

Year 12 Work Experience – 2020

1st – 5th June

Pupil Guidance Booklet

30th March

This is the deadline to have arranged your placement, submitted your 'pink form' to Miss Weston with written confirmation of your placement and to have completed the Google form.

How can I find my own work placement?

Begin by thinking about it yourself then discussing with your parents or group tutor what you want to do on work experience. You do not necessarily have to choose something that you want to do as a job when you leave school/university. The aim is for you to experience life in an adult workplace. It might even be an advantage to do something different.

How can I find my own work placement?

If your parents or a family member knows of someone in that line of work that could be a useful way of getting a placement.

Alternatively look at the list of approved placement providers and the contact details on the SIPS database and see if there is anything suitable. The login details and URL for the database are below:

<https://sipseducation.work-experience.co.uk/login/Default.aspx>

Username: queenmgstudent

Password: pupilwex123

How to contact a company

There are various ways to contact a company:

- in person
- by phone
- by letter or email

In a large company you are best to contact the **Human Resources department**.

In a smaller company you will usually need to write to the **Manager**.

If it is a local shop that you are interested in working at then it might be a good idea to **go along in person** when the shop isn't very busy and enquire about a placement and hand in a letter.

It is best to contact several companies, as often you may not receive a reply, or they may take weeks to say "no".

Don't get disheartened by this, it is nothing personal, they are usually just very busy! However, because of this it is important to approach several companies so that you have a number of options open to you.

The next section will give you a guide of how to write your email or letter.

Suggested outline for a letter or email to ask an employer for a placement:

If you are sending an email and do not 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, draft it (see example letter) then save it as a document so you can use it again. Ideally it should be no longer than one side of A4 paper.

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

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

What to do when you have a confirmed work experience placement.

Once you have been accepted for work experience you will need to do the following:

1. Complete your Pink Form with the details
2. Have written confirmation (e-mail/letter) of your work experience placement
3. Hand in to Mrs Weston the Pink Form along with proof of your work experience placement.
4. Mrs Weston will then provide you with a link to a Google form, which will ask you to complete full details of your agreed placement.
5. Once the Google form is completed the school will then send the information to SIPS who will check and verify that your placement is OK to proceed

No matter what your situation, a well-written work experience letter could make all the difference when it comes to being considered for your ideal placement, not to mention help you to stand out from a number of other applicants.

Work experience letter template

[Your name]

[Address]

[Postcode]

[Date]

[Employer's name]

[Full address]

[Postcode]

Dear Sir/Madam [or name],

I am a [year group] student from [school name], studying [list of subjects].

I'd like to enquire about a potential work experience placement at [company name], which I will be available to carry out for [amount of time] from [start date] to [end date].

I'm keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

I'm a [relevant skills and attributes], which can be shown in my [real-life examples that demonstrate your skills].

In my spare time, I like to [list relevant hobbies and interests], and I've also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours [sincerely/faithfully]

[Your name]

Visit <https://www.reed.co.uk/career-advice/work-experience-letter-template/> for more information on how to put together a letter.