



The Bishop's Stortford High School

Year 10 Work Experience Information Evening

Programme For This Evening

Claire Jonas (Careers Lead)

Work Experience Overview
&
Administration

Questions

Why do we do Work Experience?

Who are YC Hertfordshire?



“Any Work Experience is invaluable. I look at a CV and the first thing I see is Work Experience. I will take someone on if they’ve had no experience in a kitchen. If they can prove they’ve got off their backside stacking shelves or being a paper boy - it’s a simple life skill even if it’s not your first choice of a job.”

Michael Roux, Michelin Chef

The Benefits Of Work Experience

- The opportunity to see what career you might or might not be interested in working towards
- The chance to experience an adult work environment
- Try out new tasks and opportunities – meet new people from different backgrounds with different experiences

- Great boost to confidence and self-esteem and helps attainment in the classroom on return to school
- Provides knowledge of the local job market and starts you on the road to building a network of contacts
- Gives you the opportunity to impress – there may be opportunities in the future to seek employment with the same employer

- Aids development of 'employability skills' – sometimes called 'soft skills'
- Helps you understand how the subjects you study in school link to certain jobs

And importantly ...

- Record for your CV; post-16 and post-18 applications eg college, university and jobs

Gatsby Benchmark 6

“In addition to school-based encounters with employers, pupils should have first-hand experience of the workplace. There is evidence that work experience gives pupils a more realistic idea of the expectations and realities of the workplace”

Private Placements

- Private placements are placements you source through your own contacts
- Guarantees what your son does and avoids disappointment with regard to choices
- Employers must agree to a visit by a H & S Inspector to discuss insurance, appropriate tasks
- £20 fee to parents/carers if outside of Hertfordshire & immediate vicinity within Essex



Work Experience Private/Own Placement Request



PLEASE COMPLETE IN BLOCK CAPITALS AND PLEASE RETURN TO THE STUDENT/SCHOOL

STUDENT INFORMATION	
STUDENT NAME:	TUTOR GROUP: YEAR GROUP: AGE:
SCHOOL:	WORK EXPERIENCE DATES:
EMPLOYER INFORMATION	
COMPANY NAME:
TYPE OF BUSINESS:
MAIN CONTACT NAME FOR WORK EXPERIENCE:
POSITION IN COMPANY:
TELEPHONE: MOBILE: WEBSITE:
SUPERVISOR OF STUDENT:
POSITION IN COMPANY:
CONTACT NUMBER
EMAIL ADDRESS:
PLACEMENT ADDRESS:
TOWN:
POSTCODE:



How To Find A Private Placement

- Follow your passions and interests – research your ideas online
- Create a really good CV & covering letter – it's essential for an employer – I suggest your son writes several letters to several employers ASAP
- Apply to work experience programmes
 - focus on companies which have taken students before

Placements That Work Well

Examples

- Primary Schools
- Charity Shops
- Other Retail
- Sport/Leisure

Unauthorised Placements

- Sole Traders
- Employers who refuse a Health & Safety visit
- Placements with inadequate or no insurance
- Placements abroad

Youth Connexions Responsibilities

- Provide a list of suitable placements for those students unable to secure a Private Placement
- Ensure *all* employer premises are safe; carry out H & S visit, check insurances
- If not already done, agree working hours, dress code, lunch arrangements etc
- Work with employer to produce a job description

Student Medical Information

- We need relevant medical information so that we can put in place any adjustments required to help make the placement a success
- We need parent consent for each student undertaking Work Experience

Timeline

- February – I input Private Placement data from student forms
- February onwards – Youth Connexions carry out H & S visits with employers and check insurances
- March/April – For those unable to secure Private Placement, allocation of placements from Youth Connexions list
- April 2019 – Students to make contact with prospective employer in case you need an interview
- Job Descriptions issued March–May 2019

17–21 June 2019

Your Work Experience Week

- Arrive on time – 5 to 10 minutes early
- Dress appropriately
- Don't use your mobile devices during work hours unless you have been told to do so

Meeting Your Employer For The First Time

- Walk tall, stand up straight, head up
- Have a friendly face – and smile!
- Make good eye contact
- Hold out your hand for handshake

Remember – first impressions are the most important ! You are representing your school, your family and yourself

During The Work Experience Week Itself

- Be polite & respectful – this is an adult workplace
- Be eager & keen
- Ask questions; the more enthusiastic & helpful you are, the more responsibility you'll probably be given and the more you will enjoy your week

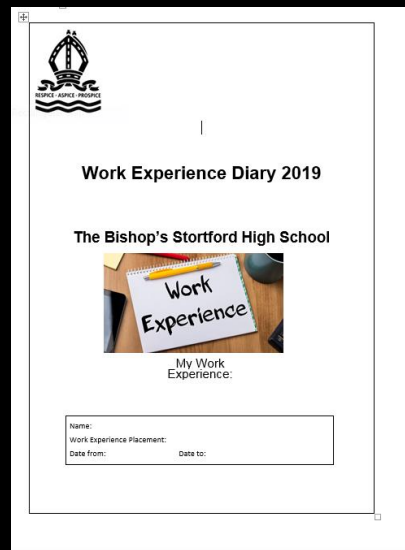
Problems



- Try to sort it out on the spot with whoever is supervising you
- Don't bottle it up overnight
- Do NOT walk out on the job
- Contact the school and I will step in

Work Experience Diary

Prior to your first day you will be issued with a diary which is to be completed daily

There is an employer review / reference at the back plus a student and parent / carer review




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Work Experience Diary 2019
The Bishop's Stortford High School

My Work Experience.
Name: _____
Work Experience Placement: _____
Date from: _____ Date to: _____

TBSHS Staff Visit or Phone Call

A member of TBSHS school staff will contact you during the week to check on how you are – be honest in this conversation and make us aware of any concerns you have and any highs or lows

On Your Last Day

- Ask your employer to complete the Review and Reference
- Remember to say thank you to all those who have helped you – perhaps write a card
- If you can, it would be hugely appreciated if you could stretch to a thank you gift such as chocolates, nice biscuits – something that shows your gratitude

Quiz

Making the tea:

*d) is best as you are taking charge of the situation
– this is a good attitude and people will respect you for it*

c) is probably more common than you think. Never be afraid to ask questions or ask for help. How could you possibly know where things are on your first day

a) and b) are poor choices. If you want to be part of a team at work, you have to give a little. It would be better to say, "I'm a lousy tea maker but I'll have a go if you show me what to do"

It's lunchtime:

Again d) is best because you are taking charge of the situation

a) is rude and may get you a reprimand

b) is not necessary – if you're not sure about something, ask someone

c) is okay, especially if other people are eating packed lunches – but it may be against company policy to eat at work desks

End of Presentation

