

Year 10

Guide to

Work Experience

Monday 3rd July to Friday 7th July 2023

A guide for students, parents and carers on how to choose placements and getting the best learning opportunity out of Work Experience.



Where would you like to spend your Work Experience?

Talk to your parents, teachers, Mrs Griffiths-Jones (IAG lead), and, most importantly, your tutor!

Exchange ideas with your friends.

Ludlow School has organised Work Experience since 1985 and the school has links with many local companies.

Check the Careers Board in school to see what opportunities are available locally.

Be open to new ideas and make the choice yourself. We want you to return to school having had a positive experience.

Choose a placement that fits in with your future career plan, or alternatively, try something new. This will give you something to think about in Year 11.



SIMPLE



RULES

Simple rules to stick to!

- Do not attend your part-time work placement or a place where you once worked
- Make sure the employer has the right insurances: Public Liability and Employer Liability—the school will check this for you
- Out of county placements take longer to check, so please get your form in early
- Placements with parents can be completed in holiday times so try to avoid these.
- Think about the location of the placement. Can you get there? **Travel and out of pocket expenses will need to be paid by you.**
- Some placements are not a normal 9am to 5pm. Check this out!
- You cannot work more than 2 metres off the ground, in a betting shop or a Public House serving alcohol.
- Unless you are planning a career to work with children, a placement at your old Primary School or Nursery is something to avoid.

Getting in touch

- You have the responsibility for contacting the placement by letter (see template for advice) completing the forms, and making sure they are handed in on time.
- If the placement is willing to accept you, then make sure you have the dates and your personal details at hand and ready to pass on.
- Larger companies have many departments so make sure you are clear about what it is you want to experience.
- Some companies may ask to meet with you for a short interview. This can be arranged during school time but make sure you bring a note from home.
- All the forms must be returned to Reception, as soon as possible. Work Experience is one big jig-saw puzzle, so the quicker the pieces are in, the quicker the puzzle will be completed.
- Ludlow School will not be the only school on Work Experience at this time— respond early to avoid disappointment!!



What about the future?

- We are very lucky to have so many local employers supporting our Work Experience Programme. They do like having students from Ludlow School. Every year we get letters and reports stating how pleasing it was to have students from Ludlow School on placement.
- For many of you, this will be your first experience of the world of work. You will be tired, you may be bored, you will, at times, be eager to get back to school! The most important point is that you enjoy it—so it is important that you get the right placement.
- You are the next group to enjoy this experience and we want you to have a positive impact as this will put you, your family and the school in a good light, and it may be that the employer will have a vacancy next year for an Apprenticeship. If they have seen you working for one week then you could be that person. Some employers offer part-time work which helps financially to support your period of time at college.
- Finally, enjoy the week, share your experiences with family and friends, learn from it, be positive and create a good impression. For many of you, it will be the start of 50 years of work. So, it is important that you find something that you enjoy and that you are happy to wake up to each morning and go to work.
- Time invested now to find a placement will reap the benefits later.

Template letter to an employer requesting a Work Experience placement

Your name

Home address 1

Home address 2

Postcode

Email: [some employers may prefer to reply by email]

Contact name [HR Manager, Recruitment Manager or Manager]

Company Address line 1

Company Address line 2

Postcode

Dear Name or Sir/Madam,

Request for a Work Experience Placement

I am a Year 10 student at Ludlow CE School. I will be completing my work experience from [start date] to [end date] and have chosen to find my own placement. I am hoping that you are able to offer me a placement within your company/organisation.

The reason why I would like to complete my placement at (company name) is

[Explain why you have chosen to write to them e.g. I am interested in finding out more about..... or I would like to gain experience in..... You can also use this section to show what you know about the company]

At school I am studying.... Or my hobbies and interests are.....

[Tell the company a bit about yourself; include any responsibilities that you have, both in and out of school]

I look forward to hearing from you.

Yours faithfully or Yours sincerely (if you know the person's name)

[sign here]

Your name

Don't forget:

Presentation is very important—it is the first impression your potential employer will have of you!

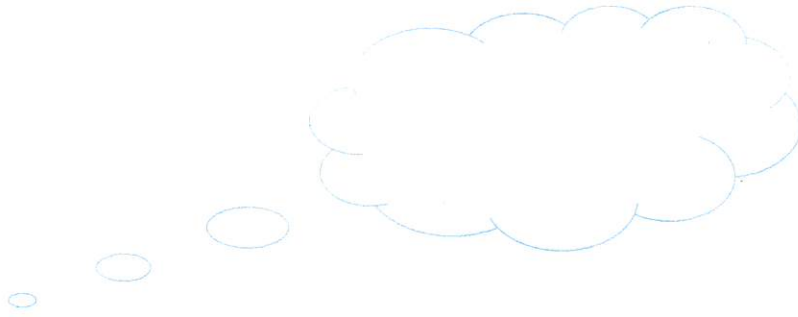
Double check your spellings, especially things that don't show up on Spell Check e.g. names and addresses

Use clear paragraphs—a line space for typed work; a new line/indented for handwritten letters.

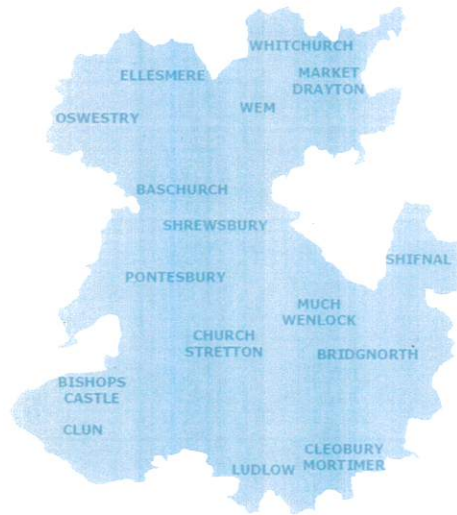
Get someone to check your letter before you send it—parents, tutor, CLT

My initial thoughts and ideas

Future jobs or careers



Local placement opportunities



Qualifications, skills and qualities needed

