



The Bishop's Stortford High School

Year 10 Work Experience

13 – 17 June 2022

“Any Work Experience is invaluable. I look at a CV and the first thing I see is Work Experience. I will take someone on if they’ve had no experience in a kitchen. If they can prove they’ve got off their backside stacking shelves or being a paper boy - it’s a simple life skill even if it’s not your first choice of a job.”

Michael Roux, Michelin Chef

The Benefits Of Work Experience

- The opportunity to see what career you might or might not be interested in working towards
- The chance to experience an adult work environment
- Try out new tasks and opportunities – meet new people from different backgrounds with different experiences

- Great boost to confidence and self-esteem and helps attainment in the classroom on return to school
- Provides knowledge of the local job market and starts you on the road to building a network of contacts
- Gives you the opportunity to impress – there may be opportunities in the future to seek employment with the same employer

- Aids development of 'employability skills' – sometimes called 'soft skills'
- Helps you understand how the subjects you study in school link to certain jobs

And importantly ...

- Record for your CV; post-16 and post-18 applications eg college, university and jobs

Gatsby Benchmark 6

“In addition to school-based encounters with employers, pupils should have first-hand experience of the workplace. There is evidence that work experience gives pupils a more realistic idea of the expectations and realities of the workplace”

Private Placements

- Private placements are placements you source through your own contacts
- Guarantees what your son does and avoids disappointment with regard to choices
- Employers must agree to a visit by a H & S Inspector to discuss insurance, appropriate tasks
- £11 fee to parents/carers if outside of Hertfordshire & immediate vicinity within Essex



Work Experience Private/Own Placement Request



PLEASE COMPLETE IN BLOCK CAPITALS AND PLEASE RETURN TO THE STUDENT/SCHOOL

STUDENT INFORMATION	
STUDENT NAME:	TUTOR GROUP: YEAR GROUP: AGE:
SCHOOL:	WORK EXPERIENCE DATES:
EMPLOYER INFORMATION	
COMPANY NAME:
TYPE OF BUSINESS:
MAIN CONTACT NAME FOR WORK EXPERIENCE:
POSITION IN COMPANY:
TELEPHONE: MOBILE: WEBSITE:
SUPERVISOR OF STUDENT:
POSITION IN COMPANY:
CONTACT NUMBER
EMAIL ADDRESS:
PLACEMENT ADDRESS:
TOWN:
POSTCODE:

How To Find A Private Placement

- Follow your passions and interests – research your ideas online
- Create a really good CV & covering letter – it's essential for an employer – I suggest you write several letters to several employers ASAP
- Apply to work experience programmes – focus on companies which have taken students before

Placements That Work Well

Examples

- Primary Schools
- Charity Shops
- Other Retail
- Sport/Leisure

Unauthorised Placements

- Sole Traders
- Employers who refuse a Health & Safety visit
- Placements with inadequate or no insurance
- Placements abroad

Services for Young People – Their Responsibilities

- Provide a list of suitable placements for those students unable to secure a Private Placement
- Ensure *all* employer premises are safe; carry out H & S visit, check insurances
- If not already done, agree working hours, dress code, lunch arrangements etc
- Work with employer to produce a job description

Timeline

- February 4 2022 – Deadline for Private Placement information and for all forms to be handed in
- February onwards – *Services for Young People* carry out H & S visits with employers and check insurances
- March/April – For those unable to secure Private Placement, allocation of placements from list supplied by *Services for Young People*
- April 2022 – Students to make contact with prospective employer in case interview is required
- Job Descriptions issued April–May 2022

13-17 June 2022

Your Work Experience Week

- First day instructions
- Meeting your employer
- How to behave throughout
- What to do if there are problems
- Completion of work experience diary
- Visit from school by teacher

... will all be covered in special assemblies
prior to the week itself

Students/Parents/Carers: On The Last Day !

- Ask the employer to complete the Review and Reference page in the diary
- Remember to say thank you to all those who have helped you – perhaps write a card
- If you can, it would be hugely appreciated if you could stretch to a thank you gift such as chocolates, nice biscuits – something that shows your gratitude

