



**REDHILL SCHOOL**  
COMMITMENT TO EXCELLENCE

# **Work Experience 2024**

**Monday 20<sup>th</sup> May – Friday 24<sup>th</sup> May**

## **Pupil Information**

**Contact [careers@redhill.dudley.sch.uk](mailto:careers@redhill.dudley.sch.uk)**

**You can access this booklet at on Google Classroom and the school website.**

# ACTIONS AND DEADLINES

Action	Deadline
Pupil - Contact (call/ write/ visit) requesting a work experience placement using the guidelines.	<b>As soon as possible</b>
Pupil - Ask the employer to complete "Work Experience Offer Form 2024" and return it to the Work Experience Co-ordinator or email it to <a href="mailto:careers@redhill.dudley.sch.uk">careers@redhill.dudley.sch.uk</a>	<b>Friday 20<sup>th</sup> October 2023</b>
Parents/ Carers – complete Placement Consent Form	<b>ASAP once it is sent by school</b>
Pupil - Contact placement to confirm start/finish time, dress code (what to wear), lunch arrangements etc	<b>w/c Monday 22<sup>nd</sup> April 2024</b>
Pupil - Go on your Work Experience	<b>Monday 20<sup>th</sup> May – Friday 24<sup>th</sup> May 2024</b>

**IF YOU NEED ANY SUPPORT WITH THESE, PLEASE SEE YOUR FORM TUTOR OR THE WORK EXPERIENCE CO-ORDINATOR ASAP**

**ACT FAST!!! Work experience placements can become fully booked over a year in advance. It is a very competitive market – don't leave it until the last minute.**

## The Work Experience Process

Find a placement – ask the employer to complete a Work Experience Offer Form (can be found electronically in Work Experience Google Classroom or on the school website, and paper copies are available from your Work Experience Co-ordinator and the Library)



Return the form to the Work Experience Co-ordinator (if paper) or have employer email the scanned and signed form to [Careers@redhill.dudley.sch.uk](mailto:Careers@redhill.dudley.sch.uk)



School will contact the employer to confirm and will arrange for Health & Safety checks



When checks are complete school will ask parent/carer to complete consent and medical information form



4 weeks before (22<sup>nd</sup> April 2024) you must contact the employer to confirm:

- Start/finish times
- What to wear
- Lunch/break arrangements

## How do I find a Work Experience Placement?

**Step 1** – Think about what you would like to do in the future, what areas of work you are interested in? If you're not sure, think about what subjects you enjoy, hobbies, what kind of place you would like to work in – take a look at [icould.com](http://icould.com) and take their **Buzz Quiz** to get ideas of careers you might find interesting, a similar website is [nationalcareers.service.gov.uk/explore-careers](http://nationalcareers.service.gov.uk/explore-careers).

**Step 2** – Be realistic. As an under-16 there are a lot of places that simply cannot take you on placement and in others you must be ready to do some more routine tasks. You may be interested in hairdressing or being a barber, but you won't be allowed to cut actual hair! Instead, you may be asked to sweep up and make drinks. You will gain valuable understanding of how these businesses run, what different skills the people who work here have, how they got into it – what their stories are and whether this is something you would like to do. You should also ask yourself how you will get to and from the placement, and check the rules on placements on the next page.

**Step 3** – Now you have a realistic idea of what you might want and be able to do, approach employers – in person, by telephone or letter/email (be aware of sharing personal contact information). Use the templates in this pack – tell the employer why you are interested in them or their area of work. Employers do not get paid to have you on work experience, it takes a significant amount of work from them to make it enjoyable for you. You have to persuade them that you are serious and that it would be a good thing to take you on. Don't be afraid to use your network of family and friends.

**Step 4** – Keep notes of who you have contacted – be ready for them to say no, and keep going. If you have not heard anything after 10 days a polite follow up "I wonder if you received my email from dd/mm". Do not badger people – speak to your Form Tutor or Work Experience Co-ordinator if you are not sure what to say.

**Step 5** – When you have secured a placement ask the employer to complete the Work Experience Offer Form and return it to your Work Experience Co-ordinator. The form can be found electronically on the Work Experience Google Classroom and on the school website, and paper copies are available from the Work Experience Co-ordinator and the Library.

## The Rules around Work Experience Placements

As you are under 16 there are some important rules that must be followed.

- The placement must be in England.
- The placement has to have a Health & Safety check – we pay for checks to be carried out at premises in Dudley. Sometimes, checks on employers nearby (e.g. Wolverhampton) might be possible too. But it is likely that checks outside of Dudley will have to be paid for by your parents/carer.
- You and your parents are responsible for getting to and from the placement so you must consider how you will do this.
- You can only work between 7am – 7pm.
- The employer must have **Employers Liability Insurance** – this is insurance that would cover you in case an accident happened to you when you were there. Most people who work on their own are **Sole Traders** and do not have Employers Liability Insurance. Therefore, you cannot do a placement with them. The only exception is if the Sole Trader is a parent or very close family relative – this would have to be discussed with school.

## Making Phone Calls

You may need to contact an employer by phone to apply or confirm your Work Experience Placement. It is essential that when the phone call is made you are prepared and know what you have to say in order to make a good impression.

How can I make a good impression? – Here are some hints and tips to consider.

- **Who do you need to speak to?**

Make sure you know who you need to speak to before you make the call. Are you sure you can pronounce their name correctly? If not, practice and ask somebody for help before you call. If you do not have a contact name ask to speak to “the person who deals with work experience”.

- **What is the purpose of your call?**

Ensure you know what questions you need to ask in order to get the answers that you need. Spend a few minutes writing down the questions you need to ask as a prompt for when you make the call.

- **Be polite**

Ask if it is convenient to talk at the moment, always thank the person for their time whatever the outcome of the conversation.

- **Use proper English**

Do not abbreviate words or use slang.

## Example Telephone Call

Example telephone call to a potential work experience placement employer –

**Student** - Good morning/afternoon could I speak to (Name of contact or the person who deals with work experience) please?

**Employer** - Yes, may I ask who is calling please?

**Student** - It's (Name) from Redhill School.

**Employer** - And what is it regarding?

**Student** - A work experience placement.

**Employer** - I'll just put you through, hold the line please.

**Employer** - Hello (contact name) speaking, how can I help you?

**Student** - Hello my name is (Name), I go to Redhill School in Stourbridge and I'm interested in a work experience placement with your (company/ organisation/ business/ school/ nursery).

**Employer** - OK, when is your work experience and how long is your placement for?

**Student** - Monday 20<sup>th</sup> May – Friday 24<sup>th</sup> May.

**Employer** - Right OK then, I do not see that being a problem. If you could just confirm the dates in writing and just tell me why you would like to do your work experience with us then that would be great. Do you have our address?

**Student** - Yes, I can get that from school. Thank you very much for your time and I look forward to working with you in the summer.

**Employer** - That is fine, goodbye.

**Student** - Goodbye.

## Letter/ Email of Application

If you are emailing, either attach the letter to your email, or adapt it to fit the body of the email. Be careful about sharing personal email addresses – maybe ask a parent or carer if you can use their email address.

**(Your address and telephone (?) numbers here)**

House number and Street

Town

Postcode

**Telephone number**

**(Organisation's address and contact name if known here)**

Somebody

Organisation Name

Building Number and Street

Town

Postcode

**(Full date here, e.g. 1<sup>st</sup> September 2023)**

Dear **(Name/if you do not know a name you can use Sir/Madam instead, but it may be worth a phone call to find the name of the person who would deal with work experience)**

I am a Year 10 student at Redhill School in Stourbridge and I am writing to apply for a work experience placement at your (organisation/company/school/nursery etc). The school work experience programme runs from Monday 20<sup>th</sup> to Friday 24<sup>th</sup> May 2024.

My work experience will be a crucial part of my preparation for life after school and I am very keen to spend it with you. **(Use this space to write a few lines about your favourite subjects/your interests in or out of school and why you would like to go to this employer).**

Thank you for taking the time to consider my request and I look forward to hearing from you at your earliest convenience.

Yours sincerely (if you know the name of a contact)

Yours faithfully (if you addressed the letter to Sir/Madam)

Your name