

NGHS Guide to Work Experience

At NGHS we are pleased to offer a week of work experience for our students, even though many schools are starting to move away from it. The programme here works because our students are able to work independently and on their own initiative, which takes much of the administrative burden away of the programme and ensures that it can happen. Thank you in anticipation of your support and hard work to make it happen for another year.



Step 1: Permission

A letter is going home this week to explain the process of work experience to parents and carers, which involves two steps. The first step is a consent form. It is vital that this is completed and returned by **30th September 2022** please. You can bring the completed form in and give it to reception or Mrs Gill directly, or parents/carers can email reception, or scan the consent form and email it in. All of these options are acceptable.

The consent form looks like this:

Parental consent to participate in work experience programme 2022-2023

I (name) _____

Parent/guardian/carer of _____

Form _____

Hereby give my consent to participation in the work experience programme and will ensure that a completed work placement form is handed in by 31st January 2023.

Step 2: Work out your options

It is no secret that the situation around Covid-19 may still make the process of securing a work experience placement a little harder than pre-pandemic times. I would suggest a combination of approaching family, family friends, neighbours, and other contacts, plus some amount of 'cold calling'. Whilst I would always encourage being brave and trying to secure the very best placement you can to match your interests, it is important to have something in place, so a few options is better than none. There are no geographical limitations to where you do your work experience; previously we have had people go to London, France, Germany, Spain and even the US, but you need to be aware that you need to arrange getting there and getting back!

Step 3: Get in contact

Once you have worked out who you would like to work with, start contacting them. If you know the person, then that is different, but if you don't, then you will need to call, email, or send a letter. In the initial contact you will need to give a certain amount of information, but you don't want to say everything perhaps. I would suggest a couple of paragraphs:

Paragraph 1: A bit about you and why you are interested in doing your work experience at the company or organisation in question. You need to show that you really know the company and have done your research.

Paragraph 2: Share a little with them about the details of the work experience programme, such as the dates, the expectation that there will be an induction and a week's worth of activities, and how grateful you would be if they were prepared to do this for you.

Some organisations, particularly the larger ones like JLR and NHS, have their own official work experience provision. This might mean that you need to complete their own forms and apply for the programme rather than 'request' a place. It can also be the case that some company's work experience runs at a different time of year. We will consider approving this if you are passionate about that career, but you would need to approach Mr Scott personally, and be prepared to find another placement for the set work experience week. Please appreciate that this is not always approved. You might want to include a 'CV' in your email/letter. A CV (curriculum vitae) is a formal document which tells an employer more about you. *The format is like this:*

CV Template: Chronological

Student Sheet 1.3

A chronological CV makes your education and work experience stand out first.

Name [Write your full name.]
Address [Write your full address including postcode.]
Phone [Include both a home phone number and mobile number if you can.]
Email [Check you spell this correctly.]

Personal profile

[A few sentences about your skills, achievements, personality traits, interests and career goal. Link these to the job you're applying for. The advertisement may list what the employer is looking for.]

Education and qualifications

[In reverse order (most recent first) list each school or college you have attended, the dates you were there, the courses or qualifications you took and your grades, and any other awards or achievements.]

Employment and work experience

[If you are already in a job put this section first, above 'education and qualifications'. In reverse order, list each employer and their location, your job title, what you achieved and what your main responsibilities were. Don't go into too much detail. If you don't yet have a job, find other things you have done that provide work experience such as voluntary work, planning an event at school, running a snack shop at a youth club, Young Enterprise projects, etc.]

Other skills and achievements

[List any other skills or achievements here. Make them relevant to the job you're applying for. Don't repeat things you put in your personal profile.]

Interests

[List any interests, clubs or leisure activities that might be relevant to the job you're applying for, or ones that showcase your skills and personal qualities.]

Referees

[Either write 'Available on request', or include the names, addresses and contact details here of two people who can back up what you have said. Make sure you get their permission to be listed as referees first.]

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Step 4: Secure the placement

Once you have heard back from the employers and made a decision, please complete the contact details form, which can be found at <https://www.nghs.org.uk/s/work-experience>:

Work Experience Placement Details

Return to school no later than 31st January 2023

Pupil Name	
Form	
Area of work	
Business name	
Business address	
Contact name	
Phone number	
E-mail	

From this deadline point onwards, an external colleague of NGHS will run important insurance checks on all the employers who have offered placements to ensure that the placement is appropriate and safe. We need three months to carry out these checks, so prompt return of the details is vital.

It is worth having a second placement up your sleeve in case anything goes wrong with the first. It is often best practice that this reserve option is with someone you know, otherwise it can come across as rude.

Step 5: Keep in touch

After sending the form in, please keep in touch with the employer. If there is a long period of no communication, employers can sometimes start to doubt that the programme is happening, so please keep in touch with them. The few months in between is a useful time for finding out information about the first day, the induction, what to wear, lunch arrangements, who to report to, and so on.

What then?

Mrs Gill will meet with all of year 10 again before the placements to hand out diaries and let you know more information. We make a phone call to all of the employers on the first day to check all is well, and many of our students will receive a more detailed call or visit from a member of staff during the work experience week.

If you have any questions, please ask Mrs Gill.

Good luck!