

THE TIFFIN GIRLS' SCHOOL WORK EXPERIENCE SCHEME INFORMATION BOOKLET



Work Experience 5 – 16 July 2021



THE TIFFIN GIRLS' SCHOOL

WORK EXPERIENCE INFORMATION AND FAQs

The Work Experience pack has been put together to help you to prepare for work experience next summer. Please read all the information carefully and discuss the contents with a parent. If you have any questions please email Mrs Broadbent, the Work Experience Coordinator, or visit her in the Main School Office.

WHY WORK EXPERIENCE?

The aim of our scheme is to provide you with the opportunity to experience the world of work. Work Experience will give you a chance to participate actively in a real working environment and may even help you to decide what you want to do as a career.

WHAT TYPE OF WORK?

Many different organisations offer work experience so you should be able to find a placement in a field that interests you. However, work experience need not be in the exact field of employment that you hope to enter so try not to set your heart on one specific area. By doing something different you may even discover a new potential career!

WHO MAKES THE ARRANGEMENTS?

You are encouraged to find your own placement; employers usually appreciate the effort of students who are proactive in arranging something themselves. However, Mrs Broadbent does have a few contacts who have provisionally offered work experience for next summer the details of which will be emailed to you over the coming weeks as 'job vacancies' to be applied for.

Please make sure that you apply well in advance of the deadline for any application as references may be required and these can take time procuring.

DATES AND DURATION OF PLACEMENT

The school dates for work experience are 5 – 16 July 2021 and you should aim to arrange a placement during this period if possible. Your safety at placements taking place within school holidays will be the sole responsibility of your parents.

Ideally, your placement should last for a minimum of one week (five working days) and two weeks would be even better. However, some employers are only able to offer a day or two so you may want to arrange more than one placement.

PARENTAL CONSENT

All students of compulsory school age who take part in a work experience scheme must have the written consent of a parent. The school's Work Experience Agreement must, therefore, be completed and submitted to Mrs Broadbent before a placement can be confirmed. Please hand in your agreement by Wednesday 14 October 2020.

FIVE REASONS TO DO WORK EXPERIENCE

1. To help you to decide on a career

You'll get a taste of what a job or workplace is like, so you can decide if you're interested in that kind of career.

2. To increase self-confidence

Working with other people and successfully completing tasks will help to build your confidence.

3. To learn new skills

Working with other people in a new environment helps you to build the skills that employers love to see on your CV.

4. It looks good on UCAS application forms

On your CV or UCAS form, work experience shows that you are enthusiastic and ready to work hard. You can pick out particular achievements to show off.

5. Networking

You will meet new people at work and might attend meetings or events. Some of these contacts may provide a reference for you or help you find a job in the future.

MAKING THE MOST OF YOUR WORK EXPERIENCE

Whatever type of placement you are on, follow these tips to make sure you have a good experience.

- When you arrive, talk to your supervisor about what you want to get out of the placement, what your interests are, why you wanted to get work experience with this company and hand them the emergency contact sheet.
- Ask lots of questions. Talk to people about their jobs and how they got them, and ask about the company. Ask about the industry and what advice they have for getting in
- Use a diary or your work experience logbook to keep a note of any work you do; note the skills and strengths you used for each task. This will come in handy when you update your CV to include your experience. It's also a good reminder for application forms and interviews in the future
- Ask for feedback at the end of your placement (there is a section for this in the logbook). Find out how you did, and what their impressions of you were
- Get a reference. Ask if you can add them as a referee on your CV
- Say thanks. Send your supervisor a quick email or thank-you card to say you appreciated the opportunity and, if you would like to go back, ask that they keep you in mind for the future

WORK EXPERIENCE KEY DATES

