

January 2018

Dear Parent/Carer

**Re: Year 10 Work Experience Week
Monday 2 July – Friday 6 July 2018**

All Year 10 students have been given the opportunity to spend one week working in the local community as part of our Employability and Next Steps Programme. Students are encouraged to find their own placement with support from parents and staff at Frome College. Placements should be chosen to give students experience in the type of job they may like to pursue as a career, not what is easiest to arrange.

This opportunity should give students experience in the workplace and help them decide if they do wish to pursue that career or not. When they apply for jobs, work experience in a relevant field is preferred. Not having relevant work experience is the number one reason employers cite when not giving an applicant the job.

If a student may wish to pursue a practical career, but is not sure in what area, please select any placement where they will be doing practical work, perhaps a family friend works in an engineering/ electrical/ heating company. The important thing is that they are able to demonstrate on their CV that they have used tools, followed instructions and completed practical tasks.

As Frome is a small community we would encourage you to think about work outside our town and use family and friends to help with arranging placements and transport.

Your child has plenty of opportunity leading up to their work experience placement, to develop their employable skills both in lessons and through the pastoral programme. Students have been given sessions regarding CVs and have been given time in IT rooms to complete these with support. All completed CVs are currently being marked by the Employability team and a business person. Year 10 students will be invited to an individual mock interview on either Wednesday 14 March or Thursday 15 March with two business people from the Rotary. They will spend time in tutor preparing for these interviews and learning more about the world of work.

Employers must hold "Employer Liability Insurance" for pupils to be insured. They should have this if they have more than 3 people working for the company, however individuals do not.

Enclosed are two forms: **(Deadline for return is Wednesday 21 February)**

BLUE FORM The medical consent form must be completed by you and returned to school immediately.

GREEN FORM This arrangement form should be FULLY completed and signed by the employer then immediately returned to Student Services at college.

Work Experience week is always a steep learning curve for students, but equally it is an extremely positive and fruitful time for all students who attack it with enthusiasm. It provides key experience for their CV and for helping students gain insight into a career. We look forward to your support in helping to make it a successful placement for your child.

Yours sincerely



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Work Experience – Helpful Information for Students

RELEVANT work experience is vital, especially: if you want a job after Y13 or an apprenticeship after Y11

It is a fantastic opportunity to show what you are capable of doing, **looks good on your CV & valued by employers.**
You need to decide what you want out of it:

- Do you want to find out more about a particular career / specific job?
- Do you want a chance to enhance your CV when applying for a job or course?

Three great reasons to do work experience

- It builds your self-confidence and allows you to show an employer you have the right attitude to work and that you are flexible, enthusiastic and willing to learn.
- It helps you decide if the career path you have chosen is right for you and you will have the opportunity to network with employers. If you find it isn't right for you at least you have moved forwards in learning that.
- It can give you experience of using skills which you can mention on your CV.

Where To Find Work Experience

Start by speaking to people you know – teachers, family, friends, neighbours, parents of friends. They could know someone who could offer you a placement or offer one themselves.

Use Google to find local companies in a place you can get to. I.e: 'Architect Bath'. 'Stone Mason Frome'

Contact employers. You can do this by letter, email, phone or in person. Speaking to an employer in person or over the phone is always much more effective than an email. Make sure you create a good impression, always be polite and leave your contact details/ CV. If you are speaking to someone face to face smile and keep eye contact.

Example email:

Dear Sir/ Madam, I am hoping that you could help me secure a work experience placement. I am currently in Year 10 studying for my GCSEs at Frome College (include any subjects relevant to the career if you have one) and am extremely interested in pursuing a career in _____

I am happy to either observe or do any work you would like to give me. I am free for work experience the week commencing Monday 2 July. I would really appreciate being able to come into your company and gain an insight into (a career in IT etc.)

Yours faithfully, (Yours sincerely if you have their name)

How to make the most of your work experience

Demonstrate and develop your skills

Use the opportunity to practice and develop your skills in a real situation. When applying for jobs or courses later talk about the skills you used on your work experience as employers will value your ability to demonstrate you have used your skills. Make sure you **add your work experience to your CV** while it is fresh in your mind. Note down the job, company and dates. Underneath this say a little about what you did and what skills this helped you develop (communication, teamwork, organisation, practical skills).

Build a network

It is good to keep in contact with employers you have worked with as there could be opportunities in the future to work for them or they could recommend you to another employer. This is why it helps to try and arrange your placement in a company you would like to work in. Large companies often have more opportunities for development and better career progression prospects.

Finally, you need to be organised!

If you want to give yourself the best chance to find the right placement you cannot leave it to the last minute.

Talk to people now and set aside an hour this week to find a placement.