



YEAR 12 WORK EXPERIENCE

Dates: **Mon 13 June – Fri 17 June**



Why do work experience?



Relevant work experience is increasingly viewed as an essential part of any good application for higher education and the world of work.

- To give you a better understanding of how commerce and industry works
- To enable you to see the relevance of the subjects you are studying in the 'real world'
- Its great for your self confidence
- To give you some experience within the industry/ course you are considering
- Gives you something relevant to include in a personal statement or CV
- Could even lead to future employment if you make a good impression!



Top tips for finding Work Experience



- Search local authority websites for work experience placements in areas such as housing, environmental health, arts, centres, communications, HR and planning
- Ask your parents to use networks of friends and work colleagues for useful contacts. It is much easier to find a placement if they have a named contact to approach.
- Research local companies in your chosen field – e.g if you are interested in a career in dentistry – you may want to research local dentists in Waltham forest.
- Think broadly about where you can find experience e.g – volunteering, seasonal work and gap year websites.
- You can also think 'around' your chosen subject – especially if specific fields are highly competitive. For example, medical students can gain a similar experience in a care home as in a hospital.

If unsure – use Unifrog

All of you have access to Unifrog

Use the resources to write a CV

Use the Careers Library to explore career opportunities

Remember that most placements will give you an opportunity to experience key transferable skills jobs need



What do I do next? Key dates

- You need to get together a shortlist of companies / work places by Fri 13th May
- It is your responsibility to contact the company by Fri 20th May
- Not everyone will say yes, you need to have agreed a placement with a company by Fri 27th May
- We will then write to the company to confirm the placement.
- You need to call the company the week before the placement begins to confirm arrangements for your first day by Fri 1st June



What you need to do now

- Begin contacting employers from today
- Contact via email, phone or through personal contacts
- Employers need to know the dates – inform them
- The employer has primary responsibility for your health and safety. They will manage risk in the same way as they would for their employees.
- Once a placement is confirmed



What do I do next? FAQs

1. Can it be with a family friend or member?
2. Does it have to be related to my chosen career path?
3. How will you know I've gone?
4. What happens if I don't want to go?
5. What happens if I'm ill?
6. Any more questions...