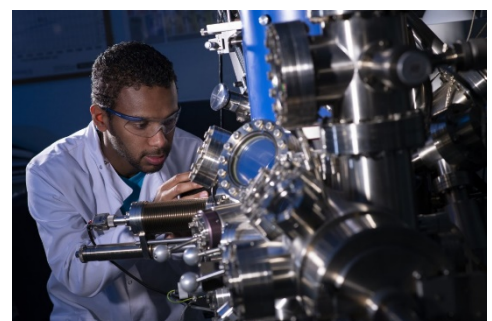


# WHERE DO YOU WANT TO GO ON WORK EXPERIENCE?

FORM  
**SIXTIS**



## Work Experience

Work Experience is essential for students' development of skills and attitudes required for the world of work and awareness of strengths and weaknesses in a work-related situation. The whole process is good preparation for life beyond school, whether it be in support of a university application or grounding for future employment.

Our main aim is to give Year 12 students an insight into working life and to give them the opportunity to work alongside adults, undertake new tasks and develop their self-confidence.

### How can I find my own work placement?

Begin by thinking about then discussing with your parents or tutor what you want to do on work experience. You don't necessarily have to choose something that you want to do as a job when you leave school. The aim is for you to experience life in an adult workplace. It might even be an advantage to do something different.

### How can I find my own work placement?

If your parents know someone in that line of work that could be a useful way of getting a placement. Alternatively look at the list of approved placements provided by the Work Experience Co-ordinator at your school and see if there is anything suitable.

If not, why not search for your own placement?

### How to get contact details for a company:

Having decided what sort of company you are looking for, you can find contact details in a number of places:

- Use a search engine like Google to do a search on the internet using search phrases that include the location or postcode.
- Think about local companies that you know that you could contact and look them up on the internet.

### How to contact a company

There are various ways to contact a company:

- in person
- by phone
- by letter or email

In a large company you are best to contact the **Human Resources department**. In a smaller company you will usually need to write to the **Manager**.

**If it is a local shop** that you are interested in working at then it might be a good idea to **go along in person** when the shop isn't very busy and enquire about a placement and hand in a letter. **It is best to contact several companies** as often you may not receive a reply, or they may take weeks to say "no".

Don't get disheartened by this, it is nothing personal, they are usually just very busy! However, because of this it is important to approach several companies so that you have a number of options open to you.

The next section will give you a guide of how to write your email or letter.

**Suggested outline for a letter or email to ask an employer for a placement:**

If you are sending an email and don't have an individual's name or email address at the company mark your email at the beginning or in the subject line "FAO Human Resources" or "FAO The Manager"

If you are sending a letter, draft it (see example letter) then save it as a document so you can use it again. Ideally it should be no longer than one side of A4 paper.

**Remember** – this is the first contact you will have with an employer and you therefore want to create a good impression so check that the following are correct:

- Presentation and layout
- Spelling
- Company name and address
- That you have the right dates for your work experience

**What to do when you have been accepted for work experience**

Once you have received confirmation that you have been accepted you must inform Mrs Stubbs or Mrs Elton. They will give you a form to complete asking for details of the placement which will be forwarded to the Work Experience Co-ordinator.

**Work Experience Co-ordinator**

Mrs Nock is the Work Experience Co-ordinator. It is her responsibility to liaise with employers and ensure they have appropriate insurance, a safe environment and agree conditions of work.

**Work Experience Support Services**

Work Experience Support Services undertake our health, safety and insurance checks and have set up a database of all the placements they have visited and approved. Your log in code will enable you to do 'job' searches. The database provides information about the employer, possible duties and contact details so you can apply.

Dates of work experience: 6<sup>th</sup> – 10<sup>th</sup> July 2020

Deadline for sorting your work experience: 14<sup>th</sup> February 2020

**Start researching now!!**

## **Guide to Writing your Letter or Email**

Person's Name **or** HR Dept **or** The Manager  
Name and address of the Company

Your name  
Your home address  
Your school email address

Date

Dear Sir/Madam (or the person's name if you know it)

### **Work Experience**

#### **1st paragraph**

I am a student at the ..... School and I am .... Years old. I have the opportunity to go on work experience for a week from ..... (give the date when your work experience will start) and I wondered if it would be possible for me to work in your company/organisation (use the correct term).

#### **2nd paragraph**

Briefly say why you want to spend a week with the company or organisation and what you hope to gain from the experience.

- Ideas: you are a well-known national/local company ... I would like to gain an insight into ... I would like to pursue a career in ...

#### **3rd paragraph**

Give details of the subjects you are studying – say which subjects you particularly enjoy and why.

Give details of any activities or areas of responsibility you take part in at school.

- Ideas: sport, clubs, voluntary work, etc

#### **4th paragraph**

Give details of any interests you have outside of school ie sports, part time work etc.

#### **Finish**

Finish the letter by signing off “Yours faithfully” (or “Yours sincerely” if you know the name of the person you are writing to).

Finally sign the letter with your name printed clearly or typed underneath your signature.

## Applying for work experience at Hospitals

If you wish to pursue medicine or nursing it is essential that you get as much work experience as you can. However, this is not easy! There is a lot of competition, especially during the summer term! If you apply to do your work experience at a hospital you must have a contingency placement as it is not guaranteed you will get a placement and sometimes you do not find out if you have a placement or not, until a few weeks before the date.

All hospitals have different application processes so check their website for the procedure and information. You may have to keep checking to see when the application process starts.

Do careful research on the different departments as you may be asked to put a preference and the reasons why you have selected it. This is so they know you are very keen to get a placement.

Keep a note of the date you applied and check periodically if you have not heard anything.

If you are unsuccessful at least you will have a back-up placement for July. You can re-apply but it must be in your own time ie. placement must be in the school holidays. If you are serious about pursuing this pathway you must be prepared to give up your time. There are usually volunteer schemes at every hospital which you may wish to consider.

Here are the contact details. You can apply to more than one hospital to increase your chances of getting a placement but be prepared to travel!

Manor Hospital Walsall	<a href="https://www.walsallhealthcare.nhs.uk/work-with-us/work-experience/">https://www.walsallhealthcare.nhs.uk/work-with-us/work-experience/</a>	work.experience@walsallhospitals.nhs.uk
Sandwell and Birmingham Hospital, West Bromwich	<a href="http://www.swbhjobs.com/learning-works/work-experience/">http://www.swbhjobs.com/learning-works/work-experience/</a>	Swb-tr.swbh-gm-workexperienceenquiries@nhs.net
Good Hope Hospital, Sutton	<a href="https://www.hefteducation.co.uk/">https://www.hefteducation.co.uk/</a>	work.experience@heartofengland.nhs.uk
Heartlands Hospital, Birmingham	<a href="https://www.hefteducation.co.uk/">https://www.hefteducation.co.uk/</a>	work.experience@heartofengland.nhs.uk
New Cross Hospital, Wolverhampton	<a href="https://www.royalwolverhampton.nhs.uk/work-with-us/work-experience/">https://www.royalwolverhampton.nhs.uk/work-with-us/work-experience/</a>	rwh-tr.Work-Experience@nhs.net
Birmingham Womens and Childrens Hospital	<a href="https://bwc.nhs.uk/workexperience">https://bwc.nhs.uk/workexperience</a>	bwc.aspire@nhs.net
Dudley and Walsall Mental Health Partnership Dudley	<a href="http://www.dwmh.nhs.uk/working-with-us/work-experience-professional-development-and-volunteering-placements/">http://www.dwmh.nhs.uk/working-with-us/work-experience-professional-development-and-volunteering-placements/</a>	recruitment@dwmh.nhs.uk

## Volunteering for charities for work experience

You may have not considered this for your work experience but if you are hitting a brick wall in terms of getting a placement you could at least get some charity work on your CV. Follow these links or go in at ask at one of the local shops.

Age UK	<a href="https://www.ageuk.org.uk/contact-us/shop-volunteering/">https://www.ageuk.org.uk/contact-us/shop-volunteering/</a>
Diabetes UK	<a href="https://www.diabetes.org.uk/get_involved/volunteer/office-volunteers">https://www.diabetes.org.uk/get_involved/volunteer/office-volunteers</a>
Sense	<a href="https://www.sense.org.uk/support-us/volunteer/">https://www.sense.org.uk/support-us/volunteer/</a>
Acorns	<a href="https://www.acorns.org.uk/get-involved/volunteer/">https://www.acorns.org.uk/get-involved/volunteer/</a>
British Heart Foundation	<a href="https://www.bhf.org.uk/how-you-can-help/volunteer">https://www.bhf.org.uk/how-you-can-help/volunteer</a>
Oxfam	<a href="https://www.oxfam.org.uk/get-involved/volunteer-with-us">https://www.oxfam.org.uk/get-involved/volunteer-with-us</a>
Cancer Research	<a href="https://www.cancerresearchuk.org/get-involved/volunteer">https://www.cancerresearchuk.org/get-involved/volunteer</a>

## Applying for work experience at Banks

All banks have different application processes so check their website for the procedure and information. You may have to keep checking to see when the application process starts.

Be aware that work experience in banks at branch level tends to be based on customer service but it is good to get this on your CV if you wanted to apply for a full time job when you leave school.

Keep a note of the date you applied and check periodically if you have not heard anything.

Here are the contact details. You can apply to more than one bank to increase your chances of getting a placement but be prepared to travel!

HSBC	<a href="https://www.hsbc.com/careers/students-and-graduates/student-opportunities/uk-work-experience-programme">https://www.hsbc.com/careers/students-and-graduates/student-opportunities/uk-work-experience-programme</a>	Application process not open till Late 2019 – keep checking the website!
Nat West	<a href="https://jobs.natwest.com/pages/help-and-faqs">https://jobs.natwest.com/pages/help-and-faqs</a>	If you're interested, please contact your local branch or office. The decision to grant a work experience placement is at the discretion of the local management, and will be based on whether or not they can meet your requirements.
Santander	There isn't a specific application process – generally the students just bring in a letter / their CVs.	Send your letter of application to: Laura Plumridge, Branch Director Walsall Branch, 1, Park Street, Walsall. WS1 1LY
Barclays	<a href="https://barclayslifeskills.com/how-to-get-work-experience/">https://barclayslifeskills.com/how-to-get-work-experience/</a>	You need to earn points.
Royal Bank of Scotland	<a href="https://jobs.rbs.com/pages/student-faqs#work-experience">https://jobs.rbs.com/pages/student-faqs#work-experience</a>	We offer separate work experience schemes on a case-by-case basis. If you're interested, please contact your local branch or office. The decision to grant a work experience placement is at the discretion of the local office, and will be based on whether or not we can meet your requirements.
Nationwide	<a href="https://www.nationwide-jobs.co.uk/early-careers/work-experience/">https://www.nationwide-jobs.co.uk/early-careers/work-experience/</a>	You need to send an enquiry

## Other useful websites

Walsall Council [https://go.walsall.gov.uk/work\\_experience-3](https://go.walsall.gov.uk/work_experience-3)

Accord Housing Group <https://accordgroup.org.uk/brochure/our-house/were-recruiting-volunteering-opportunities-work-experience>

<https://www.midcounties.coop/community/forms/apply-for-work-placement/>

**Local Employers who may offer work experience** (please contact Mrs Nock [jnock@aldrigedgeschool.org](mailto:jnock@aldrigedgeschool.org) if you are interested in any of these placements)

Company	Post code	Type of placement
Butts Primary School	WS4 2AH	Classroom support
Sutton Coldfield Town Hall	B73 6AB	Entertainment and marketing
Cooper Jordan Primary School	WS9 8NH	Classroom support
Echo Managed Services Ltd	WS2 7PD	IT or Operations Dept
J C Payne	WS9 8EX	Business
Meadow View JMI	B43 7UJ	Education
Pandora Events Ltd	WS14 0NW	Business
Pertemps Ltd	WS9 5PT	Business
Portland Chiropractic Clinic	WS9 8NS	Clinic Work
R M D Kwikform	WS9 8BW	Business operations
Schools ICT Services	WS4 1NG	Technical
Sense Charity Shop	WS9 8LY	Retain
St Michael's C of E Primary School	WS3 4JJ	Classroom support
Tamworth Castle	B79 7NA	Educational
Whetstone Field Primary School	WS9 0HJ	Classroom support
Walsall Wood Primary School	WS8 7BP	Classroom support
Rotech Laboratories	WS10 7BG	Laboratory work
West Midlands Economic Forum	B7 4BB	Economic analysis

The following websites have lots of information about job profiles, careers, future job market, top employers, apprenticeships, volunteering and lots more.

National Careers Service <https://nationalcareersservice.direct.gov.uk/>

Start Profile <https://www.startprofile.com/>

Barclays Lifeskills <https://barclayslifeskills.com/>

All About School Leavers <https://www.allaboutschoolleavers.co.uk/>

Tomorrows engineers <https://www.tomorrowseengineers.org.uk/>

Volunteering <https://do-it.org/>

