

The Belvedere Academy

# **WORK EXPERIENCE**

**27<sup>th</sup> JUNE – 8<sup>th</sup> JULY 2016**

**INFORMATION  
FOR  
STUDENTS**

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# INTRODUCTION

Work experience is an opportunity for you to experience the world of work. The main objective is to get a good experience of an adult work environment, get there on time, be polite etc. Some of you may feel as though you have already experienced this through part time employment or Saturday jobs. If this is the case your work experience will give you the chance to experience something new and different.

In this booklet you will find a lot of information that will help **you**, so ensure that you read through the whole booklet carefully. This booklet will advise you on how to find a work placement and includes an example letter.

You need to think carefully when considering your work experience and what you would like to do. When searching for a placement, you will find that there are a lot of other students, not just from our school who are also looking for placements. You need to think about how you are going to approach the company or write to them and make sure that your approach is of a high standard to give you a better chance of being accepted.

When a placement provider agrees to take you for your placement you should send them a thank you letter, this will show you are a polite, keen and enthusiastic student and you will make a good impression before you even start! Remember, placement providers do not have to offer you a placement, they are taking valuable time out of their day to show you what it is like to be in the world of work.

It is not a good idea to do your work experience with a 'friend'. This does not allow you to build relationships with other members of staff, which is important – you are not at work experience to keep each other company, you are there to learn an important lesson in life!

# WHY GO ON WORK EXPERIENCE?

To understand what is expected of a worker

To use some skills learnt in school

To see how an organisation works

Learn about problems that might arise in the workplace

Become more confident in your abilities

Work alongside adults as part of a team

## WHERE DO YOU START?

Firstly you need to think about what sort of environment you might want to experience, for example, magistrates courts, office, primary school, shop! Also think about what type of work you want to do, for example, retailing, practical work, childcare, food preparation.

You should discuss your placement ideas with your parent/carer so they can give you advice, support and encouragement.

Listed below are some examples of work experience placements:

Nursery Assistant	Local Primary School; Day Nursery; Playgroup – usually children 0 – 5 years of age
Classroom Assistant	Primary School – usually children 5 – 11 years
Medical/Dental	Pharmacy; Dental; GP Surgery (mainly observational)
Shop Assistant	Supermarket; Clothes; Opticians; Chemist; Department Store
Media Work	Media City; Production Company; Animation Studio; Graphic Design Co; Radio
Office Work	Solicitors/Barristers; Estate Agents; Banks; Travel Agents
Veterinary Assistant	Vets; Equine Centre; Farm; Animal Sanctuary; Kennels & Cattery
Hairdressing/Beauty	Beauty Salon; Hairdressers; Colleges
Catering/Restaurant	Hotels; Restaurants; Supermarkets
Sports/Fitness	Leisure Centre; Fitness Centre; Police
Studio Assistant	Photography; Recording Studio
Others	Garages/Mechanics; Engineering; Printers; Accountancy; Floristry; Music; Photography; Horticulture

## ***WHAT WILL YOU BE DOING?***

You will need to bear in mind that the level of duties given to work experience students from 14 – 16 years of age can be basic due to the time scale and lack of knowledge and/or experience that you have. Please do not let this put you off aiming high, some companies have commented that students have far excelled themselves and the placement provider has been very impressed with the knowledge and understanding that a young person has.

Obviously the duties that you carry out will vary depending on the area of work you choose. There will however, be a limit in some areas of work as to what you are allowed to do from a Health and Safety aspect.

You will be expected to work normal business hours for the placement you are attending, so if a business starts at 9am and finishes at 5pm these are the hours they will expect you to work.

You will find below some brief job descriptions which will give you an idea of the type of duties involved in a number of jobs – this will help you in deciding what type of placement you search for.

<b>Business</b>	<b>ARCHITECT</b>
<b>Activities Involved</b>	Students will observe and may assist with drafting, hand drawings sketches, AutoCAD and other computer graphics, printing, filing, may attend site visits. General designing with the use of computer with several design programmes and general office duties.
<b>General requirements</b>	Students should be reliable, enthusiastic and computer literate.

<b>Business</b>	<b>CATERING</b>
<b>Activities Involved</b>	Students may observe and assist kitchen staff, undertake kitchen preparation, washing up, taking orders out and clearing tables.
<b>General requirements</b>	Students should be reliable, enthusiastic and responsible.

<b>Business</b>	<b>CHEMIST</b>
<b>Activities Involved</b>	You will learn the role of a Retail Assistant. It will involve working in a pharmacy undertaking a wide range of retail tasks such as merchandising, order, receipts, checking and display of goods, serving customers, use of cash register and any other tasks as requested.
<b>General requirements</b>	Students must be enthusiastic, reliable and responsible.

<b>Business</b>	<b>CONSTRUCTION</b>
<b>Activities Involved</b>	Students will be involved in general labouring and assist in all aspects of daily work load. Observe and assist experienced staff. Pass hand tools and materials, cleaning and making beverages.
<b>General requirements</b>	Students should be enthusiastic, reliable and responsible.

<b>Business</b>	<b>DENTAL PRACTICE</b>
<b>Activities Involved</b>	Students will observe in the surgery, general reception duties and office tasks.
<b>General requirements</b>	Students should be reliable and enthusiastic, apply common sense and use their communication skills.

<b>Business</b>	<b>GARAGE</b>
<b>Activities Involved</b>	Observe and assist technicians, housekeeping duties.
<b>General requirements</b>	A practical aptitude is necessary, hardworking, reliable, enthusiastic and responsible

<b>Business</b>	<b>HAIRDRESSING</b>
<b>Activities Involved</b>	Students on this placement will be making drinks for clients, general housekeeping duties. Students may also be answering the telephone and shampooing.
<b>General requirements</b>	Students should be reliable and interested in this type of work.

<b>Business</b>	<b>NURSERY</b>
<b>Activities Involved</b>	Observing, helping babies/children at the Nursery, this will be with activities, meal times, changing times, outdoor play times and a small amount of cleaning.
<b>General requirements</b>	Students must be enthusiastic, reliable and responsible.

<b>Business</b>	<b>PRIMARY SCHOOL</b>
<b>Activities Involved</b>	You will work with and help young children in a primary school. You will work as requested by staff. You could be in the nursery, infants or junior classes. Work includes hearing children read, project work, arts and crafts etc.
<b>General requirements</b>	Students must be enthusiastic, reliable and responsible.

<b>Business</b>	<b>RETAIL</b>
<b>Activities Involved</b>	Stock replenishment, deliveries, customer service, housekeeping, visual merchandising, work shadow till operators.
<b>General requirements</b>	Must have an outgoing personality and an ability to use own initiative.

<b>Business</b>	<b>SOLICITORS/OFFICE</b>
<b>Activities Involved</b>	Tasks on placement may include word processing, filing, photocopying, faxing, dealing with the post and telephone enquiries and general clerical duties. Students may get the opportunity to attend court hearings.
<b>General requirements</b>	Keyboard skills may prove an advantage. Communication skills would be useful.

<b>Business</b>	<b>SPORT/LEISURE</b>
<b>Activities Involved</b>	Leisure Centre: Work alongside all personnel including: Leisure Assistants, Cleaners, Receptionist, Clerical Officer, Sports Organiser, and Duty Manager. In order to gain knowledge and experience of what goes on 'behind the scenes'. Sports Assistant: Coaching students in football skills;
<b>General requirements</b>	Interest in sport, good communication skills, hardworking and enthusiastic.

<b>Business</b>	<b>VETERINARY CENTRE</b>
<b>Activities Involved</b>	You may be involved in the following: assisting veterinary nurses with day to day tasks including exercising, grooming, feeding and general care of animals, cleaning, administration, assist Theatre Nurses during procedures, cleaning and sterilising of theatre, instruments and equipment.
<b>General requirements</b>	Students should be reliable and interested in this type of work.

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# SEARCHING FOR A PLACEMENT

Searching for your own placement isn't difficult as long as you are motivated and well organised, but just like searching for a real job you might have to approach more than one placement provider. Don't get disheartened if the first ones you contact say "no". You also need to consider how you are going to get to a placement before you approach a company as you are responsible for paying and organising your own transport to and from the placement. Look at bus timetables, tram, walk or your parent/carer may be able to take you.

- 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 and ask if they take students for work experience
- Email
- Telephone companies and ask!
- Approach local businesses

## How do you find contact details for the companies?

- Use search engines like Google to do a search on the internet.
- Have a look at business directory websites such as Thomson or Yell.com or look at the telephone directories from the same companies (Thomson and Yellow Pages).
- Use local newspapers - look and see what companies are advertising that might be of interest to you.

## Questions a placement might ask you.....

When contacting companies for a work experience placement, you are likely to be asked some questions, below is an example of some questions you may be asked....

- Why do you want to do work experience with us?
- What do you hope to learn from your placement?
- What skills and qualities can you bring?
- Why might you be good at this job?
- What are your hobbies and interests?
- What are you good at and what do you enjoy in school?

Before you contact a company think about what your answers will be if you are asked any of the above, that way you will be prepared.

# SEARCHING FOR A PLACEMENT - HELP SHEET

You can make contact either:

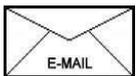
- in person
- by phone
- by letter
- by email

In a large company you are best contacting the Human Resources Department. In a smaller company you will usually need to contact the Manager.

Below are some pointers on the information you need to have written down before searching for your own placement.



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- Write down what you want to say.
  - Have a pen and paper in front of you.
  - Introduce yourself "My name is .....from The Belvedere Academy and I am looking for a work experience placement. Can I speak to the Manger please?"
  - Know the dates of your work experience – 27<sup>th</sup> June to 8<sup>th</sup> July 2016
  - Say why you are interested in the type of work the company is involved in.
  - Ask for the name and address of where you need to send the placement providers booklet and the placement form for them to read and complete.
  - Be cheerful, polite and clear.



OR



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- In this booklet is an example letter for you to use if you are corresponding by email or letter.
  - If you do not know the name of the person who is in charge of work experience at the company, address the letter to: Dear Sir/Madam
  - Make sure that you include your contact details and email address in all correspondence.
  - If you make contact by email you will need to send a copy of the placement provider booklet and placement form. You download the booklet and form from the school website.
  - Be polite and clear in your email, remember first impressions count.
  - If you haven't heard from the company within two weeks give them a call or send another letter or email.

If a Company tells you that they have already given The Belvedere Academy placements for 2016 please go and see Ms. Carroll with all the contact details you have and you will be given further advice.

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# SUGGESTED OUTLINE FOR A LETTER OR EMAIL:

If you are sending an email and don't have an individual's name or email address at the company mark your email at the beginning or in the subject line "FAO Human Resources" or "FAO The Manager".

If you are sending a letter it can be hand written or typed on the computer. Ideally it should be no longer than one side of A4 paper.

**Remember** – this is the first contact you will have with a placement provider and you therefore want to create a good impression so check that the following are correct:

- Presentation and layout
- Spelling
- Company name and address
- You have the right dates for your work experience

## Example outline

Today's Date

Person's Name or HR Department or The Manager  
Name of Company  
Address of Company

Your Name  
Your Address

Dear (Contact Name at Company – if not known Sir/Madam),

I am writing to enquire about the possibility of a work experience placement with your company from Monday 27<sup>th</sup> June until Friday 8<sup>th</sup> July.

I am (*your age*) years old and a student at Belvedere Academy. I am currently studying GCSEs in (*list the subjects you are studying*)

I would like to do a work at (**company name**) because (**reasons why – explaining why you want to work for them, perhaps you would consider a career with them when you leave full-time education**).

I am .....(list some of your personal skills and qualities e.g. friendly, reliable, hardworking, enjoy meeting people etc.) My personal interests are....(write any down that may help with your application). I have..... (list any extra-curricular events/activities you are involved in e.g. sports club; cadets; Duke of Edinburgh; Drama Club).

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

Yours sincerely,

*(If you are sending the letter by post,  
sign your name here)*

(Type your name here)

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# WHAT DO YOU NEED TO DO NOW?

- Make sure that you have read through this booklet carefully, and discuss your work experience with your parent/carer.
- Search for your placement.
- Send the company the relevant forms and paperwork. If they haven't returned the work experience placement form to you within two weeks chase them up.
- Do not leave finding a placement until the last minute.
- Return the completed placement form to Ms. Carroll by Friday 1st April 2016
- Remember if at any point you have any queries go and see either Ms. Carroll or Mr. Jamieson.

## IF YOU DO NOT HAND YOUR FORM IN ON TIME YOU RISK NOT GOING OUT ON WORK EXPERIENCE

### Finally, some advice from students:

Have a positive attitude, ask school if you need any help

Don't leave it until the last minute to find a placement

Have patience, if the first company can't take you, try another one

Work out how to get there when deciding on your placement

Research the company to find out what they do before approaching them for a placement

Try not to be nervous, be confident, polite, dress smartly - first impressions count

Keep all your work experience documents organised to refer to later

Take any job from a positive perspective and learn from it

## Good Luck with your search!

