

**The Westgate School**

Work Experience Information Pack 2023-24

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**Work experience 2024 dates**

Deadline for Work Experience forms: Friday 9th February 2024 Work experience window: Monday 24th June to Friday 5th July 2024.

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## Introduction letter

Dear Parent/Carer,

Work experience has many benefits in preparing pupils for the ‘world of work’, developing key skills such as teamwork, building confidence and self-esteem, and gaining real life experiences which can help prepare them for future employment. It also provides additional experience as your child starts to build up their curriculum vitae (CV).

The dates for work experience are after the final GCSE exams have taken place and around the same time as prom, so your child is likely to be I the area and not on holiday yet. Work experience commences **Monday 24th June until Friday 5th July 2024.** The placement can be any length within that window (3 days, one week or two week placements for examples). This may seem a long way off, but we would like the placements arranged and paperwork completed by **Friday 9th February 2024** so that we have time to complete the necessary health and safety checks that will ensure your child’s safety throughout their placement.

Please look through the information in this pack with your child so you can understand the various steps in the process and make note of the key deadlines. This pack, containing important information regarding Work Experience 2024, is also available on the school website. Please note that the placement must be within the Hampshire/Southampton area to enable to school to conduct visits if required. If you do arrange a placement further away, we may need to charge a fee to arrange any necessary visits. Placements must be within the UK and must not involve any overnight working hours. The school has a Work Experience policy which can be found on our website in the policy section, giving further details of the process and responsibilities of everyone involved.

As an alternative to traditional work experience, your child might like to consider completing National Citizenship Service (NCS). This is also a very worthwhile route and highly valued by employers.

The programme has three different options – **Away from home** – spending 5 days with other young people learning new skills, **Local community** – social action and volunteering opportunities within the local area and **Online Experiences** – a range of online experiences that will boost resilience and employability skills. If your child is planning to complete the NCS award instead of work experience, please indicate this on the form. Please look at their website: [NCS | No We Can | National Citizen Service (wearencs.com)](https://wearencs.com/) for more details on how to apply.

Work experience is not compulsory however we highly recommend it because of the experience pupils will gain, giving them an advantage when entering the world of work.

We wish your child the very best of luck with their Work Experience placement and hope that they will find it a positive and beneficial experience.

Kind regards,

Mrs H. Judd

Assistant Headteacher and Careers Lead

**A step-by-step Guide to the Work Experience Process**

# STEP 1:

### What do I want to do for Work Experience and how do I organise it?

This is probably the most important step in the work experience process. In order to get the most out of the experience you need to try and find something that you will find interesting, and that you will be motivated to attend. Ask relatives or other adults if they can help you. Try searching on the internet for local businesses in the work area you are interested in, and either call them, email or post your letter and CV, or deliver them by hand. You will need to adapt your covering letter for the company you send it to (e.g., change the company address etc.) and they may ask to meet you in person for a brief interview. You learned how to write a CV in your Personal Development lessons in Year 10 and there is a template in this pack that you can use – don’t forget to check your START profile online as you should have been completing it over the last 5 years to give you ideas of what to write.

# STEP 2:

### How do I complete the Work Experience form?

The form is included in this pack, but it is also available on the website. Once a business has agreed to offer you a placement, they will need to sign your form, as well as you *and* your parents.

This form needs to be returned to the Library by Friday 9th February at the latest. Once the school has received your completed form, we will complete a health and safety check of your proposed placement. Therefore, there is a long gap between handing in your work experience form and starting your work experience because it takes time to do this.

# STEP 3:

### How do I prepare myself for work experience?

Two weeks before your work experience is due to start you should contact your employer. You will need to find out:

* What your hours of work will be (including start and finish time, when you will have lunch)
* If there is anything you need to wear or take with you
* Where to go when you arrive and who to ask for
* Arrange time off for college taster days if they fall within your placement dates
* Any other relevant information

# STEP 4:

### What do I need to do during the placement?

This is it! Make sure you:

* Dress appropriately and be polite
* Always arrive punctually
* Follow any company/business rules that are in place for your own health and safety and that of other employees
* Enjoy the experience!

## Example covering letter

(Electronic copy can be found on the Careers page of our website)

Pupil Name Pupil Address Line 1 Pupil Address Line 2

County Postcode

Date (of writing letter)

Company Name Company Address Line 1 Company Address Line 2 Company County Company Postcode

Dear Sir/Madam,

I am writing regarding the possibility of completing Work Experience with your company. I am

a pupil at The Westgate School in Winchester, and I am currently in Year 11. I would be looking to do Work Experience for one/two weeks from **Monday 24th June until Friday 5th July 2024** (adjust date to suit length of placement).

I would really appreciate the opportunity to complete Work Experience at your company because….

Please let me know if you would be able to accommodate me. I have attached a copy of my CV. I look forward to hearing from you.

Yours faithfully, (Pupil Signature)

Pupil’s Full Name

Pupil Contact Number

Pupil Email Address (use your school one ideally)

## Example CV

(Electronic copy can be found on the Careers page of our website)

|  |  |  |
| --- | --- | --- |
| **PUPIL NAME**  Address Line 1  Address Line 2 County Postcode Tel No:  E-mail: [xxx@hotmail.com](mailto:xxx@hotmail.com) or school email | | |
|  | | |
| **Profile** | | |
| E.g. I am a reliable and enthusiastic person. I have good time keeping skills and am a team player. I  have demonstrated this through … | | |
|  | | |
| **Education** | | |
| Primary School: | | |
| Address: |  |  |
|  | Postcode |  |
| Secondary School: | | |
| Address: |  |  |
|  | Postcode |  |
|  | | |
| **Qualifications** | | |
| **Secondary Education** | **Qualification/Date** | **“On track for”**  **Grade** |
| **e.g. The Westgate School** | **GCSE Maths / June 2023** | 6 |
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| --- | --- |
| **Previous Employment or Work Experience** | |
| **Employer:** | **Job Description:** |
|  | |
| **Interests and Activities** | |
|  | |
|  | |
| **References** | |
| **Reference 1** | **Reference 2** |
| **Name:** Mrs F Dean | **Name:** e.g. Tutor Name |
| **Relation:**  Headteacher at The Westgate School | **Relation:** |
| **Address:**  The Westgate School Cheriton Road Winchester  SO22 5AZ | **Address:** |
| **Telephone:** 01962 854757 | **Telephone:** |
| **Email:** [contact@westgate.hants.sch.uk](mailto:contact@westgate.hants.sch.uk) | **Email:** |

**Year 11 Work Experience Form**

# Monday 24th June until Friday 5th July 2024

**\* FORMS TO BE RETURNED TO THE LIBRARY BY FRIDAY 9th February 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **TO BE COMPLETED BY THE PUPIL** | | | |
| **Name:** | | | **Tutor:** |
| I agree to participate in the work experience scheme. I will not disclose any information confidential to the employer, which I obtain during this period of work experience. I will comply with all safety, security and other instructions given  by the employer. | | | |
| **Signed:** | **Date:** | | |
|  | | | |
| **Have you signed up to the National Citizenship Service instead of work experience?** | | | |
| Yes ⃝  (No need to complete rest of form – please hand in to library) | | No ⃝  (Please carry on with rest of form) | |

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| --- | --- | --- |
| **TO BE COMPLETED BY A SUITABLE CONTACT AT THE COMPANY PROVIDING THE PLACEMENT** | | |
| Company name: | | |
| Agreed placement dates: From to | | |
| Company address: |  |  |
|  | Postcode: |  |
| **Details of contact at the company** (please ensure spelling is correct) | | |
| Name: | Email address: | |
| Telephone number: | | |
| As a representative of the above company, I agree to provide a placement for the pupil named above to work on my premises and acknowledge my responsibilities under the Health and Safety Work Act. The pupil’s age and inexperience  will be considered when agreeing tasks, and I understand that the pupil must not undertake prohibited activities. | | |
| I also confirm that: |  |  |
| * I have Employer’s Liability Insurance **or** I am exempt from requiring it | | Yes / No / Exempt |
| * I agree to work with the School to complete health and safety and safeguarding checks and will ensure I have appropriate risk management in place specifically related to hosting young people in my workplace | | |
| **Signed:** | **Date:** | |

|  |  |
| --- | --- |
| **TO BE COMPLETED BY A PARENT/CARER - PARENTAL CONSENT** | |
| * As a parent/carer of the above pupil, I confirm that I have read the placement details and I am willing for my child to participate in work experience with the employer for the agreed period of time. I also confirm that she/he is medically fit to undertake the placement. * I understand that there may be a charge imposed by the school if my son/daughter is going out of Southampton/Hampshire area to participate in their work experience and the School is called in to address an issue. | |
| Please include here the details of any health issues or learning needs you would like the employer to be aware of, before completing their risk assessment:  Will your child be *under 16* years of age *on the last day* of their placement? Yes / No | |
| **Signed:** | **Date:** |
| **PLEASE PRINT NAME:** | |
| **Parent/Carer email address:** | |