



The Academy

WORK EXPERIENCE

24th – 28th May 2027

Handbook

Name:	
Mentor:	

Work experience will provide you with:

- A meaningful encounter with employers and employees in an organisation or business
- A way of finding out what a particular type of work involves
- A way of relating what you are doing in school to possible employment and career aspirations
- The experience of being in a workplace and an idea of what the world of work could be like



Step 1 – How do I choose?

Please read the following options and tick which one best describes you:	
I am interested in a particular career and would like a work experience placement in or around this field	
I have had some ideas about a particular career, but would like to try something different	
I have a few ideas that I would like to look into about where I would like to work	
I have no idea where I would like to do my placement and I am open to considering a variety of options	

What would you like to get out of work experience? Please tick all that apply: I would like to ...	
Explore a career that I am interested in	
Have a chance to experience employment	
Learn and develop new skills	
Meet new people	
Gain something to add to my CV	
Explore the possibility of gaining a part time job in the future	
Other (please note)	

Are you unsure about where to go?

What type of jobs might you be interested in? Please tick all that apply			
Administration		Manufacturing	
Building/Construction		Media/Publishing	
Catering/Hospitality		Medical/Health	
Childcare		Nature/Animals	
Design/Arts/Crafts		Reception	
Education		Retail/Customer Service	
Engineering		Science/Maths	
Financial Services		Security/Armed Forces	
Health and Beauty		Social Work	
IT/Computing		Tourism	
Legal/Political		Transport/Logistics	
Leisure/Sport/Tourism		Other	

If you are not sure which careers fit in to the areas above, why not use this as an opportunity to login to [Unifrog](#) where you will find lots of information on different careers, industries and business sectors.

When thinking about what type of role, or which industry you would like to do your placement in, you will need to think about the local labour market and the types of jobs that are available in this area. For example, the industries where there are a lot of opportunities in Bournemouth include:

- Administration, Public Services and Finance
- Hospitality, Sport and Tourism
- Retail, Beauty and Care

It can be more difficult to find placements in areas like medicine, veterinary science, nursing or journalism.



Step 2 – Finding a placement

Now you have an idea of what sectors you are interested in, you can start to search for a placement.

- Talk to friends/parents/guardians – **network your contacts** and ask if you would be able to do your placement with them
- Search for local employers that you would like to work for using the internet
- Think about companies or organisations you could contact that offer volunteering opportunities as they might be willing to offer work experience. The companies that offer apprenticeships may also be good to ask about work experience as they already value young people.
- Talk to your Mentor, Head of Year or the Careers & Work Experience Lead for suggestions – there is also information on the Careers pages of the academy website.

If you have a particular interest in a certain career or industry you would like to maybe work in, use Google to search for companies in the local area – you will be amazed at the range of different businesses there are in our area.

You could also ask a family member to help you contact local community groups on social media. It is a good way to find somebody who might give you a chance.

Remember, other schools locally will also be running WEx programmes for their year 10 students and there may be competition from other people applying, that's why it is good to start looking early.

The popular placements always go first!



List the companies you want to contact and make a note of the contact name, phone number or email address:

Step 3 - The Application Process

Now you have a list of employers to contact, the next step is ensuring that you have an up to date and professional looking CV and letter to send or email.



Your CV – Curriculum Vitae

Your CV is a picture in words of what you have studied or achieved, and the skills and experience you have gained. It should be factual and talk about what you have done or are doing.

You can get lots of advice with writing your CV in the **Unifrog** Know How library. You can also use the CV Builder tool which helps by taking you through each section in turn.

There are plenty of FREE CV templates on the internet. Search for examples that are written for students of your age or to use for applying for work experience. Remember to include any clubs or activities you have done either in or out of school. You could also write about any experience you have had working with or helping out family, friends or neighbours.

Your Application Letter – also know as a Cover Letter

Where your CV is a factual statement about what you have done, your Application Letter is your chance to persuade or encourage an employer to offer you a work experience opportunity. Tell them about your interests and why you would like to come and work with them – how this would fit your careers ideas or interests.



You could also say what you like or are interested in about their company – employers like to see that you have researched their business. Be enthusiastic and think about creating a great first impression.

You can get lots of advice with writing your application letter in the **Unifrog** Know How library.

You can check your completed CV with your mentor or Head of Year and always use the spelling and grammar check. **Use your school email address to contact employers. Do not put your personal details (date of birth, mobile number or home address) on the letter or in your CV.**

Having written your CV and letter you can email them to a company, but you are much more likely to be successful if you make sure it gets to the right person.

Contact by phone:

Calling a company can seem daunting, however it shows the potential employer that you have confidence and good communication skills.

Here is an example of what you can say:

Hello, my name is.....

I am a Year 10 student at The Bishop of Winchester Academy and this year I will have the opportunity to undertake a work experience placement. I am interested in your company and I was wondering if you have an opportunity available for the week of 3 – 7 June 2024. Would you be able to let me know who I should email my CV and letter to please?



It can be really helpful to practice with a friend or family member a few times first.

Contact by email:

If you choose to contact a company by email, then it is important you have a contact name to send this to and their correct email address. If you send an email to a company's general email address it might not get to the correct person, so be specific where possible or call and ask who you should mail it to first.

When you send the email use your **school email address** and attach a copy of your CV. You can send your application letter as an attachment or as the text in your email.

Contact by letter:

If you choose to contact a company by letter it is important that you have their correct address and if possible a contact name. You can always call the company to ask who would be the best person to direct your letter towards.

You can post the letter or deliver it personally. Make sure to include a copy of your CV and **always remember to spellcheck and proofread your documents!**



Possible Interview:

Once you have applied for a placement you might be asked to come for an interview or to discuss the position further. The employer may be interviewing other work experience students and you will only get the placement if you are successful, so make sure to prepare!



You will find advice on how to prepare for a work experience interview in the Resource Library on the **Unifrog** website if you search under 'Interviews'.

Even if you are offered the role straight away, it is important that you arrange to meet with the employer to discuss the placement in more detail and to ask them to complete the Work Placement Agreement form.

This meeting is also a really good time for you to find out more about what you will be doing whilst on your placement. You can ask any questions about the time you will need to get there in the morning, you will get to meet the people you will be working with and you can find out about the type of clothes you will need to wear.

It is very important that you keep your mentor up to date with any meetings and make sure to let them know when you have found a placement.

Step 4 – Confirmation & Paperwork

Congratulations! You have been offered a Work Experience Placement!

Ask the employer to complete the **Work Experience Employer Agreement Form** and then you and your parent/guardian need to complete the **Student Agreement & Parent/Guardian Consent Form**. You can find copies of these in the [Careers section](#) of the academy website to email or print off. Let your mentor know you have been successful, then the completed form must be given to Mrs Bryan-Brown, Careers & Work Experience Lead.

Get these forms completed as soon as possible and then you can relax. Remember, your placement is not confirmed until all the paperwork is completed and the necessary health and safety checks have been confirmed.

If your applications have been fantastic and you are offered more than one placement, make sure you carry on that good impression with the company you are not going to. A phone call to thank them for the offer, even though you will not be taking it up, could be the good impression that gets you an amazing job there in the future!

If at First You Don't Succeed:

It can be disappointing if you don't get the placement you really wanted. There are however, plenty more out there waiting to be discovered. Go back to original list of ideas and see if you can search creatively around the area you had been looking at to find more opportunities.

Keep asking people and see if you can create your own work placement opportunity.



Don't give up! Your mentor, Head of Year and Careers & Work Experience Lead are here to help – come and ask!

Step 5 – Final Checklist

	<u>Tick</u>
I have received confirmation from my employer	
I have informed my mentor and Head of Year	
My employer has signed my Work Experience Agreement form	
My parent/guardian and I have completed the Student Agreement and Parent/Guardian Consent form	
I have handed in both forms	

Well done – you have made it!



Bonus Activity

If you feel a little nervous before going out to your work experience placement why not look at participating in a virtual Work Experience placement with a company from home?



[Futures For All](#) and [SpringPod](#) both offer free virtual WEx placements that you can undertake from home in the evenings or during the holidays – they can be anything from an hour's employer encounter to working on a real project with other employees for up to 3 days.