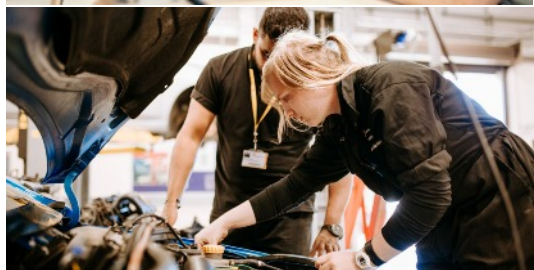


PARKLANDS HIGH SCHOOL



WORK EXPERIENCE *planner*

Name _____

Form _____



15 - 19 July 2024

What is Work Experience?

This is your chance to spend a week out of school, finding out about the world of work.

When?

15th - 19th JULY 2024

Through work experience, you may be able to:

- Try a job you are interested in for the future
- Spend time with a local employer finding out about a range of jobs
- Improve your skills, such as communication, team work, problem solving
- Improve your confidence and become more independent
- Gain skills that will help you with future job ideas
- Find out about your own strengths and weaknesses to help you plan for the future



During your placement you will be treated as any other employee, working the same hours. Work experience may not be an easy option, but can be very enjoyable!

Top Tip ...

Be ambitious! If you want to do something unusual or different, go for it.

This is a great chance to try something new.

Assessing your skills

Fill in the following information to help you plan for finding a placement

If you were to gain one thing from going on work experience, what would it be?

Have you already come across any jobs that appeal to you?

Where could you travel to for work experience?

(Think about bus routes, family or friends who could take you)

Do you have any contacts that may be able to provide a placement for you?

(Relatives, neighbours, local businesses...)

STEP 2: Contacting an employer

Students are expected to identify and make contact with employers. Many employers prefer to have direct contact from students.

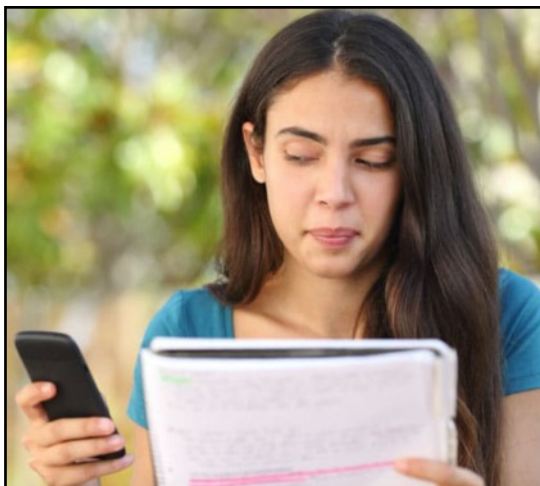
Don't forget...

This will help you in the future when you apply for jobs - however, if you are really struggling, please ask!

If you already have an offer of a work experience placement, then make sure you complete ALL the pages on the WEX form, including signatures from parents/carers and employers.

If you have some ideas but no confirmed placement:

- Contact employers by telephone to ask for a placement. Ask for the person who deals with work experience placements, then tell them who you are, which school you are from and that you are looking for a placement for 15 - 19 July 2024.
- It is possible that you will be asked to send a letter of application or even a CV. Use the template letter provided and adapt to suit.
- When you have a placement confirmed and you have handed your form to Miss Berry, you can sit back and relax, whilst the placement is checked out for insurance and health and safety.



Remember -
popular placements are limited and students from other schools will also be looking for placements, so don't leave it too late or you may be disappointed.

Placements must be confirmed **FOUR** weeks before WEX week.

Contacting employers by telephone:

Call from a quiet room with no distractions if possible.

Have the following things to hand:

- Company details - contact name, number, address
- School information - telephone 01257 264596
- Date of work experience: **15 - 19 JULY 2024.**
- Information about you - what GCSEs you are taking, what kind of work you are interested in, what (if any) experience do you have so far, why have you contacted this particular company? Your telephone number/email address if they need to contact you.



Making the call

You will probably get through to a receptionist - explain who you are trying to contact and why. If they need to ring you back, let them know what time you are at home.

Explain clearly what you are asking for, for example: A one week placement from 15-19 July 2024. A placement in type or work or company.

You may then be asked for further information, eg. Why have you contacted this company? Why do you want this kind of work? What do you want to be doing on the placement? What are you doing at school? How are your GCSEs going?

Have a notebook and pen handy to make notes.

What they may say . . .

No - the company may have good reasons why they can't offer you a placement, thank them for their time and try to leave a good impression (you are representing Parklands when you make the call and it is important to keep the contact for future years).

Maybe - the company may want more information from you in writing or they may want to speak to the school. Make sure you act upon anything you agree to.

Yes - well done! Now ask the employer to complete the WEX form, make sure you and your parent/carer has signed it and return it to Miss Berry in the Top Office - at least **FOUR** weeks before the WEX week is due to start, as insurance details need to be fully verified.



Sample letter - asking for a work experience placement

12 Southport Close
Chorley
PR7 1LL

Mr F Smith
Excel Solutions Ltd
Chorley Industrial Estate
Chorley
PR6 9XZ

Date

Dear Mr Smith

I would like to apply for a work experience placement with your company.

I am currently in Year 10 at Parklands High School, working towards my GCSEs. I enjoy my IT GCSE and use my computer at home a lot, for homework, using emails and the internet. I would really like a work experience placement that will help me look at jobs using IT skills. I see from your website that you design your own software that is used by many large organisations.

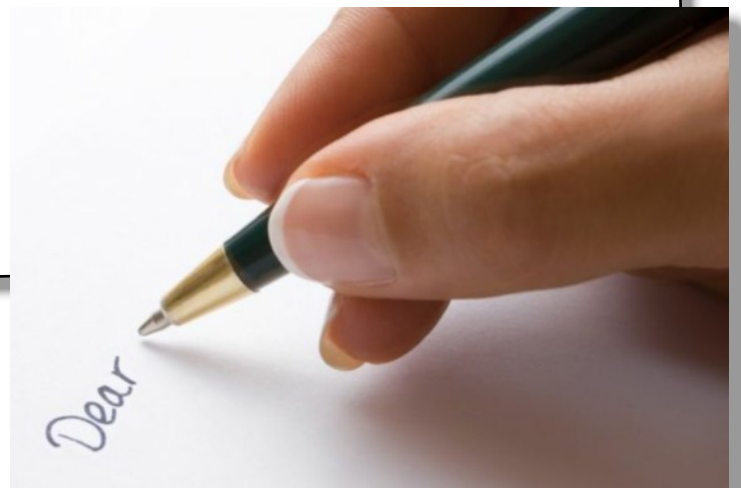
The work experience dates are Monday 15 July to Friday 19 July 2024. I would be happy to visit you before then to meet you and find out more about the work I would be doing.

I hope you are able to offer me a placement. If you need any more information, please contact Miss Berry at Parklands High School on 01257 264596 or email: pberry@parklandsacademy.co.uk

I look forward to hearing from you.

Yours sincerely

Jane Bloggs



The Rules

All the placements must be submitted early to ensure they meet Health and Safety regulations and have the correct insurance to provide work experience. Placements must be confirmed **FOUR** weeks before the work experience week.

This is to protect you.



All students will be expected to go out on work experience - ***staying in school is not an option!***

If you are not able to go to your placement, e.g. due to illness, you will need to inform school **and** your employer.



Whilst on placement, you are representing Parklands High School and your attendance/behaviour will be reported back to us by employers. Teachers will also visit you whilst you are on your placement and phone calls are made throughout the week.



Work experience takes place during weekdays. Evening or weekend work can be negotiated between students/parents and employers - depending on the nature of the business. Be aware that students cannot work more than eight hours a day or forty hours a week, whether paid or unpaid.



Most employers in the past have said really good things about Parklands High School students.

We rely on you to maintain this good reputation.

What employers said last year . . .

The student has been very proactive and embraced all opportunities given to him. He has upheld the school's high expectations and efficiently helped staff complete numerous tasks over the week

The student has been a great ambassador for his school

The student has been outstanding this week. She is on time and well presented every day. She has initiative to ask for tasks ... She has been fantastic with the children and any task I've given her she has successfully completed to a high standard.

It was a pleasure to have the student with us at St Peter's. Thank you for all your hard work.

The student has had a fantastic attitude this week and has been a great help to the business. She has got on with all of the team and also presented herself well in front of customers.