

*A guide to*

# WORK EXPERIENCE

**2024**



**SAINT BEDE'S**  
CATHOLIC HIGH SCHOOL

*Work Experience*  
*8th - 10th July 2024*

*with* **EBP**



**Education  
Business  
Partnership**

NORTH WEST

### *What is Work Experience?*

*This is a fantastic opportunity for students to gain unpaid, first-hand experience of the world of work for a continuous 3 day period. It is not our intention to provide an opportunity for job sampling. This is an attempt to offer an experience of what being at work is all about; commuting to and from work, working in a team with a range of different people or independently, experiencing working hours and being given tasks to complete in a timely manner. However, if a pupil is able to find a placement which could be linked to a chosen career path then this would be beneficial for the future!*

### *When is Work Experience?*

*The Work Experience placement will begin on Monday 8th July and run until Wednesday 10th July 2024. We have selected this particular time so that we do not compromise any other aspects of pupils' education. It will also allow the students time when they return to school to share their experiences and discuss any issues with teachers and friends.*

### *Who is Education Business Partnership (NW)?*

*Education Business Partnership (NW) is a company based in Accrington. It is one of numerous Business/Education link initiatives. The company co-ordinates and supports our work experience programme, they work with many local schools and colleges in the North West.*

### *Transport*

*There will be no assistance from school with travel to the placement and is purely your responsibility. Pupils must consider the distance for travelling very carefully before finding their placement.*

### *Self-Placements (green form)*

*We encourage all students to arrange their own placement in an area of their choice. This could link to a career path or support a subject area or qualification. When students arrange their own Self Placements it allows the student to work in a field that they may be interested in for the future. Placements can be organised through a professional contact, a family member or a friend. Thank you and well done to those who have already done this.*

*We want students to choose somewhere that they will enjoy working for 3 days and find rewarding. Placements need to be within Lancashire. Please let us know as soon as possible, if you have found a placement outside of this area. Once the work experience placement has been confirmed, students will need to ask the employer to complete a self placement form (green) and ask for a copy of their Employers & Public Liability Insurance. These forms must be returned to school preferably before the deadline in April, as Educational Business Partnership need to complete a number of checks regarding insurance and health and safety.*

*All Self Placement forms must have a copy of the Employers & Public Liability Insurance attached when returned to school. Self-placement forms are included in the pack. These forms must be returned to school on the desk in the SLC by Monday 15th April 2023. This form can also be found on our website, under careers.*

### *Medical Form (Health Matters – yellow form)*

*To be returned to school by Monday 15th April. It is vital that parents/carers let Miss Bolton or Mrs Holmes know of any medical considerations that relate to yourself. Parents are to supply full details of all illnesses, allergies, current medication, hearing or visual problems, indeed anything that may affect your ability to discharge the duties of your placement. Students will not be allowed to go out on Work Experience if this form is not returned. During the period of placement, students are not expected to have any doctor or dentist appointments. Emergencies are a different matter. Daily attendance will be expected!*

**NOW:** Contact employers to find your placement and read the 'Work Experience Guide'

**27<sup>th</sup> March:** Work Experience Parents meeting

**June 21<sup>st</sup>:** Mock Interview Day

**15<sup>th</sup> April:** Hand in your **green** self-placement form with a copy of your employers insurance and your **yellow** health form to the box in the SLC

**May:** keep in touch with employer **(more guidance to follow).**

**July 6<sup>th</sup> - 8<sup>th</sup> :**  
Work Experience Placement

## Mock Interview Day

Students are invited to attend a mock interview for a hypothetical role (which we will try to link to their placements) which they have read a job description for and then gone through the application process for this. On Friday 21st June 2024, in preparation for their work experience, the pupils will attend school dressed in appropriate interview wear and industry professionals will conduct their interviews and provide individual feedback to the students.

## During the placement - Absence or Sickness

If a student is unable to report for work due to illness or other unforeseen circumstances, then parents/carers should: 1) Telephone the employer as soon as possible, indicating the nature of the problem and advising as to when you expect a return to work. 2) Contact the school with the same information. 3) Upon return to school, send an email to attendance explaining the reason for absence.

## Hours of work

The student will be expected to work the hours that are shown on the job description from the employer, which can be considerably longer than normal school hours. Please consider any clashes this may cause with any existing part time jobs or extra curricular activities.

## Health and Safety

Issues pertaining to Health and Safety will be addressed by school and/or outside agencies prior to undertaking work experience. Employers will also offer policy and guidelines. However, it is the students' responsibility to follow the company's regulations.

## Staff Check-ins

Every student will be allocated a member of staff from school during their work experience, who will make contact with the employer during the placement. This is so we can support your son/daughter and to help iron out any problems. We also see this as an opportunity for the school to discuss how your child is coping with the experience.

## The Logbook

Every student will receive an online journal to complete, the online journal which will be on Firefly should be completed daily. As the students take part in the work experience programme they can use the journal to record what they learn and collect evidence to show their new skills. Please encourage the daily completion of the journal.

How do you get a work experience placement?

Knowing where to go for your placement: Please do not worry if you don't know what your career path is! Work experience is a really helpful way of trying out a career to see if it is for you. Before you jump in, it can be really helpful to think about what you like to do (and what you don't like!) and where you feel your strengths lie. Think about the following:

What are my favourite subjects at school?

What subjects am I good at and which ones do I find more difficult?

What do I enjoy doing outside school?

Could I turn my hobby into a career?

What jobs have I heard about or seen other people doing?

Could I see myself doing any of these jobs?

If you are struggling to think of where to go on your placement then the Career Pilot will be able to help you. It looks at your strengths and areas of interest which then summarises potential careers that you might be interested in.  
<https://www.careerpilot.org.uk/>

## Researching a placement

Once you have an idea about the industry you would like your work experience to be in, speak to family and friends about companies that might have a placement available for you. Please remember - an employer who is offering work experience must have Employers Liability Insurance or the placement will not be approved. Please check with the company.

## Work Experience Letter Template

<Date>

<Company Name & Address>

Dear Sir/Madam (or name)

I am a Year 10 student from Saint Bede's Catholic High School in Lytham. I would like to enquire about a potential work experience placement at (Company Name), I will be available from Monday 8th July until Wednesday 10th July 2024.

I am keen on gaining some practical work experience in (chosen field of work), because (give reasons).

I am (list some personal skills, ie: friendly, reliable, hard-working). In my spare time, I like to (list relevant hobbies/interests).

As an enthusiastic student with a keen interest in what your company does, I would be very grateful to be considered for an opportunity at (company name).

I look forward to hearing from you.

Yours (faithfully if you start with Sir/Madam/sincerely if you are writing to named person)

<Your Name>



# Example CV

## ZARA BOND

📍 64 Dunstan Close, Bristol BS35 3QK

☎ 07912345678

✉ zara.bond@example.co.uk

### PROFESSIONAL SUMMARY

Hardworking student with good study skills, strong academic record and readiness to take on demanding assignments. Applies education and personal talents to learn new subjects in detail and delve into challenging topics. Learns quickly and brings advanced Microsoft Office abilities.

### SKILLS

#### Digital skills

- Fast learner with digital apps and software
- Proficient in Microsoft Office

#### Numeracy skills

- Quick calculations
- Great attention to detail

#### Excellent communication

- Well spoken
- Great listener
- Good English skills

#### Training and development

- Willing to learn on the job
- Happy to take out-of-hours training

#### Teamwork and collaboration

- Team player
- Capable of following instructions
- Easygoing and approachable

#### Self-motivated

- Eager to please in a new role
- Energetic and physically fit

### EDUCATION

Expected in 2023GCSEs

Clifton High School- Bristol

Projected 9-5 - Maths, English, Science, IT, PE, Geography, History, French

### ACCOMPLISHMENTS

- 100% Attendance, Clifton High School - 2022
- School Netball Captain, Clifton High School - 2020-2022
- Duke of Edinburgh Award, Silver - 2021



# Key Dates

*Wednesday 27th March 2024*

*Work Experience Information Evening*

*Monday 15th April 2024*

*Deadline for Medical and Self Placement Form*

*Mock Interview Day*

*Friday 21st June*

*Work Experience Begins*

*Monday 8th July - 10th July*