	Ability to acquire work related skills
Communication with adults	Self-directed working

### Other Benefits of Work Experience

You can benefit from work experience in many ways. For example, you will have the opportunity to:

- ✓ Gain an insight into what the world of work is really like
- ✓ Test out a job or career area to see if you like it
- ✓ Discover the advantages and disadvantages of a particular job or industry sector
- ✓ Understand employers' expectations for employees
- ✓ Find out about jobs you had not considered or did not know existed
- ✓ Gain experience of organising yourself and travelling to work on time
- ✓ Meet new people and learn about their career journeys
- ✓ Increase your awareness of your own skills and strengths and build confidence
- ✓ Understand how the subjects you study in school link to certain jobs
- ✓ Increase your motivation to do well in school
- ✓ Contact potential employers for part-time work or future apprenticeships
- ✓ Build useful experience for your CV
- ✓ Establish referees for future employment and college applications



## How do I find a Work Experience placement?

**We expect all students to source their own work experience placement**

Although March 2024 may seem a long way off now. If you do not begin your search for a work experience placement promptly, you may lose out on your preferred role because students from Shenley Brook End or another school have made contact before you. Positions in certain sectors are highly sought after, so starting your search early may increase your ability to secure a placement.

You are encouraged to organise your own placement, so you are choosing to work within an area that is of interest to you, and not one that has been chosen for you. Your tutors are always on hand to give you advice and ideas to help you make those first decisions.

You can also speak with our Work Experience Coordinator Mrs Curran during break via the student window at the main reception or at the drop-in sessions in the school library every lunchtime and she will help answer any questions or queries you may have regarding the Work Experience programme. You can also email her at [scurran@sbe5d.com](mailto:scurran@sbe5d.com)

## Getting Started

### Choosing your work placement

Although it is great when a student knows what kind of career they would like to pursue, do not worry if you do not know, you may change your mind several times before choosing your eventual career path. The placement does not have to be within the area of work you think you may like to establish a career. Remember gaining experience in any place of work is valuable and increases your employability and TENSILE skills.



If you have an idea of which sector you would like to do your work experience, then you can start searching for employers to approach. Popular sectors include:

- ✓ Education (local schools and colleges)
- ✓ Childcare (nurseries and pre-schools)
- ✓ Sports & Leisure (Gyms, Sports Clubs and Sporting Facilities)
- ✓ Personal Care (Hairdressers, Beauticians, Spas, Holistic Therapies)
- ✓ Retail (Shops and other Retailers)
- ✓ Motor Vehicle (Garages, Car Dealers, Specialists)
- ✓ Animal Care (Vets, Kennels/Catteries, Farms, Stables)
- ✓ Financial Providers (Banks, Accountants, Financial Advisors)
- ✓ Engineering (Network Rail, Manufacturing Companies)
- ✓ Design (Fashion Designers, Signage Companies)
- ✓ Medical (Dr's, Dentists, Opticians, Physiotherapists)
- ✓ Hospitality & Catering (Restaurants, Hotels, Cafes)
- ✓ Office & Administration (Estate Agents, Recruitment Agencies, Solicitors)

One of the quickest and easiest ways to search for employers is to look on the internet using a search engine such as Google or a website like [www.yell.com](http://www.yell.com) or [www.thomsonlocal.co.uk](http://www.thomsonlocal.co.uk) it is advisable to try as many avenues as possible as they may bring up slightly different results.

Ask your parents or carers, relations, and friends if they know anyone doing the type of work in which you are interested. You can also ask your tutor and staff at school, look at advertisements in newspapers and magazines, look at shop fronts and businesses in your area.





### **If you do not know what kind of job you want to do**

Do not panic if you're not sure what career you want to go into just yet – lots of people don't! A good starting point is to think about which subjects you enjoy. Here are some examples of how different subjects can help with different jobs:

- English – newspapers, magazines, publishing, writing, libraries, teaching, copywriter
- Maths – accountancy, banking, engineering, computer programming, finance
- Geography – green charities, local borough town planning, environmental sciences, travel agent, travel writer,
- Science – vets, pharmacies, zoos, laboratory work, hospitals, teaching
- Photography – local, news, fashion, media, portrait and nature photography, photojournalism, digital marketer, illustrator, social media manager

Here are some websites that might help you think of jobs related to your favourite subjects:

- [icould](http://www.icould.com) (www.icould.com)
- [World of Work](http://www.myworldofwork.co.uk) (www.myworldofwork.co.uk)
- [Career Pilot](http://www.careerpilot.org.uk) (www.careerpilot.org.uk)
- [Career Wave](http://www.careerwave.co.uk) (www.careerwave.co.uk)

If you are really stuck and cannot think of an area of work you are interested in; or are unable to decide which subject you like best, try asking yourself these questions:

- What am I good at?
- What are my interests and hobbies?
- What jobs have I seen other people do that I think look interesting?

Work experience is all about giving you an insight into the world of work. It does not have to be in a career that you would choose in the future. Talk to your family, friends, teachers, and Mrs Curran for some ideas.



## Hints and Tips on How to Get a Good Placement

- ✓ Start searching for your placement early. Companies will only usually take one or two students and spaces can be limited. All of Year 10 and students from other schools will be looking for placements so remember the early bird catches the worm!
- ✓ Research the companies/organisations you are writing to, so you are aware of the type of work you will be doing whilst on placement. This will also be useful if employers ask you to attend an interview.
- ✓ Ask family members and family friends – often it is not what you know it is who you know.
- ✓ Think about how you will contact companies – you can telephone, email, write a letter or visit in person.
- ✓ Do not choose a company just because your friend is going there. Their future career goals may be completely different to yours.
- ✓ Keep a checklist of employers you have contacted. If they do not respond chase them up after two or three weeks.
- ✓ When phoning employers find out the name of the person at the company that deals with Work Experience placements and ask if they have a direct email address. Try not to send emails to general addresses as they often do not reach the correct person.
- ✓ Call into businesses in person – this is especially good for retail, hospitality, and catering positions.
- ✓ Consider the location of your potential employer – can you easily get there every day?
- ✓ If you get a refusal do not let it knock your confidence – keep trying!
- ✓ Mrs Curran is always available if you have any questions or need any help with finding a placement.



## How to approach an employer for a placement

Once you have completed your research and have identified companies you would like to approach, you need to contact them to ask if they can offer you a placement. You can contact them by a letter or a formal email, (templates are provided in this guide). Try and get a named contact at the organisation, rather than just sending it to a generic email. You could phone and ask who the best person would be to approach and ask for their email address. It is a good idea to attach or enclose a simple 1-page CV. If you create a CV now, you keep updating it as you go into Year 11, and beyond, as you will often need one to apply for jobs and apprenticeships in the future. Then follow-up, if necessary, with a telephone call or a visit if possible. Once an employer has offered you a placement, you will need to ask them to complete our Work Experience form as we will need some information from them.



Work Experience forms can be obtained in printed format from Mrs Curran, or an electronic copy can be requested via email [scurran@sbe5d.com](mailto:scurran@sbe5d.com)



When your form has been completed by your prospective employer and signed by a parent or guardian it should be returned as soon as possible either in person or electronically to Mrs Curran. All employers will be Health & Safety checked to ensure that they meet with all the relevant guidelines prior to placements commencing.

For your placement to be considered you **must** return a completed Work Experience form.



## Calling the employer

Lots of young people find it a bit scary to call an employer. Even some adults get nervous phoning companies. Here are some tips that might help:



- Think about what you want to say before you make the call. Write it down on a piece of paper and keep it in front of you.
- Sit in a quiet environment with little background noise.
- Have a pen and paper ready to take down any names or notes.
- Take a deep breath and relax before dialling the number. Always be polite and try to speak clearly.
- Introduce yourself – give your name, say which school you go to and explain why you are phoning e.g. “I am phoning to ask about the possibility of your company or organisation offering a work experience placement between Monday 18th to Thursday 28th March 2024”.
- Ask to speak to someone who can help you. If you are passed to a different person. You may need to reintroduce yourself and explain why you are calling again.
- Be prepared to say why you are interested in a placement within their company. They may ask why you are interested in working for them.
- If the person agrees to accept you for work experience, you will need to arrange for your placement form to be completed. Please advise the employer of this and arrange to either send or take the form to them.
- The employer may wish to see you for an interview before they confirm that they will be able to take you for work experience. Try and arrange a date/time whilst on the telephone for this if they request one.
- Do not be discouraged by employers saying no – it is nothing personal.
- Practice makes perfect!

We have provided a sample script which you can use when telephoning companies on the next page. The more you do it, the easier it will be – you will soon wonder what you were worried about.



### **What to say when telephoning prospective employers**

Make sure you have a pen and piece of paper ready when you make the call.

“Hello. I’m ringing to enquire if your company offers work experience placements, would it be possible to speak to the person responsible for this please?”

**(if you are told they are out/busy ask politely for their name and contact number so you can ring back another time – write these details down!)**

### **Once you have been put through to the person you need to speak with:**

“Hello my name is.....I am a student in Year 10 at Shenley Brook End School and am currently studying for my GCSE’s. As part of our Year 10 curriculum we are required to undertake two weeks of work experience and I’m calling to enquire if your company accepts applications for work experience placements?”

### **They may ask for the dates of the placement**

The placements take place between 18<sup>th</sup> March – 28<sup>th</sup> March 2024.

### **If they ask why you would like to work at their company**

“I would like to work within your company as I feel it would give me the opportunity to find out what this field of work is really like and what it involves”

**(you can also add your own reasons if you feel confident doing so)**

If they are unable to give you a decision on the phone ask for the name of the person that deals with work experience placements and their email address or telephone number and write these down. Also ask what the best way of organising a placement would be – should you email/telephone/or call into the business in person?

**When you end the call always thank them for their time even if they haven’t been able to offer you a placement.**

**REMEMBER! Be Polite, Be Positive and Be Confident!**

### Applying for placements via email or letter

Here is an example of a formal email or letter you could send employers to request a work experience placement. You can use this as a template if you would like to apply via these methods.

(Your Full Name)  
(Your home address)

The Manager (or named contact – e.g., Mr Smith)  
(Name of Company)  
(Address of Company)

(Today's Date)

Dear Sir/Madam (or named contact – Mr Smith),

**RE: Work Experience 18<sup>th</sup> – 28<sup>th</sup> March 2024**

In March 2024, all Year 10 students at Shenley Brook End School, where I am currently studying, have the opportunity to go on a two-week work experience placement. I am writing to ask if you would consider letting me work in your (company/organisation/school) from Monday 18<sup>th</sup> March to Thursday 28<sup>th</sup> March.

I am interested in a work experience placement with your (company/organisation/school) because... (Include here: why you want to work there, and whether there is anything you would particularly like to learn new skills in. It might be useful to do some research about the company to support what you are saying)

At present I am studying for my GCSE's (Include here: The subjects you are studying and enjoy. Include those which may help you on your Work Experience, such as your pathway subject, English, a foreign language etc.) (You could also mention any extracurricular activities that you do in your spare time which may help you on your work experience.) I feel that I could learn a number of new skills through work experience with your (company/organisation/school). I hope that you will be able to offer me this opportunity. I look forward to hearing from you.

Yours faithfully,  
Signature

Name (in block capitals)  
Email address



### **If you are invited for an interview**

Sometimes employers may ask to meet you in person before they agree to offer a placement. They may ask you a few questions about what you like doing in and out of school or why you would like to work with them. It is not a test, there are no wrong or right answers, it is usually an informal chat and a way for them to get to know you.

### **Remember first impressions are important.**

- Your appearance will help to create a good impression if you dress appropriately, wear clothing which is smart – if you are not sure what to wear ask your parent, teacher or Mrs Curran for advice.
- It is important to arrive on time. You should plan your travel arrangements carefully and allow plenty of extra time to make the journey in case of delays. Try to arrive a few minutes early to prepare yourself for the interview.
- It would be useful to take along your letter of application and confirmation of the dates of the work experience week (18<sup>th</sup> – 28<sup>th</sup> March 2024)
- You will need to take the Work Experience form for the employer to complete if they offer you a position.
- If there is a reception area you should report there on arrival. Give your name, explain that you have come for an interview and tell them the name of the person you have come to see. If there is no reception find a member of staff who can help you.
- Make sure your mobile phone is switched off whilst you are in the interview.
- Be polite. Shake hands with people that you meet and make eye contact. Do not forget to say “please” and “thank you” good manners are very important to prospective employers.
- Listen to questions and instructions, if you do not understand something then ask politely for an explanation. Write down new information or instructions you are given and do not rely on your memory.
- Speak clearly and maintain good eye contact with the employer. Give full answers to questions, not single word answers like “yes” and “no”
- If you have any questions you would like to ask the employer, you will usually be given a chance to do this at the end of the interview.
- Always thank the employer for their time when you leave.



## During your placement

- You should attend your placement every day, during the hours stated on your contract or agreed directly with the employer. Please advise your employer and the school if you have any reason to be absent during the two-week placement such as illness, pre-arranged medical or dental appointments – please do not book any new appointments during this time, unless they are absolutely essential.
- If, for any reason other than illness, you are unable to return to your placement, you will be required to come into school for the remaining duration of work experience.
- If you get held up on the way to your placement (due to the bus being late for instance); you should call your employer to advise them that you are running late.
- During the second week, most students will have a visit from a member of the school staff to see how they are getting on, provided this can be arranged for a mutually convenient time. If this is not possible a phone call will be made.
- When on your placement always remember you are representing the school and ensure you conduct yourself in an appropriate manner.
- Make sure you have everything you need before you leave for work in the morning (money for public transport, lunch or refreshments or packed lunch if you are taking one).
- You must not leave your place of employment during your working hours.
- Do not forget to complete your Work Experience booklet each evening. It is easier to remember what you did when it is fresh in your mind.
- If you experience any problems during your placement, please contact Mrs Curran immediately.



## **Frequently asked questions**

### **What if I do not want to do work experience?**

Work experience is a compulsory part of the Year 10 curriculum, and we expect all students to find a placement and take part in the programme. Holidays or other absence from school arranged during this time cannot be authorised.

### **Will I be paid for work experience?**

Students will not be paid whilst on work experience placements. This is because it is part of the educational curriculum and payment may invalidate insurance arrangements.

### **Can I do my work experience on different dates?**

Work experience placements can only take place between 18<sup>th</sup> – 28th March 2024.

### **Can I go to work with my parent/carer?**

Yes. Your parent/carer will need to seek appropriate permission from their employer. An own placement form will need to be completed in the usual way.

### **What if I have no idea what I would like to do?**

Think about the kind of roles you think you would enjoy or would like to know more about. Our Work-Related Learning Administrator, Mrs Curran is available at any time if you would like to talk to someone about work experience or you can talk to your Form Tutor.

### **Where can I get an own placement form?**

Printed copies of the form can be obtained from the school's main reception or collected from Mrs Curran at the drop in sessions in the school library (which take place every lunchtime). Electronic copies of the form can be requested by emailing Mrs Curran directly [scurran@sbe5d.com](mailto:scurran@sbe5d.com)

### **Who do I return my completed form to?**

Completed forms can be returned to the school's main reception for the attention of Mrs Curran. Electronic copies of the completed form can be emailed directly to Mrs Curran [scurran@sbe5d.com](mailto:scurran@sbe5d.com)

**All completed own placement forms must be received by Friday 8<sup>th</sup> December**

**Proactive Young People CIC Experience Form**



Year 10 [ ]

Extended [ ]

**proactive**  
**young people**

supporting with employability & enterprise

**Please tick to indicate**

Student Name	
Male or Female	
Placement Dates	
Placement Job Title	
Main Duties Please provide a sentence or two regarding what the student will be doing	
Company Name	
Contact ( <b>First &amp; Last</b> name)	
Position	
<b>Phone Number</b>	
<b>Email Address - BLOCK CAPITALS PLEASE</b>	
Address (of placement) Inc. Post Code	
Do you have Employers Liability Insurance	Yes / No*
Does the student have a relative working for this company	Yes / No*

**\*If both are a NO this form will likely be rejected**

Proactive Young People C.I.C will contact the person named above to **arrange a physical visit**

Please sign to agree to take this student into your business	
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If agreed over the phone please forward an email confirmation to  
[info@proactiveyoungpeoplecic.co.uk](mailto:info@proactiveyoungpeoplecic.co.uk)

**Please ask your Parent / Carer to complete this side of the form**

Please complete the table below to add any information that you feel would help the employer to support your child on work experience.		
	Yes/No	What support, if any, would help your child when completing their work experience placement?
Does your child have any special educational needs or disability (e.g. Dyslexia, ASD, Visual, Hearing or Physical impairment)?		
Does your child have any health needs (e.g. Asthma, Diabetes, Allergies)?		
Is your child confident in an English-speaking environment?		
Any other comment:		

#### Parent Carer Agreement to Placement

Please read the following guidelines before signing below.

**Job Choice** – This should be discussed with your child and agreed by the parent/guardian.

**Travelling/Fares** – Please note that fares are not normally reimbursed and also that it is the responsibility of parents and students to ensure that they can make suitable travel arrangements.

<i>Please note: Once this section is signed and received by the WRL team at school, any change/cancellation by you or your child will incur an administrative charge, charged by the school.</i>			
Parent Name (please print)		Date	
Parent Signature			
Parent Email – BLOCK CAPITALS PLEASE			

**Lunches** – These are not normally provided.

## Useful Resources

### Help with deciding what sectors you are interested in

- icould (<https://icould.com>)
- World of Work (<https://www.myworldofwork.co.uk>)
- Career Pilot (<https://careerpilot.org.uk>)
- Career Wave (<https://www.careerwave.co.uk>)

### Places where you can search for employers

Thomson Local (<https://www.thomsonlocal.com>)

Yell (<https://www.yell.com>)

Milton Keynes Business Directory (<https://findit.miltonkeynes.co.uk/>)



If you would like to speak to someone about Work Experience please see Mrs Curran, Work Experience Coordinator who is situated in the office behind the school's main reception.

Alternatively, you can email [scurran@sbe5d.com](mailto:scurran@sbe5d.com)

### Advice from last year's Year 10 students

**"If you could go through the work experience programme again, is there anything you would do differently?"**

"I don't think I would do anything differently as I really enjoyed my work experience placement and felt it was very beneficial to my future career path"

"If I could do this experience again, I would start looking for a placement earlier as I feel I may have left it a bit too late and a lot of the vacancies in the sector I really wanted to work in had been taken"

"If I were to do the work experience again, I would try to look for a placement earlier and ask more places. I would also have gone and asked places face to face instead of by email as this was a long process and some employers didn't respond"

"I would have spoken to someone at school who could've given me some advice instead of worrying that I didn't really know what I wanted to do or where I wanted to go"

"I would've put more effort into finding a placement in a sector of interest. Although I did enjoy my work experience, I felt I could've found something more suitable if I'd started approaching employers sooner"

"I wouldn't change a thing! I loved my placement, learnt lots of things and met lots of new people. My advice to next year's students would be think about where you'd really like to go and be assertive. Approach employers who you would really love to work with – they

