

ANGMERING SIXTH FORM

ASPIRE AND ACHIEVE AT ANGMERING

Year 12 Work Experience Guide 2023



**Relevant
Learning**



**Work
Experience**



**Career
Readiness**

Introduction

Recent guidance from the Department of Education has highlighted the enormous benefits of work experience for college students as they begin preparation for progression into employment or higher education. It is a recommendation of the Department of Education that all students gain 'an experience of the workplace' during Year 12, and as part of your programme of study at Angmering Sixth Form, we have allocated **17th-21st July 2023** for you to undertake this.

In a few cases you may wish to do your work experience at another time during Year 12, for example a regular weekly placement that fits around your timetabled commitments, or during a half term break. **A placement over a longer period is particularly useful for students intending to apply to university for Primary Teaching or medical/healthcare related courses which require evidence of substantial work experience.**

In order to gain the most from your work experience the placement should ideally be meaningful and relevant to the qualifications you are taking and your future aspirations, although all experience of the workplace is useful.

Work Experience will help you:

- *Confirm career ideas or (equally useful!) decide it is not for you*
- *Develop transferable skills, such as communication and team working, and build confidence interacting with adults*
- *Understand how organisations work*
- *Relate classroom learning to real life applications*
- *Strengthen your application to University or employment*
- *Potentially could lead to part-time paid work while at college or future employment if you impress the employer*

How will it work?

We have a limited number of contacts with local employers, a database will be shared with students which includes full details of how to apply and who to contact. Be prepared to source your own placement, and to make direct contact with employers. This is part of the learning experience.

Some considerations for finding your own placement:

- **Direct approach** If you know what type of career you are interested in then start with any companies or organisations that you could approach

directly. We have included a template for a letter of introduction, and you may want to include your CV.

- **Think in terms of transferable skills.** It is not always possible to gain work experience in particular settings due to safety issues, age restrictions, confidentiality or levels of expertise required. However if you consider the kind of qualities that you need to do that job, you will be able to find other settings where you can develop those skills. For example, most employers are looking for people who work well with others, can communicate effectively and will be reliable. Try to think outside the box when you are looking for a placement with a particular career in mind. For example for policing or social work, you could consider volunteering at a homeless shelter or youth club, work experience in a nursery or care home, all of which will provide lots of opportunities to develop your people skills.
- **Ask family and friends.** Parents/carers, neighbours or extended family members may work somewhere that would be willing to take a student, or know someone else who could offer one. However please ensure the setting is in line with your career plans and will give you useful insights, and not just an 'easy option'!

Next steps

- The database will be shared with all students so that you can select any that are of interest to you. Your Tutor will guide an activity on this during the Tutor session after it is released. Make contact with employer(s) to arrange your placement, using the template letter as a guide, and once agreed, complete the Work Experience Placement Form (copies available from Pauline and Tutor) which needs to be signed by a parent/carer and returned to Pauline in the 6th form office. Pauline will then contact the employer to check that the placement is suitable and safe, and send you a confirmation. *Please do not go to a work placement until you have had the go-ahead from Pauline.*
- When you have completed your work placement Pauline will send you a Google Form to record your experience. She will also send one to your employer for feedback. **Please also contact the employer to thank them for the opportunity as they have given up their time for you!**
- If you need help identifying a suitable placement please speak to Pauline.

Template for an email to the employer

If you wish to contact companies directly you may like to use the following template, adapting it for your own needs.

If you are approaching a company that is not on our database, we strongly advise you to call the company for a named contact before writing; normally this would be the HR Manager or person responsible for work placements. It is much better to address an individual if you can.

You may also want to attach a CV; you can create one on Unifrog or ask Pauline, Emily or Gavin for advice.

Dear [Contact name at the organisation]

I am a student at The Angmering Sixth Form and I am writing to ask whether you would be able to provide me with a work experience placement between 17th-21st July 2023.

I am studying [list courses] at college and believe that spending this time with your organisation will complement my studies and provide me with an invaluable insight and overview of a career which I am interested in pursuing.

I look forward to hearing from you,

Kind regards,

[Your name]