

THE INTERNATIONAL SCHOOL

YEAR 10 WORK EXPERIENCE

MONDAY 9th JULY- FRIDAY 20th JULY 2012



**Business &
Enterprise**

HANDBOOK FOR STUDENTS AND PARENTS

WORK EXPERIENCE CO-ORDINATORS

MRS P PORTER / MISS L HILL - 0121 464 9600

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Important Dates to Remember

CV's

Commencing Sept 2011

Practice Interview

20th June 2012

Interview at Work Placement

4th July 2012

Work Experience

9th – 20th July 2012

Summary

- Find Placement
- Complete Form
- Confirm interview date
- Go to Interview

INTRODUCTION

As part of the Year 10 Curriculum all students are expected to complete 2 weeks of unpaid work experience. You are required to find a placement for 2 weeks commencing Monday 9th July - Friday 20th July 2012.

Work experience is essential for students' development of skills and attitudes required for the world of work. It will help students to develop an awareness of their own worth, strengths and weaknesses, as well as those of others in a work-related situation. The whole process is good preparation for when they leave school.

Many students find that references from their work experience placement can be a great help in attempting to secure employment or college placements.

FINDING A PLACEMENT

As part of work experience students must take the responsibility to find their own work placement. This teaches the essential skills needed for the future once students leave school. Writing letters of application, attending interviews and considering transport are some of the things that will have to be considered.

Firstly students will need to decide on where they would like to go for their work experience. It is best to select several companies to approach as not all will prove successful. Students must be careful in their selection as they should ensure they will be able to get there and back either by public transport or with a family member.

A relative or family friend may be able to help students secure a placement at his or her own place of work. It is advisable though for students to be placed in a different department so that they can achieve the full benefit from meeting new people and acting independently.

As soon as you a student has a placement **THEY MUST COMPLETE THE INFORMATION FORM ON PAGE 11** and return it to Mrs Porter/Miss Hill, Work Experience Co-ordinators, preferably by **FEBRUARY HALF TERM**.

After this date carry on searching and applying for a placement but the longer it takes the more difficult it will become to get a health and safety check carried out in time.

IF AT ANY TIME A STUDENT IS UNCLEAR OF WHAT TO DO THEN THEY MUST SEE THE WORK EXPERIENCE CO-ORDINATORS AS SOON AS POSSIBLE

WHAT TYPE OF COMPANY TO CONSIDER

The scheme's success obviously depends greatly on the good will and co-operation of employers as well as the spirit in which the young person takes part. It should be appreciated that the scheme involves the organisation concerned in considerable extra work for the staff involved.

Students should consider the type of placement that would suit them best. Firstly it should be a job that might interest them, but doesn't necessarily have to be something you want to do when they leave school. The emphasis is on experiencing the world of work in its widest sense.

Due to Health and Safety regulations some industries/employers are unsuitable for this scheme and will therefore not be approved. For example building sites and hospitals. To save time, please do not consider these as an option.

HEALTH AND SAFETY

The school has a duty of care for each student and therefore we want to ensure their safety whilst on work placements. As a consequence we call upon the assistance of Health and Safety specialists to carry out a risk assessment on each potential placement. A placement must be approved before a student can attend. If a placement is not approved then the student will be informed and they will have to go through the process of finding another placement.

When choosing a work placement students need to consider:

- Health and Safety checks may not be done for placements more than 20 miles away.
- Students will not be allowed to work in placements deemed as a high-risk environment e.g. building sites.
- Students are not allowed to work more than 8 hours per day.

It is important that the employer is made aware of any medical factors which might affect the Health, Safety and Welfare of the student and which may need to be taken into consideration by the employer for risk assessment purposes.

CONTACTING A COMPANY

Once a student has identified where they would like to go for their work experience, they will then need the address and telephone numbers which can be found either in the telephone directory, yellow pages or on www.BT.com

Students should make contact with their chosen company using one of the following methods.

1. **Visit to their premises**
2. **Write a letter**
3. **Make a telephone call**
4. **Ask a relative**

VISIT TO PREMISES

If a student decides to drop in to the shop or office etc, then it may be a good idea to take a copy of a CV and a letter of application as it may not be possible to see the person in charge and the relevant details can be left. The student is **responsible**. Also in order to help make an impression it would be a good idea to attend in school uniform.

WRITE A LETTER

It is always a good idea to telephone the company first to find out if they offer work experience and who the contact person would be.

If a student chooses to send a letter it can be hand written or typed (see example). State why the company has been chosen, for example, interested as a future career or the chance to learn new skills. Ideally a CV should be enclosed with the letter. (See sample letter). Make sure that the company name and address are correct and then post it first class.

Not all companies reply straight away, it is therefore worth chasing the company after a week has passed. Give them a call to check that they have received the letter and see if they have made a decision.

Remember do not sit and wait for a response from one employer, several applications need to be made. Also please do not be put off if rejected on a few occasions, as there are a number of students applying. Keep persevering.

CURRICULUM VITAE

Curriculum Vitae or CV is derived from ancient Latin meaning ones 'course of life'. Basically it is a written description of your work experience, educational background and skills.

When applying for a job or a college place a CV will be needed to promote yourself.

The CV should never be more than 2 pages long and must be typed on single sided paper. Obviously as a Year 10 student you will not have a lot of information to include but can still put together a good document.

A CV needs to look professional so follow the example.

MAKE A TELEPHONE CALL

If a student approaches a company by telephone to ask if they take students for work experience, they may ask you to apply in writing. If so, then follow the instructions above.

Be clear in what instruction will be needed and have a pen and paper ready to record the information. They may say someone else needs to be contacted, or they may invite a student for an informal interview.

ONCE A STUDENT HAS A PLACEMENT

Make sure the information is complete, which is at the back this booklet and return to the work experience co-ordinators.

If more than one placement is offered, then out of courtesy please contact the company and politely inform them it is no longer required. Please tell Mrs Porter/Miss Hill before you do this.

SAMPLE LETTER

Home Address
Tile Cross
Birmingham
Post Code

Date

Contact Person
Company Address

Dear Sir/Madam,

Re: Work Experience Monday 9 - Friday 20 July 2012

I am a Year 10 student at the International School in Tile Cross Birmingham. The school has a work experience programme and I am writing to enquire about the possibility of a placement with you at your company/shop/school/factory on the above dates.

(New Paragraph) Write about the subjects you are studying and your interests.

(Next Paragraph) I would really like the opportunity to experience working within your company. (Explain the reason why you want to work in that particular company).

I very much hope that you are able to offer me a placement.

Please find enclosed a copy of my CV for your information and I look forward to hearing from you soon.

Yours faithfully (if addressed to Sir/Madam)

Yours sincerely (if addressed to the name of the person)

Signed

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Mr/Miss J Bloggs

SAMPLE

CV

CURRICULUM VITAE

NAME	<i>FILL IN</i>
ADDRESS	<i>FILL IN</i>
TELEPHONE	<i>FILL IN</i>
EMAIL	<i>FILL IN</i>
DATE OF BIRTH	<i>FILL IN</i>
CURRENT SCHOOL	<i>The International School Gressel Lane Tile Cross Birmingham B33 9UF</i>

GCSE'S AND OTHER SUBJECTS BEING STUDIED

List all subjects being studied and expected grades

ACHIEVEMENTS

Here you can mention if you are on the student council or a team captain. List if you have any success raising money for charity etc.

EMPLOYMENT

If you have been working part-time then put down the job title plus the name of the company. Include the dates you were employed and a brief description of the responsibilities you carried out. If you have not worked then do not include this section.

HOBBIES AND INTERESTS

Don't forget to mention things you are involved in outside school e.g. guides, scouts clubs etc.

REFEREES

You need to give details of two people who know you, but out of courtesy you must ask them first. For example, you can use your employer if you work part-time or your Head of Year of Form Tutor. You cannot use relatives. List their name, address and telephone number.

BEFORE YOU GO

TWO WEEKS BEFORE THE START

At least two weeks before the start contact the company and confirm the following and explain about the day given off to prepare and attend for interview, if it is not convenient to go for an interview on this day, ask the following questions:

1. Remind them who you are and confirm that you are still going there?
2. Ask what time you should start?
3. What time should you expect to finish at the end of the day?
4. What you should wear?
5. If there is a canteen available to purchase lunch or should you bring your own?
6. Who should you report to on the first day?
7. Carefully read through your record book and the "Be Safe" booklet that will be provided through school

What to do during work experience week

Let your employer/supervisor have a look at your diary and ask them to complete any relevant sections.

If asked to carry out anything that you consider to be dangerous you MUST let the school know. The result could be that the school deems it necessary to pull you out of the work experience placement and normal school (in uniform and attending lessons) will resume.

Remember that manners, a smart appearance and punctuality are all important.

With the exception of 'dangerous' tasks you need to carry out tasks that you are requested to do with enthusiasm and without rudeness.

Utilise the placement programme as fully as possible to gain knowledge and enhance personal skills and development.

If you have completed a task and have nothing more to do, ask for the next task. Don't wait to be noticed.

If you are off sick you should telephone both the school and your work experience placement.

Keep yourself safe.

If you are worried about anything, please call the school.

Complete your diary each day.

DURING YOUR PLACEMENT

1. What Employers will expect from you
2. 100% attendance
3. Punctuality – be on time every day.
4. High standards of manners and politeness
5. Wear appropriate clothing for the company
6. A willingness to contribute fully as a member of the team in order to accomplish that team's set of goals
7. If in doubt about anything ask someone
8. Sometime during the week someone from school will either phone or drop in to see how you are getting on.

What to do when it is all over

1. Remember to **say thank you.**
2. Make sure you have completed all sections of your diary.
3. Discuss what you have learned with your family and your teacher.
4. *Write a thank you letter to the company.*

To be returned to school during October 2011

WORK EXPERIENCE CONSENT FORM

Full name of Student..... Form.....

As Parent/Carer of the student named above. I can confirm that I have read through the handbook along with my son/daughter and we understand the conditions set out. I can confirm that:

- My son/daughter will be taking part in the scheme and will observe all the conditions set down by the school and the business organisation providing the placement particularly with regard to safety and security.
- I will prepare my son/daughter for travel to and from the placement
- My son/daughter understands that any information that he/she is exposed to will be treated as confidential.
- My son/daughter understands that whilst on a work placement he/she is representing the school and will behave appropriately.
- My son/daughter will telephone both the Employer and the School if he/she is absent due to sickness/Doctor/Dentist/Hospital appointments etc.
NB if either the employer of the School is not informed of any non-attendance whatsoever this will be recorded as 'unauthorised absence'

Please indicate below any know medical condition that your son/daughter has including allergies that any employ may need to know for health and safety reasons.

Parent/Carer Signature Date

PLACEMENT DETAILS

Student Name.....Form

**I have secured a work placement with the following company for
9 -20 July 2012.**

Name of Company	
Full Postal Address Including Postcode
Contact Name	
Phone Number	
Nature of Business (E.g. Hairdresser, Retail, Garage etc)	

PLEASE RETURN TO:

**MRS PORTER/MISS HILL
WORK EXPERIENCE CO-ORDINATOR
THE INTERNATIONAL SCHOOL**

IMPORTANT DATES TO REMEMBER

**Write letter of application
Type up a CV**

By September

Contact several companies to see if they can offer you a work experience placement. Return consent form to school.

By October Half Term

Complete the placement information form correctly and return it to Mrs Porter/Miss Hill, Work Experience Co-ordinator.

Check you have returned the consent Form or you will not be allowed to go on work experience.

By February Half- Term

No more placements can be accepted after this date

June

Contact the company to confirm/remind them that you are going in July and to make an appointment for interview.

Interview Date: Wednesday 4th July 2012



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