

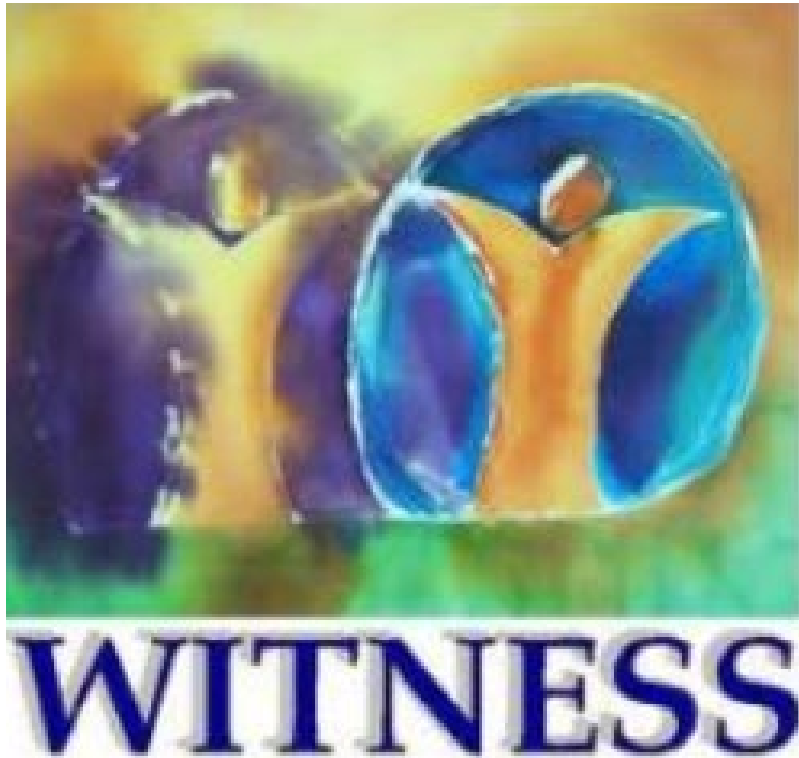


Year 10 Assembly

Work Experience

November 2023

Reflection – A call to witness & to serve



St Damian's School Prayer

Heavenly Father,
as we gather as a community,
please help us to:
Learn with an open mind,
Speak only the truth,
Respect each other always,
Love with all our hearts,
And live out our school motto
'In Omnibus Fidelis'.
Through Christ our Lord,
Amen.

St Damian, Pray for us.



Service

Work Experience



WITNESS

Aspiration

Success

Participation

Interaction

Respect

Environment

Believe to Achieve!



SERVICE

Work Experience

Key Dates: **Monday 15th July – Friday 19th July 2024**

You must **organise a placement yourself so you can do a job in a real work-place**

There will be no provision in school



Friday 26th January 2024

The Aims of Work Experience



- To provide a **real experience of the world of work**
- To help you **understand and develop the key skills and personal qualities which are sought by employers** in a work environment: communication, working with others and problem solving
- To help you understand the **relevance of school to future work and learning**
- To **improve your chances of employability in the future**
- To help you **make informed decisions** about your future career choices
- To **develop your maturity and self confidence**

**WHAT'S YOUR WORK
EXPERIENCE STORY?**

Personal Qualities

- Loyalty
- Commitment
- Honesty
- Integrity
- Enthusiasm
- Reliability
- Personal presentation
- Common sense
- Positive self-esteem
- Sense of humour



- Balanced attitude to work & home life
- Ability to deal with pressure
- Motivated
- Hardworking
- Perseveres
- Optimistic
- Responsible
- Sensitive
- Good interpersonal skills
- Takes calculated risks
- Flexible

Employability Skills

- Team-work
- Risk Management
- Negotiating
- Influencing
- Effective Communication
- Creativity and Innovation
- Positive Attitude
- Initiative
- Organising and Planning
- Decision Making
- Problem Solving
- Leadership
- Making Decisions
- Ethical decision making
- Economic awareness
- Financial Literacy
- Product and Service Design
- Work independently
- Good Literacy
- Good Numeracy
- ICT skills
- Foreign Languages



EMPLOYER WORK EXPERIENCE COMMENTS ON St. Damian's pupils

- Due to his actions this week, I have contacted our own accountant and enquired how best for him to proceed. I have passed this information to him, so he can decide on his best options when he leaves school.
- Thank you for all your help. You are more than welcome to come back if you want more experience.
-would not hesitate to offer her weekend work if a position becomes available in the future.
- We have offered him some Saturday work experience.

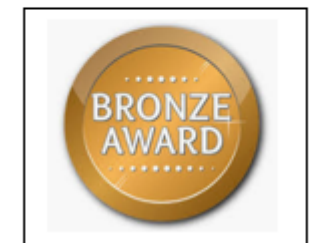
GOLD AWARD



SILVER AWARD



BRONZE AWARD



LAST YEARS STUDENTS WORK EXPERIENCE COMMENTS

- I would say go for it because this has honestly been one of the best experiences I have ever had! It's really helped me to know what I want to do when I'm older.
- Ask lots of questions. The more you know the easier it is and the more related you will feel.
- Get stuck in! Always offer your help and don't see it as a week off.
- Go into it with a positive attitude and be open to learning new things.
- Engage yourself with the work as you may be given the opportunity to get a job there - as I was offered.

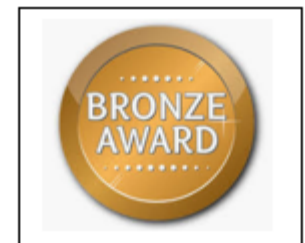
GOLD AWARD



SILVER AWARD



BRONZE AWARD





What else will you experience?



You will be presented with many learning opportunities throughout your placement.

You will be able to:

- Find out information about careers by **working alongside people doing these jobs**
- Get knowledge of **the local job market** and build a **network of contacts**
- Have an opportunity to **impress local business people** – in a few years' time you may go back to get a job
- Identify **differences between school and the world of work**
- Identify and understand the importance of **Health and Safety** issues
- Understand the concept of **Equal Opportunities**

What is not acceptable?

- Based in or operating from private homes
- Mobile worker with no fixed base
- Certain high risk activities (e.g. operating dangerous machinery)
- Inadequate insurance and health, safety and welfare arrangements



Local work experience opportunities are right on your doorstep



Solicitors

Multiple local law firms in your area could allow you the opportunity to experience such a career firsthand.

Restaurant/Café

Work experience in a café or restaurant can offer great experience if you have interest in the service sector.

Accountancy Firms

Some accountancy firms in your local area may allow you to obtain valuable experience in a growing industry.

Engineering

If you are seeking a potential career in engineering. There could be plenty of local engineering companies near you.

Education

Your own school can also take you on for experience if you have an interest in the educational system.

Art & Design

There are many creative studios that would love to have young talent on board for work experience..

Hair & Beauty

Even local hair salons are interested in taking on people for work experience. Which could even lead to a job afterwards.



Tips for finding a work placement



Do your research

Research using the internet, look in the local paper for employers based nearby who might give you a placement.

Don't be shy!

Emailing, telephoning and visiting employers in person to make an enquiry. Research the company and find the name of the key person to ask for.

Word of mouth

Talk to friends, parents, family members and enquire if they can help out or support. Everyone knows someone!



Self Placements

- **Can be in a field that you may be interested in** but does not have to be
- **All work experience can be equally valuable regardless of the careers link**, providing it gives you a good opportunity to develop your **employability skills**.
- Placements should be organised through **your own efforts** to find work, a professional contact, a family member or a friend.



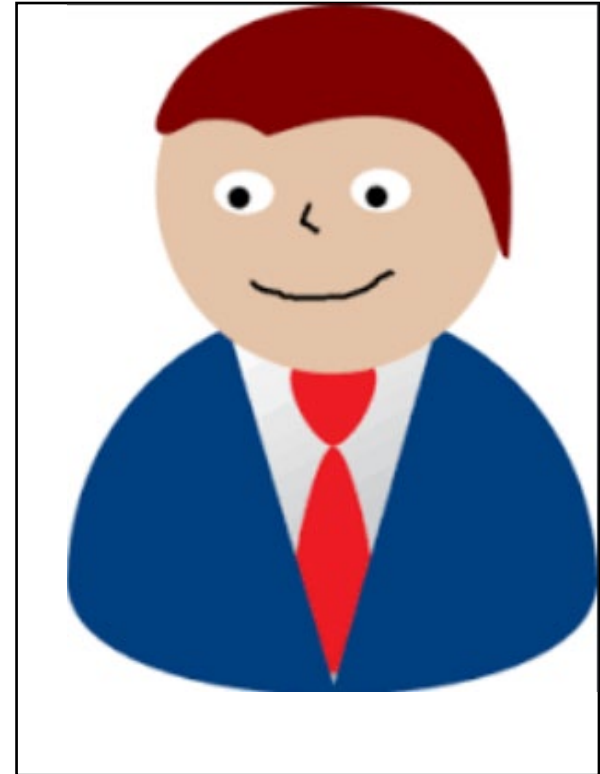
Self Placements – Please remember:

- **You will not get paid.**
- You are expected to **make your own way to and from the placement.**
- **Consider the geographical location.** You need to take into account where you live, what transport links are available and how long will the travel times be from home to your placement.
- Parents are responsible for the **travelling expenses** and the provision or **cost of meals.**
- **Hours of work will vary** depending on the placement.
- **Many placements offer 9 to 5** (typical working day) but will be **no more than 40 hours**
- You will be expected to be at their work placement **Monday through to Friday** (Not evenings or weekends)
- **Do not make medical / dental appointments during the work experience week** unless it is an emergency.



An employer expects you to:

- Go to **work every day**
- **Arrive on time**
- Wear **appropriate clothes**
- **Listen to and follow instructions**
- Follow **Health and Safety** rules
- **Work hard and show enthusiasm**
- **Respect** both work colleagues and customers / clients
- **Ask questions and show an interest** in the work



Getting the best experience.....

Do...



- Keep a **record of your achievements** so that you leave with a list of the **transferable skills** you have gained.
- **Take every opportunity to expand your role**; the more tasks you can try your hand at the better.
- **Complete every task, however small, to the best of your ability.** If people see you are hardworking they will give you more responsibility.

Don't...



- **Expect the organisation you are going to work for to treat you as a child.** You will be in an adult environment and need to be respectful of your temporary colleagues.
- **Pick a placement without doing your research.** If you turn up without knowing anything about the company or the role you will not get the most from the experience.

What else will you experience?

You may have to:

- Write a **letter of application**
- Present a **CV**
- Develop your **interview technique**

The benefits of Work Experience in the future:

- Valuable experience to add to a **CV or Personal Statement.**
- Many employers are happy to offer a **reference**



DRAFT LETTER TO AN EMPLOYER

Home address

Date

Dear Sir/Madam,

- **1st paragraph** – Introduce yourself and explain why you are writing e.g. My name is.....I am a year 10 student at St. Damian’s RC Science College and I am looking for Work Experience from...
- **2nd paragraph** – Explain what sort of Work Experience you are looking for and why you have chosen this company.
- **3rd paragraph** – Give some information about yourself, e.g. what are your best subjects at school, hobbies, sports, interests, skills and abilities etc
- **4th paragraph** – Finish your letter on a positive note and say that you are looking forward to hearing from them.

Yours sincerely (if addressed to a named contact) or Yours faithfully (if addressed to Sir/Madam)

- Your signature
- Your name in full

DRAFT CURRICULUM VITAE (CV)

Curriculum Vitae

Jo Bloggs

5 The Street

Penzance

TR18 1XX

Tel: 01736 555777

Mobile: 00000000

E-mail:

Date of Birth: Age 15

Personal Profile

I am a hard working, polite and helpful. I get on well with others as shown in my participation in school and my work experience in a local well established hotel. I am hoping to find work in a customer service role as I feel my skills and qualities would be suited to this type of work. I am good with people, reliable and willing to learn. I am keen to work as many hours as I am able to.

Education

Mounts Bay School, Boscathnoe Lane, Heamoor, Penzance

Studying GCSE's in English, Maths, Science, ICT, History, French, Drama and First Diploma in Public Services

GCSE Exam Date: J1

Predicted Grades: J

Additional Information

I have been a member of the School Council and have taken part in several meetings to solve problems and to make improvements for both the school and other students.

I enjoy playing tennis, and socialising with my friends at the weekend.

I am also starting a Duke of Edinburgh Youth Achievement Award with the school

Work Experience

Receptionist – 1 weeks work experience July 2012

Helped with greeting of hotel guests, giving directions to their rooms and answering their queries. I took bookings on the phone and helped out with I also helped out with additional duties such as serving tea's in the afternoon.

Paper round

The Shop Newsagents 2010 - Present

I deliver newspapers every morning in the Gulval area. I sometimes help out with other rounds if short staffed or covering holidays. When required I also help out within the shop, tidying up and stacking shelves.

References

Mrs Osborne / My Form Tutor / Another Teacher

Mrs Smith

MAKING A TELEPHONE CALL TO SECURE A PLACEMENT



Before you ring..

- Have a **pen and paper** ready to record any information you are given
- Make sure you know the **correct number**
- Make sure you know the **correct name of the company or organisation** you are trying to contact
- If possible, **find out the name of the person you are trying to contact in advance.** (If not, you can ask the first person who answers for the Human Resources Manager, Personal Manager, Work Experience Supervisor)

MAKING A TELEPHONE CALL TO SECURE A PLACEMENT

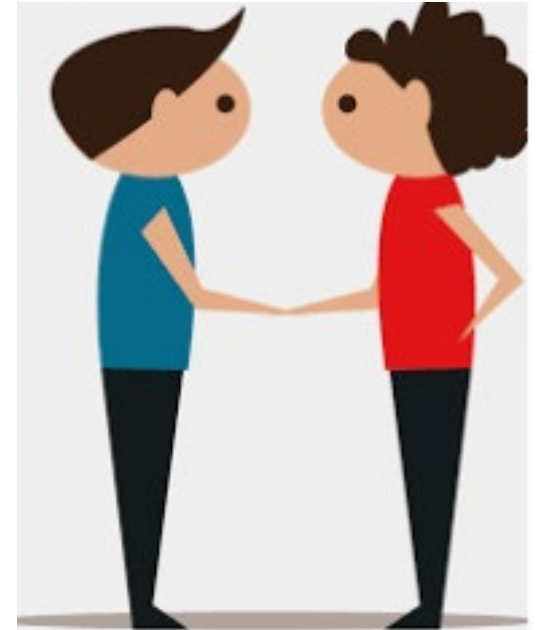
Making the call

- Ensure that there will be **no distracting background noise** (e.g. music, traffic, friends)
- When someone answers, say **'Good Morning'** or **'Good Afternoon'** as appropriate
- Introduce **yourself, giving your name and your school**
- **Explain why you are phoning** e.g. 'I am phoning to ask about the possibility of your company or organisation offering a Work Experience placement between Monday 17th July and Friday 21st July
- **Explain why you would like to do your work experience there**
- **Ask to speak to someone that can help you**
- Remember to **ask for the person's name**
- If the person agrees to accept you for work experience , you will need to ask them **for key information: name and contact details**. The employer may wish to see you for an interview before they confirm that they will be able to take you for Work Experience.
- Remember to always **speak politely and clearly** and remember to **thank people for their help**.



Self Placements

- Employers need to comply with certain criteria in order to be 'passed' as a suitable provider, but most do have the necessary Health & Safety measures already in place, as well as **Employers Liability Insurance (ELI)** and **Public Liability Insurance (PLI)**.
- Changing Education will check all employers for these standards.
- Once the placement has been agreed, you must register details of the placement on the **Connect App** on your mobile.



Create a Placement

- **Self Placement form**
- If you are not able to register on the App you need to complete a **Self Placement form** – this can be obtained from Mrs Forbes in the office.
- Complete the form taking care to **record the correct employer information.**
- **The placement company will need to complete part of the form** also, before returning it to school.
- Once complete, **hand the form back to Mrs Forbes**, in the office.
- Changing Education will then be advised and will follow **their risk assessment process.**
- **You will be contacted if there are any queries / issues.**



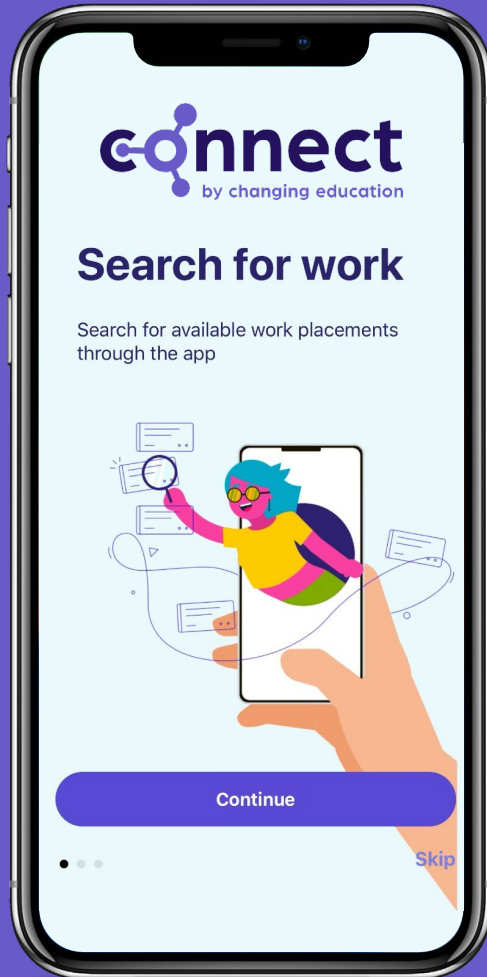
Things to Check



- Correct **dates [15th – 19th July 2024]**
- Correct **name & address of employer**
- **Ensure you have asked the employer** and that they have said ‘yes’
- When they have said ‘yes’, **confirm this on the app**

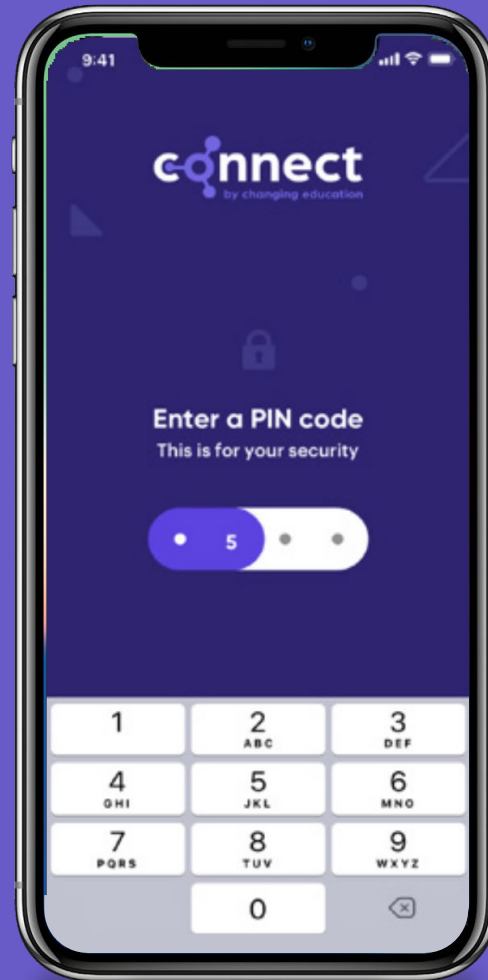
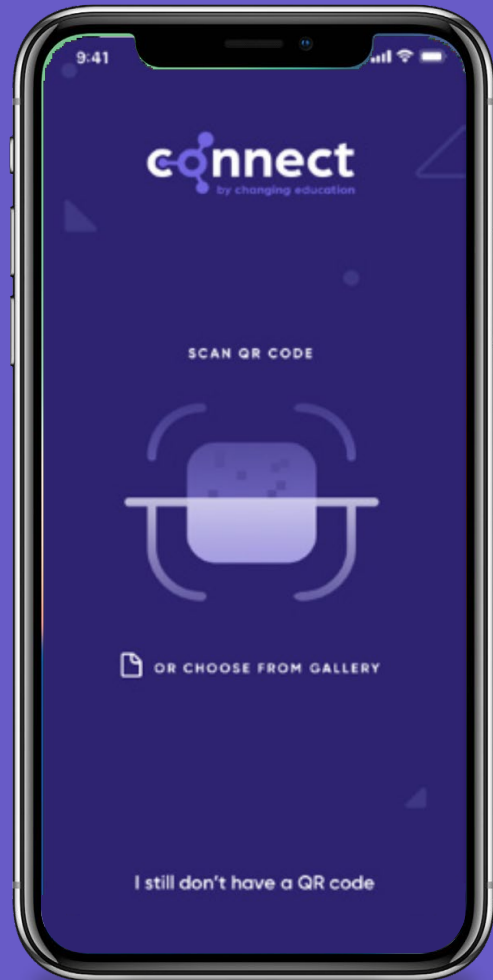
**What do I do once
I have found my
own placement?**

Step 1: Download the app



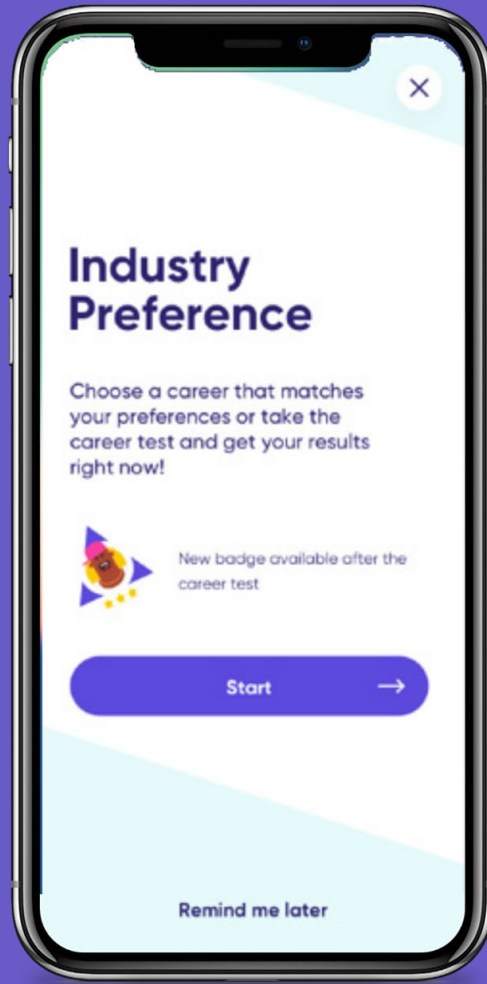
Type in **Connect Placement Manager** into your **Apple or Google Play** store and download the app.

Step 2: Log into the App



Scan your unique QR Code or click the link in your invite email and create your own password.

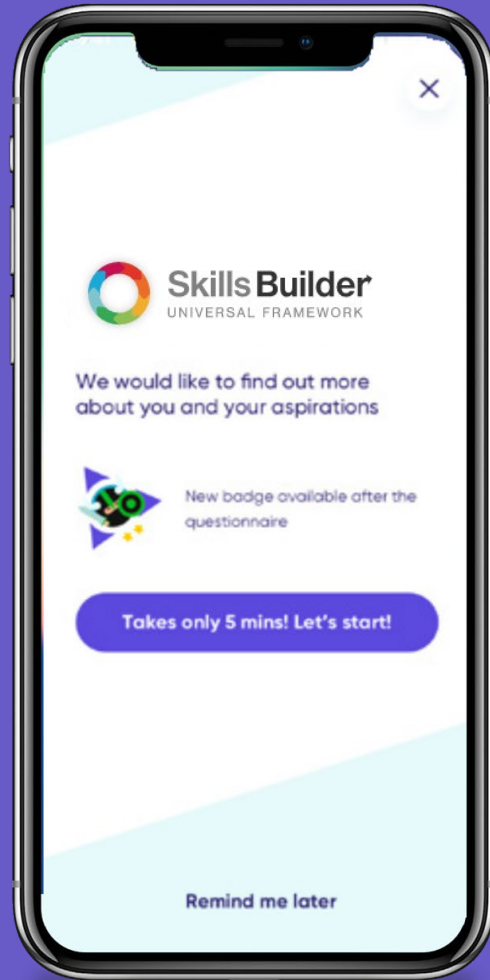
Step 3: Select Your Industry Preference



We prompt students to input their industry preferences to **help school understand** which **career paths** students are considering.

It is also helpful for you to log your industry preferences during the pre-placement phase to **reflect back** on post-placement to see if your preferences have changed or remained the same.

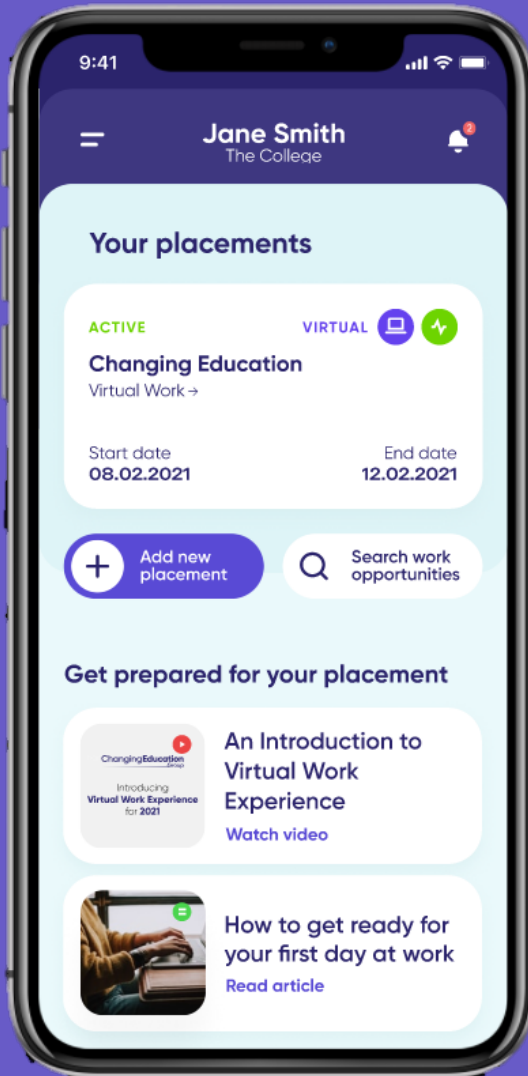
Step 4: Skills Builder



The **Skills Builder** tool will allow you to develop and reflect on your skills as an individual.

This is a key part in preparing you for your work placement as this tool will give you building blocks to improve your listening, speaking, problem solving, team working and many more skills before your placement starts.

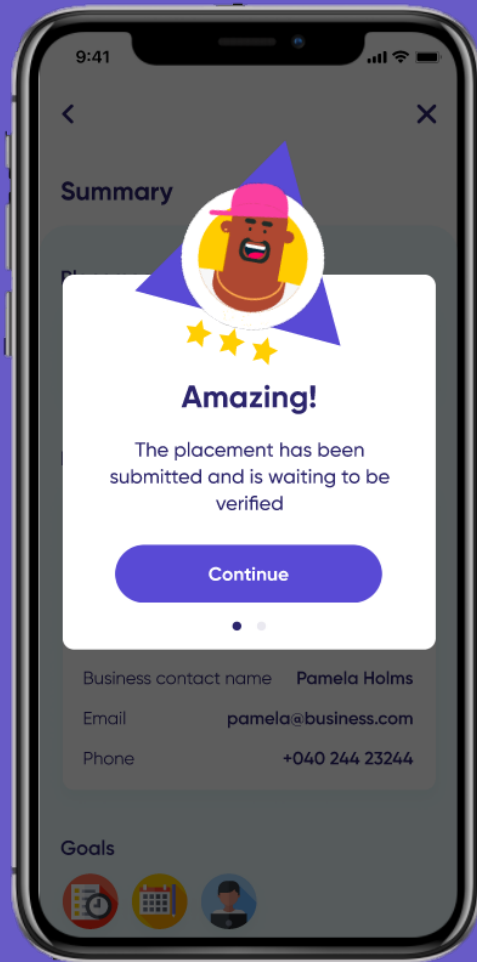
Step 5: Inputting your placement



On the App

- From the Home page on your App select **'Create Placement'**.
- Complete the **employer details** taking care to ensure you are submitting correct information – e.g. business name, post code etc.
- Once submitted **school will verify that the company is genuine.**
- We may, on occasion, have to deny the placement. One reason may be, number of hours is insufficient. If this is the case, you will receive a message via the app detailing the reason for the decline.
- Changing Education will then begin processing a **risk assessment** for your placement.
- **You will be contacted if there are any queries / issues.**

Step 6: Placement Verification



Hopefully, most placements will be approved

If your placement is denied, there will be a comment from your school contact telling you why your placement is not suitable to go ahead.

Work Experience - Deadline

careerprospects@stdamians.co.uk

Friday 26th January 2024

