

Assembly - Work Experience

Year 10





WHY?

- ▶ Provides pupils with an insight into different sectors and careers.
- ▶ Gives them the opportunity to use and apply their skills and knowledge in a professional environment.
- ▶ Aids the development of 'employability skills' -sometimes called 'soft skills' EQ that are required not only in the workplace, but in life. These include communication, working with others and problem solving.
- ▶ Builds confidence and self-esteem by showing pupils what they can achieve outside school.
- ▶ Allows students to 'try out' an area of potential interest.

If you're in Year 10 at school then you're probably about to start looking for work experience ideas.

Doing a work experience placement is a great way to find out whether a certain type of career is for you. It gives you the opportunity to learn new skills, build contacts and experience what it's like working in a real 9-5 job.

According to an [employer survey Gumtree](#), some 90% of employers thought that work experience was essential for anyone applying for jobs in the current climate. The survey found that job applicants with good work experience were seen as:

67% - more knowledgeable 44% more confident and 40% more committed





1. Follow your passions

Focusing on your interests is a great way to find work experience ideas

Knowing what you want to do with the rest of your life when you're 16 is no mean feat and unless you have a particular career in mind, finding good work experience places can be tough.

We all have those friends who know whole-heartedly that they want to be doctors, lawyers and teachers, but what about the rest of us? What about those of us who just don't know?

Whatever it is that gets you out of bed on Saturday mornings, this could be the very thing that you'd love to do for work experience.



2. Know where to find out about work experience opportunities

In the first instance, your best resource for finding work experience ideas is online.

Start your search by looking for companies in your local area that do the kind of work that you'd like to try.

Networking...

You should also speak to your friends and family. Tell them that you're looking for work experience in a particular role and ask them if they know anyone who may be able to help.

Before you do start making enquiries though, make sure that you have a really good Work Experience Template letter ready to send – there is one ready for you to complete online in your Virtual Locker in START -LOG IN

9Armstrongz@nts.cumbria.sch.uk

Password is

Full date of birth ex. 21062009

THEN CHANGE IT!





Work experience -

How to write a letter
to an employer



What do Employers Want? (NTSness)???

Be ready to work, work safely and within company rules.

Good time keeping – be punctual.

Follow instructions and ask if you are unsure of anything.

Ask questions, it shows you are interested!

MOST IMPORTANT THINGS TO CONSIDER



Politeness - please, thank you, etc.

Formal - 'Dear', 'Yours sincerely'

Spelling, grammar and correct punctuation!

Sell yourself - why should they have you? Make sure you are making yourself look as good as possible so they want to take you on!



STARTING YOUR LETTER



Include your name and address and date at the top.

Include the name and address of who you are writing “Dear Mrs Smith”, or “Dear Sir/Madam” if you were not able to find out their name.

STATE THE PURPOSE



*I am writing to enquire about completing a possible work experience placement within <name of company> between Monday to Friday
(NTS RULES - Holiday times only)*



WHAT SHOULD I WRITE TO HELP ME 'BAG' THIS PLACEMENT?



1. Why are you interested in that type of work?
2. Why attracts you to this company? (make sure to mention things that complement the company and will impress them, not just "It's close by")
3. How would you sum up your strengths and how they might be an advantage?
4. Relate your skills to the job (e.g. your applying for a Primary School and you'd like to mention you're good at working with children)

This is where it is over to you - I cannot tell you exactly what to write here! Think of your personal answers to the following (each should usually be a separate short paragraph):

FINISHING THE LETTER

Thank them for taking the time to read your letter.

Thank them in advance for considering your application.

Say you look forward to hearing from them soon.

End the letter with “Yours sincerely” if you included their name.

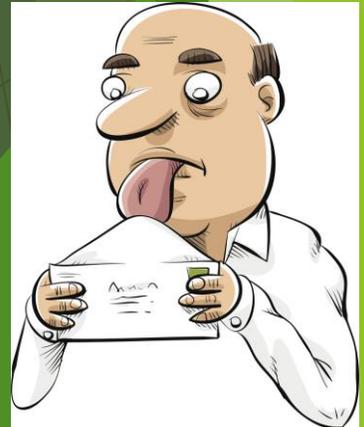
Or “Yours faithfully” if you wrote “Dear Sir/Madam”. If you phone first, ask them how they’d like to receive it!



BEFORE YOU SEND...



1. Re-read that letter yourself - check it makes sense as well as checking spelling and punctuation!
2. Get somebody else to read it in case you have missed anything! Another student... Form teacher... Careers Leader (Mrs Mullarkey)... Parents/Carers... or another member of staff
3. Decide how you're going to send it! Email attachment? Post?



WHO SHOULD YOU SEND IT TO?



Make sure you go on the company's website and find out the name of who you are writing to - this makes a good impression that you are genuinely interested in coming to work for them.

This person should be the
Manager/Director/Headteacher/Supervisor
or Human Resources/Personnel Manager

FOLLOW UP...



Wait 3 - 4 working days after sending and follow-up with a phone call to ensure your letter was received, and ask if they need any further information

VIRTUAL WORK EXPERIENCE



START - Develop - opportunities Work
Experience

gaming, BP, Coca Cola, teaching

All on demand 10 hour, certificate
something to put on your CV later in
the year...

VIRTUAL WORK EXPERIENCE



film & media, law, healthcare NHS,
Pret, Volvo trucks, agriculture,
Fujitsu, building society, architecture,
ocean science, optician, British
library, housebuilding, Direct Line
Insurance...



VIRTUAL WORK EXPERIENCE



Speakers for Schools
Application process
parental consent needed



GOOD LUCK!

If you can't secure a work placement straight away, think about some volunteering in your local community.

