



WORK EXPERIENCE 2024

Information Booklet

Dear Parents/Carers,

Welcome to Year 10 Work Experience 2024!

Included in your information booklet:

1. Introduction and top tips
2. How to find a placement
3. Example of a covering letter
4. Example of a CV
5. Work placement form

The work experience programme is a key activity for your child during their time at Priory Community School – An Academy (PCSA).

It helps build confidence as well as giving them a valuable insight into a career path that they have an interest in. Stepping outside of school can be a challenging prospect for some, but it is worth it!

The guide has been created to give students everything they need to secure a placement.

Year 10 Work Experience Week will be for 4 days from May 7th - 10th 2024!

The process should be driven by our students but your support is also invaluable. We are available to help and support in any way we can, so please feel free to contact us if you have any questions or need any further support.

Call us for help on 01934 511411

James Wilmot – Director of Careers

james.wilmot@pcsa.theplt.org.uk

Jodie Silmon – Careers Advisor

jodie.silmon@pcsa.theplt.org.uk

Introduction and Top Tips:

May 2024 may seem far away now but the deadline for placements is the end of Jan. Other Year 10 students from PCSA and the neighbouring schools are already approaching employers and spaces are limited. The earlier a placement is secured the better!

Visit the Careers Office for suggestions of employers who have previously taken on students. Use your friends and family network to find a suitable employer. Use the CV and covering letter guide to send to employers.

Employers should be approached by the student and not by the parent. Employers will respect the direct approach and are more likely to respond in a positive way. Employers are busy people. One email or phone call may not be enough. Encourage your child to persevere. It is also important not to focus on just one employer. It is better to speak to several.

Make sure that the employer is willing to support for the whole week and that they understand that the student will be with them all day. All employers must have Employer's Liability Insurance. This must be in place to protect your child. Many self-employed people will not have this insurance so they must be willing to purchase this for the duration of the student's placement.

Ensure that the yellow placement form is completed by your child, the employer and you. It needs to be returned to school as soon as possible. Keep the contact details of the employer somewhere safe and get back in contact closer to June to confirm everything.

The school will arrange for a Health & Safety Assessor to visit the employer and check that it is a safe working environment. The school will also arrange for a member of school staff to visit the employer and student during the work experience week. Please inform the school and the employer of any relevant medical condition which could result in unnecessary risk.

Work experience can feel scary! It can be a real challenge to reach out and make contact! But participating in work experience is worth it by building confidence and resilience.

We are in a post COVID world where the landscape of employment has changed with many people continuing to work from home. But with hard work and support, we are confident that all of our students can find a placement.

Despite their best efforts, some students may not find a placement in their preferred industry, but they can still have a great week of work somewhere else. Please think creatively, be positive and keep trying.

Restrictions:

- **The NHS, police and those in a legal profession are unlikely to approve applications for work experience.**
- Please contact Mr Wilmot in the first instance if you are considering a placement outside of England.

Finding a Work Experience Placement:

- **www.yell.com** will help you find employers in certain industry sectors and locations but they will not give you a contact name. You will need to phone them or visit their website for contact details of someone to speak to.
- **Facebook** worked very well in previous years. Parents will need to coordinate this due to age restrictions. Posting a 'shout out' on community pages in the area can get positive results.
- **www.google.com** can also generate some employer details based on a location and industry search. It will show you where different businesses are and give you a link to their websites. You should be able to find an Email address or phone number to help you make contact.
- **Word of mouth** is still the strongest way to find a placement. Friends and family should ask other friends and family for recommendations. It is surprising the positive results that this can generate!
- **The Careers Office** can also suggest employers who have previously taken on our students.

Example letter from student to potential work experience provider

Put your address here
E.g. John Smith
10 High Street
Weston-super-Mare
North Somerset
BS22 2PE

(Put today's date in here)

(Put the name and (if known) the address of the person you are writing to here)

e.g. Mrs T Grant
14 Cliff Street
Thornbury
Bristol
BS17 8HY

Dear (use name of person, if known, or if not, use Dear Sir/Madam)

I am a (age of student) year old student at Priory Community School Academy. We have the opportunity of spending one week on work experience from the to the
(Insert dates here)

I am studying (Insert your subjects here)

I am interested in(say type of work e.g. carpentry) and I would be grateful for the opportunity to spend a week with you /gaining some insight into the world of work / to find out if it is the type of work I would like to do when I leave school.

Thank you for your consideration of this letter, and I look forward to hearing from you.

Yours faithfully/sincerely

(use faithfully if you have used Dear Sir/Madam or sincerely if you have used the person's name).

John Smith
(Sign name and print underneath.)

Journalist Florist PA DENTIST Auctioneer
Hairdresser Designer *Trainers* Lawyer Optician
MAKE-UP Photographer
ARTIST Chef Doctor Gardener Buyer Accountant
Musician Event Manager Stylist Producer
FUND RAISER Vet Personal Trainer Brand Manager Psychologist
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