



**HAGLEY CATHOLIC  
HIGH SCHOOL**  
SEMPER FIDELIS

*Semper Fidelis – “Always Faithful”*

*Called as God’s family  
we strive to achieve our personal best,  
by living and learning in Christ*

# **Year 10 Work Experience Guide To Finding A Placement**

**Monday 11<sup>th</sup> July - Friday 15<sup>th</sup> July 2022**



**EMMAUS  
CATHOLIC MAC**  
Our journey with Christ



**Work experience is where you will spend time on an employer's premises undertaking tasks and duties as an employee, gaining valuable work skills to assist you in your future career path.**

**In this booklet there is information to help you look for your own placement. You will also find examples that you might find useful to create your letter and CV. This may be the first time you have had to apply for a job, but it will not be the last! If there is anything you do not understand, please ask your Career Advisor, Miss Smith.**

When you are thinking about your work experience please think carefully about what you would like to do. If you are considering doing work experience in an industry that you think will be your career choice for the future, remember that a lot of students will be applying for the same placements, it is therefore important that your letter and CV should be completed to a very high standard and sent early to give you a better chance of being accepted on the placement of your choice.

When you receive a reply to your application, you must reply with a thank you letter this is showing the employer that you are a **polite, keen and enthusiastic** student who deserves the placement being offered. This way, you have made a good impression before you even start! Employers do not have to offer you a placement, they are taking valuable time out of their working day to show you what it is like to be in the world of work.

It is **not** a good idea to do your work experience with a 'school friend'. This does not allow you to build relationships with other members of staff, this is important - you are not at your work experience to keep each other company, you are there to learn an important lesson for life!

### **Please remember:**

- Telephone your employer before you go on work experience.
- Make a good impression by being polite, keen and enthusiastic.
- Do not refuse to do anything just because you don't want to do it or can't be bothered.
- Ask questions if you need to know anything – employers do not expect you to know everything on work experience.
- If you've completed a task set let your employer know.
- Please do not use your mobile phone during working hours.

## IMPORTANT STEPS TO FINDING A SELF-PLACEMENT

1. What would I like to do for my Work Experience	
<b>Listed below are just a few examples of work experience placements that may interest you</b>	Tick the one(s) you may find interesting
<b>Classroom Assistant</b> at a local primary school	
<b>Shop Assistant</b> at one you may find interesting clothes, opticians, charity shop, chemist, both local and city centre	
<b>Office work</b> , (clerical/administration) for example you may want to work in a solicitors	
<b>IT Technical Assistant</b> – working with a team of technicians who fix and solve IT/computer problems in a company	
<b>Librarian</b> – ask your local library they may be willing to take a student for work experience	
<b>Assistant in a Hairdressers or Beauty Salon</b> – ask at your local salon	
<b>Nursery Assistant</b> - you may want to work with very young children, or you may be doing this as part of your Childcare course	

2. How do I find a company that will take me for Work Experience	
<b>There are lots of ways to find your work experience placement</b>	Tick when done
Ask your family to help you find a placement	
Call into the company where you would like to work and ask if they are willing to take you for work experience	
Write a letter, send your CV and a 'self placement' form (you will be given examples to help you do this)	
Telephone companies and ask!	

3. How do I find addresses and telephone numbers of companies that I would like to work for?	
<b>We have computers and telephone directories in school, so therefore you can</b>	Tick when done
Look on the internet to find addresses and telephone numbers, for example <a href="http://www.yell.com">www.yell.com</a> and <a href="http://www.bt.com">www.bt.com</a> or type in key words to search engines such as 'Businesses in (local town)' or Social media e.g. companies Twitter page, Facebook or Instagram.	

**If you need help 'ASK' that is what we are here for.** Your Career Advisor at school can help with your CV and Covering letter, please see examples.

**It is very important that when you have the consent forms filled in and a copy of the company's Employers Liability Insurance Certificate as requested on the form, you must return it to school BEFORE the deadline date and hand it in to your Career Advisor.**

**If you do not hand your form in on time you may not get to go to the placement of your choice.**

### **USEFUL TIPS FOR YOUR APPLICATION**

- Think about the kind of job you want, try to establish if you have any career aims or objectives.
- Does your CV look professional – employers look at the presentation of your work.
- Make an honest personal assessment of your abilities – if you put something down you know little about, you could easily be caught out if you are asked questions.
- Once you have prepared your letter and CV check it carefully for spelling mistakes, is it business-like in presentation, have you added everything you need to?
- Have you enclosed everything in your envelope? Check carefully – letter, CV, Work Experience Provider letter.
- Is the envelope correctly addressed? Check - is the person's name on you are writing to, the full address and have you put the postcode on?
- If you are unsure of any of the above, ask your Career Advisor, they are there to help you to do the best you can.

**GOOD LUCK IN THE SEARCH FOR A WORK EXPERIENCE PLACEMENT**

# Work experience letter template

[Your name]

[Address]

[Postcode]

[Date]

[Employer's name]

[Full address]

[Postcode]

Dear Sir/Madam [or name],

I am a [year group] student from [school name], studying [list of subjects].

I'd like to enquire about a potential work experience placement at [company name], which I will be available to carry out for [amount of time] from [start date] to [end date].

I'm keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

I'm a [relevant skills and attributes], which can be shown in my [real-life examples that demonstrate your skills].

In my spare time, I like to [list relevant hobbies and interests], and I've also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours [sincerely/faithfully]

[Your name]

# Work Experience CV Example

## **Michael Davies**

14 Any Road, Tamworth, B77 3LE

M: 07855 532311/ E: [m.davies@hotmail.com](mailto:m.davies@hotmail.com)

### PERSONAL PROFILE

I am a very positive, proactive and enthusiastic person who works well both on my own and as part of a team. I am confident and motivated to aim high, I have a strong desire to develop a career in customer service.

### EDUCATION

**2018 – present Hagley Catholic High School, Brake Lane, Hagley DY8 2XL**

I am in my first year of studying GCSE's in the following subjects:

Maths, English Language, English Literature, Science  
Religious Education, French, Geography and Computer Science

### ACHIEVEMENTS

- Presented with a 100% attendance certificate at school
- Completed the Barclays LifeSkills scheme which developed organisational skills.
- Started Henna.By.Maariyah at the age of 15
- Helps with the family business in spare time

### ADDITIONAL SKILLS

- Confident with a range of IT packages including word, excel, power point, internet and email.
- Languages: English (native) and Hurdu (fluent)

### HOBBIES AND INTERESTS

I've represented Aston Manor during the regional basketball tournament and I play basketball twice weekly. I would like to own a wedding planning business in the future and I have a keen interest in chess and other strategic games as they use problem solving skills.

### REFERENCES

Mr Behan  
Head of Year 11  
Hagley Catholic High School  
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