



# Work Experience student guide

(Please return all paperwork by the May half term)

An important aspect of preparing you for the world of work is participation in the Year 10 Work Experience scheme.

## Who can a work experience placement be with?

- Someone you know – a close relative could be good or bad so think carefully; if possible it's preferable that you don't work directly with your parents, but you can work within the same company.
- A company that interests you.
- A specific job/career that interests you.
- Somewhere you might consider working part time when you are old enough.

**Please see Miss Tozer to apply to the RAF or Basingstoke Hospital**, there may be opportunities at either of these but there are specific processes to follow when applying. Please do not contact either establishment directly.

## How to find a placement:

1. Try and be specific about the placement you are looking for and be realistic about restrictions on places you can travel to.
2. Apply to companies early, **certainly before the start of the Easter holiday**.
3. When writing to a company, if you don't have the name of who to write to, phone the company and ask for the name of the person that arranges work experience; if you are unable to phone, address your letter to the Personnel Department/Human Resources.
4. Your application letter should include:
  - Your age at the start of the work experience period.
  - The school that you attend.
  - The start and end dates of work experience.
  - Why you want to work for the company.
  - Enclose your CV (we will work on this at school this year).
  - Let them know that you are realistic in your expectations - suggest things that you could do. Target this on your CV - what you could offer them e.g. your skills - good at IT, working with people, a good organiser etc.
  - Thank them for considering you and say that you look forward to hearing from them.
  - Include a self-addressed envelope (SAE), with a stamp on it.
5. If you do not hear back from the company within a couple of weeks, try contacting them again.



### **If you are offered an interview:**

1. Dress smartly.
2. Arrive in good time; aim to be there about 5 minutes before your interview.
3. Go prepared.
4. On arrival politely ask for the person who is interviewing you and explain that you have an interview for a Work Experience placement.

### **When you are offered a placement:**

1. Ask your contact at the company to go online and complete the Work Experience Placement Agreement Form:
  - <http://www.rmays.org/curriculum/work-experience>.
2. Once the employer submits the form they will receive an email copy of the completed form, they must then forward this email to [workexperience@rmays.com](mailto:workexperience@rmays.com).
3. Once we receive this email, we will print and send two paper copies to you via your Tutor pigeonhole. Please take this home and sign the Student Undertaking and ask your Parent/Guardian to add their signature to the Parent/Guardian Undertaking.
4. Keep one copy at home for your records and return one copy with **both signatures** to Mrs Ashford in the School Office.

***Remember to keep paperwork safe and take copies of everything you send.***

If you are having difficulties finding a placement, please see Miss Tozer or email [lynn.tozer@rmays.com](mailto:lynn.tozer@rmays.com) for help; we have various contacts with local companies who may take Work Experience students.