

# **WORK EXPERIENCE 2018/19**

**24<sup>th</sup> June – 5<sup>th</sup> July**

**WHY? WHEN? HOW?**

**QUESTION: Why do work experience?**

**ANSWER: Further and higher education establishments and employers are putting more and more emphasis on the value of work experience. It is evidence that you have experienced life beyond the school classroom.**

As in previous years, all students in Year 11 must spend **at least one** week on work experience after the GCSE examinations are over, at the end of the summer term. This is an **unpaid** placement as the organisations who take on work experience students are doing so out of a sense of goodwill and community spirit, rather than for their own benefit. Work experience is an ever increasingly important part of your education for the following reasons:

- Helps develop your social skills and self confidence
- Easier to get a job with work experience, now and in the future
- Can put it on your personal statement and cv
- The experience will be fun
- You get to meet new people outside of the school environment
- Placement might lead to paid employment
- Helps you decide career path

Further and higher education establishments and employers are putting more and more emphasis on the value of work experience. It is a chance to try out life beyond school and an opportunity to be part of and witness the working world. If you are lucky enough to know what you want to do in the future, this is the chance to gain relevant experience. If you are one of the un-decided majority, this is the time to 'test' an appropriate area. It is not a disaster if you don't like the sort of work on your placement - it merely means that this sort of work isn't for you - but you have had the experience.

## Timing

Ideally you will spend one or two weeks after GCSEs are over (24th June – 5th July 2018), in a company/work area that interests you. However, if there is a problem with dates and you are prepared to spend part of your summer holiday (always check that this does not interfere with family plans) doing work experience, then it is better to go to a placement that is right for you rather than 'go anywhere'.

## Where?

You can arrange your work experience wherever you like - it can be locally, in London, elsewhere in the U.K., or abroad. What is important is that you know how to get to your company each day and that your family are aware of any cost. Please note, **the school does not pay for transport or accommodation.**

## How to find a placement

It is quite straightforward to arrange work experience - and the sooner the better as many schools use the same two weeks in the summer for work experience. Therefore, many placements will get taken up extremely early (e.g. in October) so if you are interested in **journalism, television, vets, law, engineering or hospital work** in particular, you must act now.

- Talk to friends, family, tutors and teachers about your plans. See if they know anyone who works in the sort of work you're interested in – if they do, get their contact information
- Use the internet to search for companies in the industry and area you're interested in. Approach selected companies by phone, letter or email. If the contact is a friend of a friend or family member, talk to them directly.
- Write a letter of application and enclose your CV (this is covered in PSHE) and ask your tutor or Mrs Newman for help. If you are dealing with a friend or relative you may choose to telephone

When you have written or verbal confirmation of your placement, please pass the following details to Mrs Newman via email

[newmanc@cranbrook.kent.sch.uk](mailto:newmanc@cranbrook.kent.sch.uk) or by completing a work experience information card available from the library.

- Name of company
- Confirmed dates of placement
- Name of contact
- Email address
- Full postal address
- Telephone number

**It is ESSENTIAL that you get confirmation of your placement before passing these details to Mrs Newman. This needs to be in an email or a letter from the company you have approached confirming that they are happy to take you on the agreed dates.** Mrs Newman will then organise the health and safety checks for your placement.

The information about your placement is due in by **Friday 23rd November** to the Library or Barham reception.

Please fill in a Work Experience card for each placement – these are located in or Library – or email Mrs Newman, [newmanc@cranbrook.kent.sch.uk](mailto:newmanc@cranbrook.kent.sch.uk)

### **Example information**

Please use capitals and write clearly

Student Name:    **TOM SMITH**   

House:    **HB**    D.O.B.    **12/11/01**   

Company Contact name:    **MR RICHARD JONES**   

Company name:    **FASHIONS R US**   

Company Address:    **FLOOR 2, OCEAN HOUSE, ST LEONARDS-ON-SEA,  
EAST SUSSEX TN36 9LP**   

Contact e-mail address:    **SMITH.R@FASHIONSRUS.CO.UK**   

Company Telephone number (s):    **01435 882956**   

Dates of placement:    **26th JUNE – 7<sup>th</sup> July**