



**Worth it.**

**Chestnut Grove Academy  
Work Experience  
Monday 6<sup>th</sup> to Friday 17<sup>th</sup> July 2020**

# What is Work Experience?

- Unpaid opportunity
- Supervised work
- Spending time outside the classroom
- Learning about a job or area of work



# Why Am I Doing Work Experience?

- Clarify your career goals
- Helps you to understand employer expectations
- Increases your confidence
- Part time job



# How Will It Help Me In The Future?

- Something to add to your CV
- Helps you to write your personal statement
- Helps with post 16 or job interviews
- Gives you the edge over other candidates
- Essential employability skills



# Employability Skills

- Skills, qualities and attitudes that employers say are essential for the Workplace
- Specific examples for your CV



**EMPLOYABILITY SKILLS.**

- Self-management
- Teamwork
- Positive attitude
- Thinking skills
- Communication
- Willingness to learn
- Resilience

# Why You Should Find Your Own Placement

- More likely to get a job that you want to do
- An opportunity to experience the reality of finding your own job
- You can take responsibility and ownership

**WORK EXPERIENCE OWN PLACEMENT FORM**  
Please complete this form when making a direct approach to employers and return to school as soon as possible. Please write details clearly in capitals.

School:	Work EXP Date:
Student name:	Tutor Group:
Address:	DOB:
	Home Tel No:
	Mobile No:
	Parent/Carer email:
Signed:	Date:

**EMPLOYER DETAILS**

Company Name:	Student's job title:
Contact Name:	Placement Date:
Address:	Have you taken part in work exp before <b>Y/N</b> If <b>yes</b> please give details below:
Post code:	Certificate of Employer's Liability Insurance (Compulsory) Please attach a copy of this certificate.
Tel No:	Policy No:
Fax No:	Issued by:
E-Mail:	Expiry Date:
Website:	Company Business:
As a representative of the above company, I agree to the student named above working on the premises and acknowledge the company's responsibilities relating to Health & Safety at work and student welfare. BEST recommend that all employers read "Young people and work experience" which gives a brief outline of employers' responsibilities. To access this document please go to <a href="http://www.hse.gov.uk/pubns/indg354.pdf">http://www.hse.gov.uk/pubns/indg354.pdf</a>	
Name:	Position:
Signed:	Date:
What is the relationship between student and employer eg. family friend, relative, yellow pages etc.	

**Parent/Guardian – Placement recommendation**

Why are you recommending this placement for your child?	
Are you assured that your child's safety and well being will be looked after whilst on placement?	
As the parent/guardian of the student named above, I confirm that I have read this form and agree to my child taking part in the scheme and undertake that he/she will observe the conditions set out.	
Signed:	Date:

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# What To Look For

- **Art**- Hairdressing/Advertising/Fashion
- **Maths**- Finance/Engineering
- **Drama**- Theatre
- **English**- Library
- **History**- Museum
- **Languages**- Travel Agent
- **Business**- Office Work/Estate Agents
- **PE**- Coaching/Leisure Centre
- **Science**- Engineering/GP/Vet

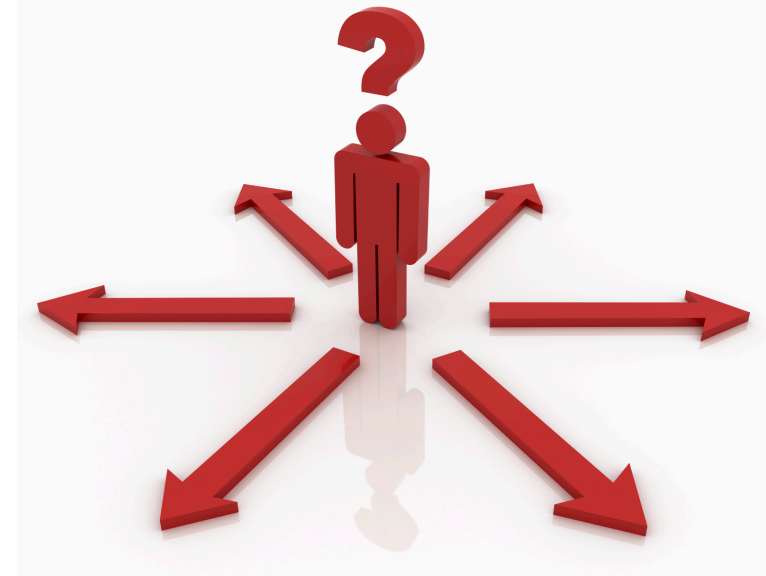






# Where To Find A Placement

- Friends and family
- Extra-curricular activities
- Speak to older students
- Internet
- Speak to Mr O'Neill



# How To Contact Employers

- Face to face
- Telephone
- Email
- Letter
- Online application



# What To Say To An Employer

- Say ***“Hello”*** & introduce yourself; e.g. ***“My name is Claire Smith and I am a student at Chestnut Grove Academy”***
- Explain the purpose of your visit/call; e.g. ***“I wanted to find out if you accept students for work experience?”***
- From here you just need to listen carefully and answer the questions posed to you by the employer.

# What To Say To An Employer

- Always be polite
- Even if they can't accept you
- Don't give up keep trying!



# Helpful Tips

- NO slang words
- Go alone
- Be aware of your body language
- Make sure you remove hoodies
- Put your phone away
- Consider looking in other areas
- Consider the journey



# Have Fun!!

- Enjoy yourself
- Most placements are a great experience
- Have fun while working & learning

