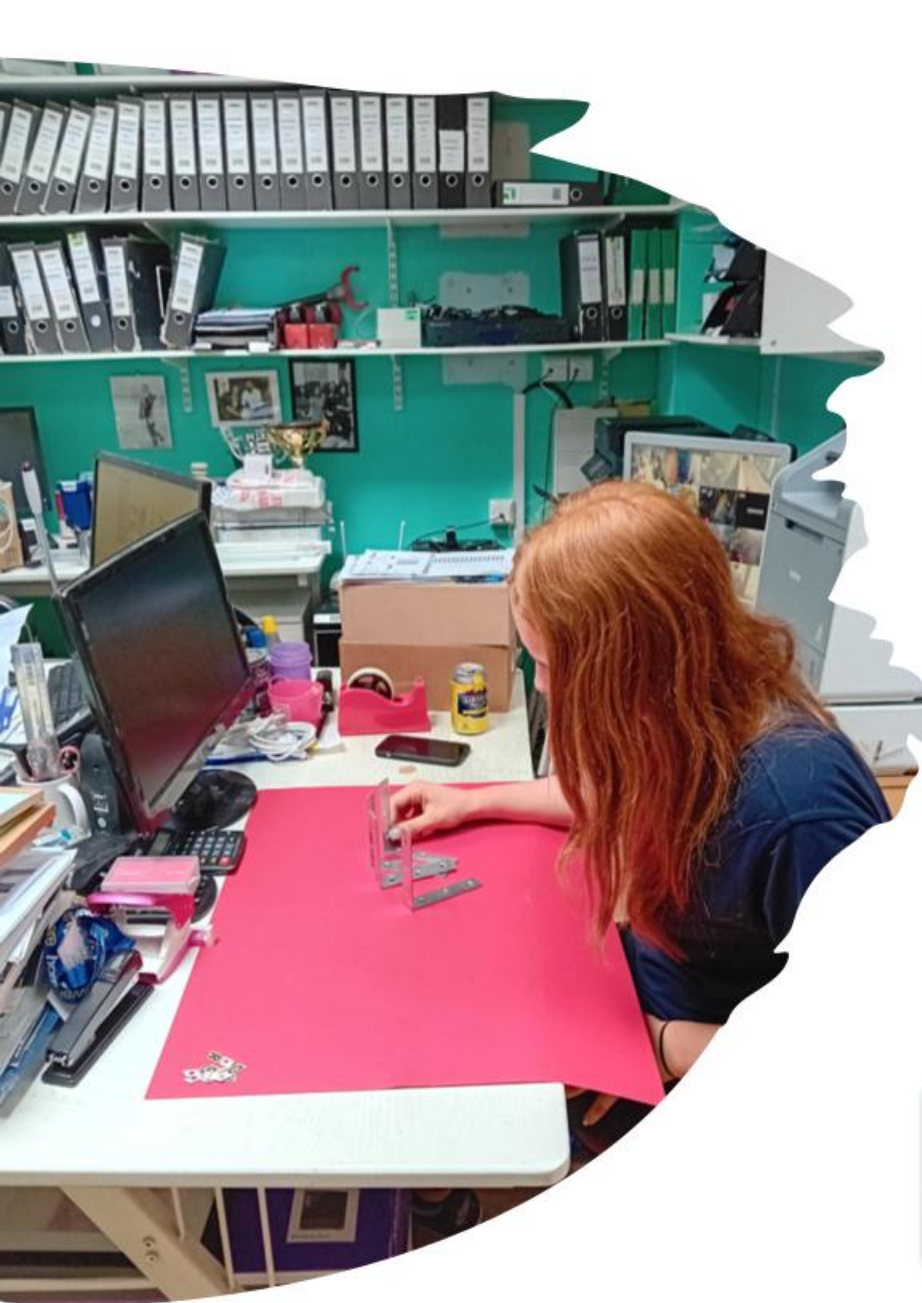




An introduction to Work Experience



What is work experience?

Unpaid
opportunity

Supervised
work

Spending time
outside the
classroom

Learning about
a job or an
area of work

What are the benefits?

A recent survey has shown that 2/3 employers look for prospective employees to have had work experience (UCAS).

Make new contacts for future employment opportunities

Try something new

33% of employers say experience is critical when recruiting young people, and a further 45% say it is significant. (UK Commission for Employment and Skills)

Experience career paths available

Develop "employability skills" eg communication, problem solving

Encourage independence and maturity.

Build confidence and make memories!

How To Find Your Perfect Placement

- ✓ Something you are interested in
- ✓ Something you know little about
- ✓ Somewhere you can get involved
- ✓ Ask friends and family
- ✓ Be organised, self-motivated and act quickly!

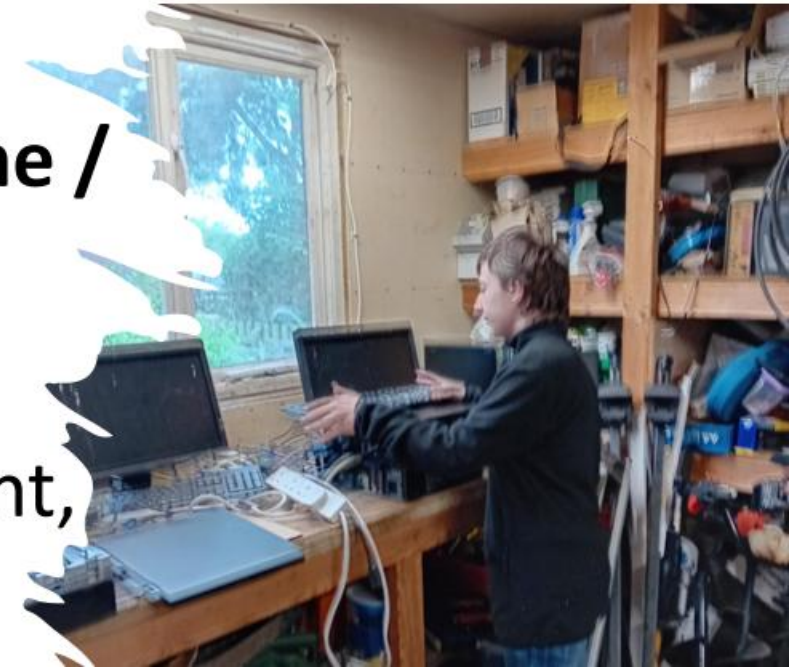


Things to avoid:

- X - Working for your parents
- X - Somewhere you already work
- X - A place where the law will mean you are limited
- X - Somewhere you will find difficult to get to
- X - A school that you went to.

What do students need to do?

- Reflect on your interests
- Speak to family/friends/tutors/careers advisor
- Research companies – be open minded
- Send out **emails** – (template provided), **telephone / visit**
- It is competitive. **Start now!**
- As soon as an employer has agreed the placement, fill out the student form on Unifrog





What will I do on work experience?

- Shadow someone
- Attend meetings
- Carry out tasks assigned to you by your boss
- Learn about specific job skills
- Complete a WEXP project

What now?

- **There are almost 170 of you, start working on this NOW!**
- Reepham, Fakenham, Norwich, Dereham and the surrounding areas have many opportunities
- Start to think about what you might like to do
- Discuss it with your family
- See what places are out there – research

Then....

- **Approach employers and ask if it is possible.**
- As soon as your placement has been agreed, get the details on Unifrog.



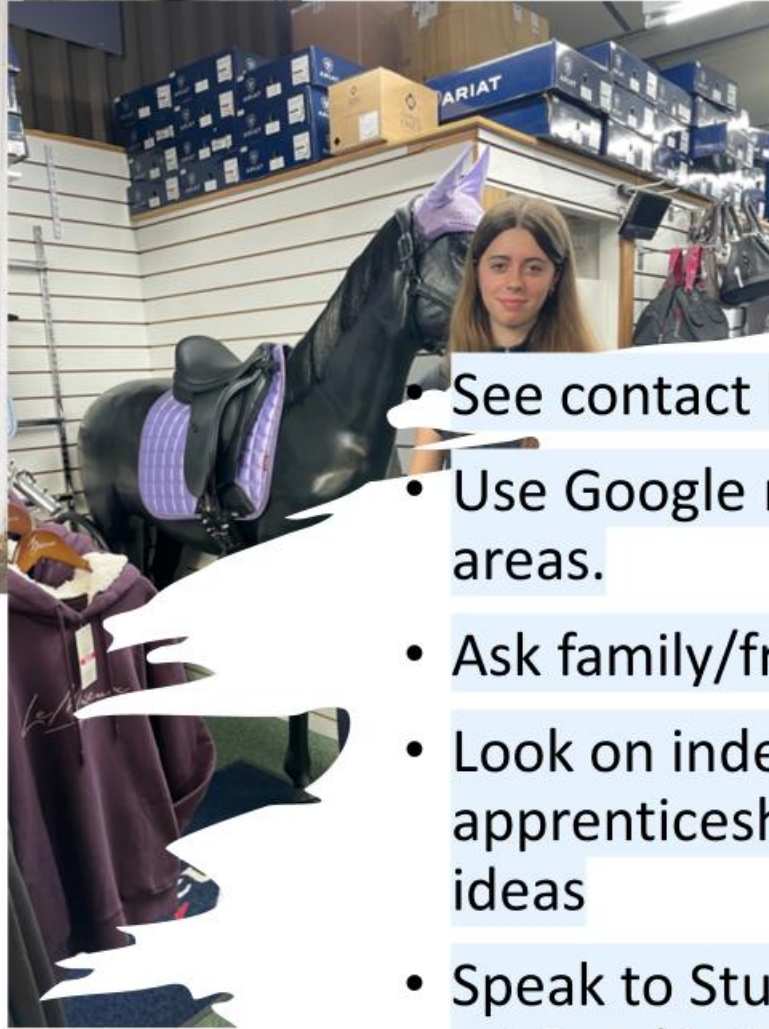


Important:

- Once an employer has agreed to provide a placement:
- The Student, their parents/carers and the Employer all need to complete the work experience placement forms on Unifrog.
- The school will then confirm the placement and contact details with the Employer



Where to look



- See contact list in WEXP packs
- Use Google maps – locally and nearby areas.
- Ask family/friends for ideas
- Look on indeed/Gov apprenticeships/icanbea for employer ideas
- Speak to Student managers/Careers advisor/ tutors/teachers for further support



Good luck in sourcing
your placement!

