

Work Experience Guidance

What is Work Experience & why should I do it?

- A work placement is your opportunity to spend a period of time outside the classroom, learning about a particular job or area of work.
- Work experience can help you decide on your options for after year 11 and beyond. You will also get the chance to develop and show evidence of vital skills such as self-confidence, communication, independence and a variety of others, depending on what kind of placement you do.

What types of Work Experience Can I do?

You are expected to find your own placements.

- Think: What do you want to do?
- If you start looking in time you will be able to find a suitable placement.
- What are your favourite subjects? Ask for help making a list of related jobs.

Have you.....

- Done an internet search of local organisations in your preferred work experience area?
- Talked to friends/relatives/neighbours? Family is often a good source for finding placements- think, what do your parents/guardians do? How about your brothers & sisters, or your aunts & uncles? Do you already know anywhere you may like to work? e.g. A shop that you like, or an organisation you pass on the way to school?
- Looked through the yellow pages/telephone directory for ideas?
 - Go to www.yell.co.uk – Type in the kind of work you would like to do, e.g. “Builder”, and the area you would like to work in, e.g. “OX5”. Yell will give you every Builder in the OX5 area.
 - Go to www.careersoft.co.uk – Use JED to explore your likes, dislikes, preferences for a career, it might help in deciding the ‘type’ of work experience placement you might seek to secure. The Gosford Hill Access Code for this is: **m6t22snk**
 - www.oxme.info – Oxfordshire’s Young People Website – An array of information, including; work experience, how to write a CV, latest jobs, Barclays life skills
- Used social media – Facebook has a page called recommendations. You can ask for suggestions of companies that may take students for work experience

Tips:

- Make a list of 10 places that you'd be interested in.
- Call/visit and ASK! "Hello, my name is **xxxxx** from Gosford Hill School in Kidlington. I'm enquiring about the possibility of organising a work experience placement from 11th-15th June this year, is this something you may be able to assist with please." They will tell you what to do next.....
- Don't be put off if they ask your age and immediately say they cannot take students on work experience because you're under 16. You may then want to say something along the lines of ... I understand, thank you for your time. But don't leave it there, follow it up with an email!

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- **Follow up email example only: (to be adapted accordingly)**

Dear sir/madam

My name is XXXXX. I am a year 10 student at Gosford Hill School. We spoke briefly on (date) as I am seeking to secure a work experience placement for 11th-15th June this year.

I understood from our conversation that you were unable to assist me due to your insurance terms, as I am under 16 years of age.

Our school careers co-ordinator has since provided me with some information which may be of some use, and sets out specific insurance guidelines for organisations who take work experience students who are under 16.

I wondered if I could ask you kindly to have a look at the attached document. If you then feel that you may indeed be able to take work experience students, I would be very grateful if you would contact me accordingly. I do appreciate that for some organisations there are some areas of the business where young people cannot be accommodated.

Thank you for your time, I look forward to hearing from you.

Best wishes

(Name)
(Mobile number?)

➤ **Initial email enquiry – example only: (to be adapted accordingly)**

Dear sir/madam

My name is XXXXX. I am a year 10 student at Gosford Hill School.

I am currently looking to secure a placement for a week's work experience from 11th-15th June this year.

My interests include:

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Having done some research, I am very interested in the work your organisation does, and would be very grateful if you were able to offer me a placement, so that I can learn more, and develop my knowledge further.

I do understand that taking students for work experience can be hard work for employers. I would therefore like to assure you that I am very keen, punctual and willing to learn, and hope that you too would also benefit from the experience.

My school careers co-ordinator has provided me with some information that you may find useful to look at prior to making a decision. You will find these attached.

If you are able to offer me a placement, I would be grateful if you would complete and return the SOP (Student Own Placement form) to Mrs Franklin, Careers Education Co-ordinator at Gosford Hill School, Oxford Road, Kidlington, OX5 2NT, no later than (date – 2 weeks from date of this email).

If you are unable to offer a placement, I would like to take this opportunity to thank you for your time in reading my request.

I look forward to hearing from you.

Best wishes

(Name)

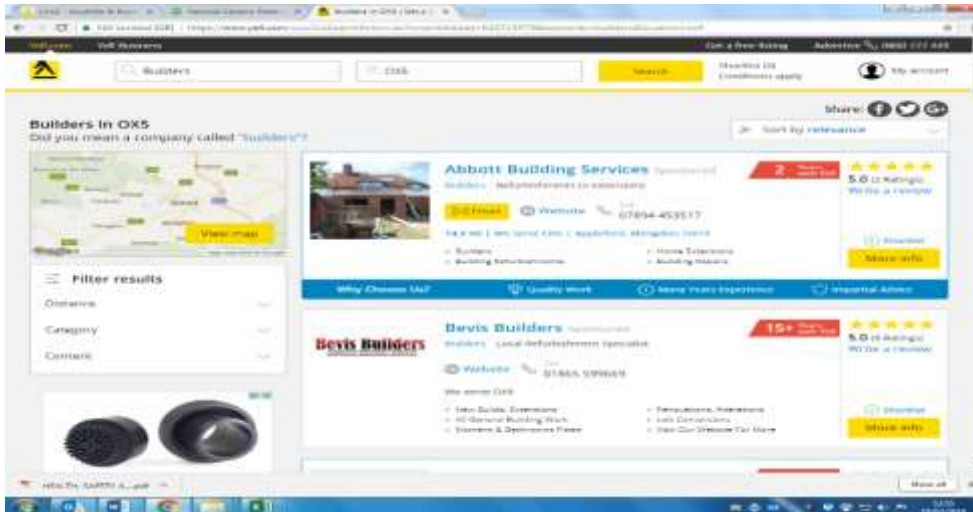
(Mobile number?)

Attach:

**Student Own Placement Form – SOP
Health, Safety and Insurance Guidelines**

(Copies saved in 'S'Drive – Work Experience 2018)

You can refer organisations to www.oxfordshirelep.com – They will be able to find out more about what work experience means for them



What do you want to do/what are you interested in doing? – Type it in here

In what area? Type it in here

See the results and get ringing around!

JED – The Job Evaluation Database

Rule things in/out based on YOUR preferences!



Want to find out more in general about work experience? Want to know how to write a CV? This plus much more can be found here – Oxfordshire's Young Peoples Website

EMPLOYER GUIDE: HEALTH & SAFETY AND INSURANCE

It's most likely you will already have everything you need in place for health & safety and insurance to accommodate a work experience student.

Main points:

- **Employer Liability Insurance should be in place**
- **Take into account student medical information for risks assessment**
- **Share risk assessment information with parents**

The health & safety checks of employers offering work experience are generally co-ordinated by us. We check employers through a quick visit every 1 to 3 years depending on the risk level of the job role. During our visit we simply check for suitable insurance and make sure the health & safety basics that an employer should legally have in place are there.

Under health and safety law, **work experience students** are your **employees** so your existing **employers' liability insurance (ELI)** policy will cover work placements provided your insurer is a member of the Association of British Insurers. The only time you may need to get specific insurance is if you do not have ELI.

If you already employ young people or have taken work experience students before **simply use your existing arrangements** for assessments and management of risks to young people. You do not need to fill in blank forms sent by schools but you do need to **explain to parents/carers** of children what **the significant risks** are and what has been done to control them. This can be done in whatever way is simplest and most suitable, including verbally.

If you do not currently employ a young person, have not done so in the last few years or are taking on a work experience student for the first time, or one with particular needs, **review your risk assessment** before they start.

In all cases, you must remember to **take account of what you are told** of the student's physical and psychological capacity and of any particular needs, for example due to any health conditions or learning difficulties when reviewing your assessment.

For more information you can visit the Health and safety executive website:
www.HSE.gov.uk