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Farmor's School
AN ACADEMY

Dear Parent/Guardian

Y10 WORK EXPERIENCE WEEK 2022

As part of our commitment to providing work related learning for our students, the annual Year 10 Work Experience Week will take place in the Summer Term from Monday 5th – Friday 9th June 2022. This is the week immediately following the May half-term holiday.

All current Y10 students are expected to take part in this event and will spend 5 days out of school, working with an employer and experiencing the world of work. They will gain an insight into the skills and attitudes required by employers and will have the opportunity to develop strengths such as self-reliance, flexibility and teamwork.

The year group was briefed about work experience during Assembly today. A PSHCE lesson will be spent following up possible placements and beginning the application process. **We expect each student to take responsibility for finding a suitable placement for themselves and look to your support with this process.** Many employers become booked up several months in advance so the earlier your child begins their search the more likely they are to find a suitable placement.

Our aim is for students to choose an area of work they are interested in or where they can put their skills to practical use. I have attached a list of placements found by students over the years, but you may have existing contacts that will be more suitable. Students are expected to contact potential employers, initially by letter or e-mail (sample letter in the Work Experience Introduction Pack), to take part in a meeting or interview (if required) and, when their placement is finalised, to complete the details on a Work Experience Placement Form and return it to school.

Whilst on work experience, students will be expected to work the company hours, which might differ from the school day. They will have to make travel arrangements to and from their placement each day and, as a school student on work experience, they cannot be paid. They will need to find out what to wear and also consider lunchtime arrangements. For further details please refer to the Work Experience Introduction Pack.



Insurance and Health and Safety Checks

We will arrange for your child's placement to be checked under the Health and Safety at Work Act 1973 either by ourselves or through an external provider. No student will be allowed to work in an environment which is deemed hazardous, or which has not had a successful Health and Safety check. Whilst on work experience students are treated as employees and they will be covered by the employer's insurance policy.

To allow for these checks to take place, we require confirmation of placements several weeks in advance. Once your child has agreed a placement with an employer, a Work Experience Placement Form needs to be completed by yourself, your child and the employer. This form is attached and your child has been provided with a paper copy. Your child must then input the data using an online form. Our plan is that placements with low level risk (e.g. a school or office) will be checked by ourselves and placements with higher levels of risk (e.g. jobs in construction or in an environment with heavy machinery) will be passed to an external agency for checking. Overseas placements will be dealt with on an individual basis in school.

In order for us to complete the checks in time, placements must be found and the Work Experience Placement Form completed and returned to school by Friday, March 3rd 2023 at the latest.

As a parent/guardian of a Y10 student we require you to give permission for them to attend work experience placements. We ask that you check the documentation that your child has been provided (an electronic copy is provided here).

To acknowledge you have received this letter and to provide permission, please complete this online form by **Friday 9th December 2022**.

If you have any questions about work experience, please contact Mrs Stearn on nstearn@farmors.gloucs.sch.uk (Work Experience Co-ordinator). Thank you for your support.

Yours faithfully,

Mr H Salvidge
Head of Year 10



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Year 10 Work Experience

Introduction Pack

Work Experience Co-ordinator:

Mrs Stearn

nstearn@farmors.gloucs.sch.uk



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Year 10 Work Experience

The aims of work experience are:

- to ensure that you are well prepared for the adult working environment
- to help you to understand the skills and personal qualities that employers expect
- to help you extend your personal and social skills and develop self-confidence

By participating in work experience, you gain:

- an understanding of the skills and attitudes needed to survive in the world of work
- better motivation to acquire skills and qualifications for adult life
- an increased appreciation of industry and its role in the community, and of the structure of business
- an introduction to safe working practices
- an opportunity to test yourself and your adaptability to the pressures of a real working environment
- experience of what it is like to work as part of a team
- increased knowledge of career areas in which you might be interested
- a broader outlook, by investigating an area which you may not have previously considered
- the opportunity to learn for yourself how to handle a working environment – what to do and how to behave

Introduction to Work Experience

Even though you are not due to go out on your Work Experience placement until June, you need to start thinking about it and planning now. Popular places fill up very quickly and Farmor's School is just one of many schools taking part at the same time, so the sooner you decide what you would like to do the better.

The first step is to start thinking about the type of work experience you would like, and the employers that may be able to offer you a placement.

If you know, for instance, that you would like to be a Veterinary Nurse or a Journalist you can look on www.yell.com or Google to find local companies that you might like to apply to.

You can also speak to your parents, teachers, or other family members. They have lots of experience and may have contacts or ideas they can share with you.

It is important that you apply for work experience yourself as most employers do require this, and some will also interview students before taking them on, to ensure that they have an interest in the business.

Mrs Stearn (Work Experience Co-ordinator), your tutor and Mr Salvidge will all be able to give you additional guidance, but they are not responsible for finding a placement for you.

Remember, don't panic!

It may seem scary to think about going out into the workplace, but this is a valuable and exciting experience and, if organised properly, should take place without any problems.

Timeline

Date	Action	Completed
December 2022	Research and write letters/emails to employers. You must keep a note of all the places you have written to. If emailed remember to check your inbox for replies – use your school e-mail address!	
December 2022 / January 2023	If you have had no responses, phone the companies you have written to, it helps to look keen.	
ASAP	If you are turned down for a placement, don't feel rejected, it's not personal. Look for alternatives as soon as possible.	
March 2023	<p>DEADLINE – all placements must be arranged. Work experience placement forms should be completed online.</p> <p>If you have a placement but have not submitted a completed work experience placement form by the 3rd March 2023 and your employer has not provided any requested details, your placement cannot go ahead.</p> <p>If your work experience placement form is submitted after 3rd March 2023, your placement cannot go ahead as we need time to get the insurance arranged.</p>	
Beginning 2023	If you do not have a placement, you MUST see Mrs Stearn without delay!	
June 2023	Work Experience begins Monday 5th June 2023 .	

Important Information

- The intention is for you to experience the world of work rather than make career choices!
- **It is up to you to find a placement**, we can help, but you must write letters/emails or make phone calls, it is all part of the experience. Be prepared to try something new.
- Any experience is better than none, life on the job will help prepare you for the world of work and there's still plenty to be gained from opportunities that don't necessarily align so closely with your career plans - use the following table to keep track of your correspondence
- As soon as you have a placement, submit the work experience form to enable it to be assessed.
- No payment is made for Work Experience.
- **If you are ill**, you must phone both the employer and the school to let them know.
- **If you are worried about anything**, contact Mrs Stearn 01285 712302 or Student Services Ext 109.
- If your placement is not open on a certain day(s) you are expected to be in school.

Farmor's School relies very much on the goodwill and support of local employers, and the feedback in the past has been positive. They have been very impressed with the attitude and behaviour of our students.

Mrs Stearn (Work Experience Co-ordinator), your Tutor and Mr Salvidge will be able to give you guidance on work experience, but they are not responsible for finding a placement for you.

Company Name and Address	Contact Name	Telephone Number	Date Letter/Email Sent	Received Reply	Followed Up/Sent Work Experience Placement Form

Writing your letter/email

It is important that your letter is professional with no errors, is polite and respectful and includes all the information an employer will need to decide whether to consider offering you a work experience placement. Please see the example of a good letter of application.

Some employers may request a CV. A CV is an abbreviation for **Curriculum Vitae**. It is a brief account of a person's education, qualifications, and previous occupations, typically sent with a job application. Please see the example of a good CV for a Year 10 Student.

Example of a good letter of application

Your name

Address

Your telephone number and email

Date

Name

Address of organisation

Dear XX

Farmor's School Work Experience (5th June – 9th June 2023)

My name is XX and I am a Year 10 student at Farmor's School, Fairford.

Our school has a Work Experience week from (5th June – 9th June 2023) and I am writing to ask if you would be kind enough to take me on as a Work Experience Student for this week?

I am interested in working (explain why you like their kind of work).

My interests are (include those which particularly relate to the work experience placement).

At school I (mention any subjects you are particularly good at, activities you are involved in particularly where they relate to your placement).

I am available for interview and can be contacted at home on the above telephone number or email address. If I am successful, please could you complete the attached work experience placement form including a brief description of duties and return to me at the above address or e-mail address by (provide a date before Farmor's School Assessed deadline)?

Thank you for reading my letter and I hope to hear from you soon.

Yours sincerely (if you know the name of the person you are writing to)

or

Yours faithfully (if you don't know the name of the person you are writing to and have started your letter Dear Sir or Dear Madam)

(Space for your signature)

Your name

Example of a Curriculum Vitae for a Year 10 Student

CURRICULUM VITAE

NAME

Address

Tel:

Mobile:

Email:

Date of birth:

Personal statement – say something about your personal qualities. Punctuality, leadership skills etc.

EDUCATION

20XX to present:

Farmor's School

Fairford

Glos GL7 4JQ

Courses being studied (GCSE)

English Language	ICT	RS (short course)
English Literature	PE	
History	Music	
Mathematics	French	
Science (Double)	Spanish	

(Delete those that don't apply to you, and add any extras)

WORK EXPERIENCE

Name of company(s). Job title – Date from and to

- This can be things like babysitting, car washing, volunteering etc.

SKILLS AND ACHIEVEMENTS

- (for example) Good ICT skills using a variety of programmes
- Are you a team member? Any sporting certificates? 100% attendance, Duke of Edinburgh etc.

INTERESTS

- Hobbies, musical skills etc (not x-box, Facebook or shopping)

Top tips to help you make a good impression!

Work experience placements are a great way to find out about different types of jobs and to identify your own preferences. They may help you to find your ideal career, or simply to decide what's not for you. Whatever the case, there are several ways to ensure that you get the most you can from the experience.

Before you arrive

Make sure that you know what time to turn up and how to get there...plan your journey accordingly. Being on time – or even five minutes early – will immediately show how keen you are.

Find out where to report to in advance; some employers will give you specific directions to their department, while others will ask you to wait at reception. Knowing which to do will show initiative and organisation before you've even started work.

What to wear on work experience

Try to ask about dress code in advance; some workplaces will have more specific requirements than others. If you can't find out, think about the environment you'll be working in. If your placement is at a garden centre or on a construction site, comfortable, hard-wearing clothes and sturdy shoes are ideal. If you'll be in a professional office environment, it's best to keep it formal at first. Don't worry about buying a suit, but avoid jeans, t-shirts, trainers and revealing clothing. Smart trousers and a smart shirt or top are the safest options, or a dress or skirt that's at least knee-length. If you arrive to find that everyone else dresses more casually, you can always dress down later.

If your placement requires you to have PPE (Personal Protective Equipment) e.g. a builder may require you to have steel toecap boots, the school is unable to provide funding for these items.

Your first day on placement

Your supervisor will probably introduce you to everyone you will be working with, but if they don't, try to introduce yourself. First impressions are important, so greet your co-workers with a friendly smile and a firm handshake.

Get into the habit of 'active listening' whenever somebody speaks to you. This can involve giving verbal responses as they talk, such as 'yes', 'I see', or even 'mm-hmm.' You should also pay attention to your body language; avoid defensive or lazy-looking positions, e.g. crossing your arms or slouching. Instead, smile, maintain eye contact and if you're sitting down, lean forward. This helps to show that you understand and are interested in what they are saying.

The first day may be more of an orientation day where you largely observe others and familiarise yourself with the workplace. However, you may get stuck in straight away – be prepared for either scenario.

Remember to say goodbye at the end of the day and thank anyone who has helped to show you the ropes.

What tasks will I do on work experience?

There are often many interesting aspects to work placements: you may be allowed to sit in on client meetings, attend company events or complete tasks designed to give you a feel for the job. For example, if you're working at a newspaper, you might write a mock-article based on a past brief. However, you may also be assigned more repetitive tasks such as data entry or filing.

If the workplace is particularly busy, your supervisor might struggle to organise work for you. Similarly, if the job requires a high level of skill or training – such as in healthcare professions – you probably won't be allowed to carry out many practical tasks. In such scenarios you will be encouraged to shadow others and learn from observation. Whatever situation you find yourself in, stay positive and try not to come across as bored or frustrated.

How to impress on work experience

If you're briefed on a task, take careful notes. Make sure that you know when your deadline is and ask questions if you need to clarify any details.

Think about how your actions affect those around you. Avoid swearing or using offensive terms – you never know who you might upset. Let people know where you are; you'll need to do this if you have lunch outside of the workplace, if you're running late or if you're off sick. You should also tell your supervisor when you're leaving at the end of the day.

Adapt your behaviour to suit the workplace environment. For example, if you're working in a hospital or a care home, ensure that you're sensitive and respectful towards patients and residents. If you're at a school, put pupils and staff at ease by being as patient and friendly as possible.

Take responsibility for your workload. If you're running out of things to do, let your supervisor know in advance, so that they have time to organise more tasks. This is a much more helpful and proactive approach than simply waiting for your next assignment.

Get the most out of your placement

Don't be afraid to ask colleagues how they got into their profession – they'll appreciate your interest, and their tips may come in handy later down the line! You could also ask questions about the organisation and what they expect from employees just in case you want to go back there (or a vacancy opens up) at a later date.

Keep a record of what you have worked on and who you have worked with. For instance, if your placement is at a law firm, you may have the opportunity to sit in on a court hearing. In this situation, note down the name of the court, the lawyer you went with, and the details of the case. This will help when you come to talk about it in future job or university interviews.

During work experience, where possible, a member of school staff will visit you at your placement. If your placement is not local, then this will be done by telephone.

At the end of your placement

Send a thank-you note after you finish your placement; it's usually best to do this via email or post, rather than on social media. This shows courtesy and will help to ensure that you're remembered.

If you don't enjoy your placement, this doesn't make the experience a waste of time. Every experience in a work environment looks great on a CV, so take some time to reflect. Identify any transferable skills you've picked up, and make sure you can illustrate them with specific examples – perhaps you showed that you're a quick learner by familiarising yourself with a new software package. Be sure to make a note of any acquired skills during or soon after the placement so you don't forget the details and/or add them to your CV! Do not expect to be paid.

Many students have been offered jobs after doing well in their placements, and if this is not the case, they have gained valuable experience and have something to put on their CV.

Record your daily experiences and achievements in a Diary

Completing a diary will help you reflect on what you've learned during your placement and record information that could help you improve your skills and build your CV.

Questions to consider when completing your diary

- ❖ What have I done today?
- ❖ What have I learned?
- ❖ What have I liked and why?
- ❖ What have I disliked and why?
- ❖ On Reflection what could I have done differently?

WORK EXPERIENCE PLACEMENT FORM

Section 1 – to be completed by the student

Mr/Miss/Mx	First Name:	Surname:	
Home Address:		Home Telephone Number:	
		School Telephone Number: 01285 712302	
		Tutor Group:	Date of Birth: __/__/__
Starting Date: 5 th June 2022		Finishing Date: 9 th June 2022	

Section 2 – to be collected from the employer

When you make contact with a prospective employer attach 'Employer Work Experience Placement Form'

Company Name:	
Contact Name:	Supervisor:
Address:	Telephone Number 1:
	Telephone Number 2 (optional):
Post Code:	Email Address:
Job title and brief description of duties	
Start time:	Finish time:
Lunch arrangements	
Specific clothing/kit requirements	

As the student named above:

- I need to input share the information on this form
- I agree to take part in this work experience scheme and confirm that I have read and understood the form
- I agree to hold in confidence any information about the Employer's business which I may obtain during this work period and not to disclose any such information to another person without the Employer's permission.
- I agree to observe all safety, security and other regulations laid down by the Employer and made known to me either by the Employer's representatives or by displayed instructions.

Please complete the [online form](#) (you will have been e-mailed the link too) by **Friday 3rd March 2023** to confirm the above.