

Work Experience 2024

Work Experience Co-Ordinator: Mrs Sizer



What is work experience?

- 🌐 It isn't just time off school!
- 🌐 It is a chance for you to gain employability skills, life skills and people skills
- 🌐 What skills will be used and developed?
- 🌐 How will you grow as a person?

Benefits of work experience

- 🌐 Experience a realistic working environment
- 🌐 Develops personal/social skills – confidence, knowledge, timekeeping, deadlines, communicating with people at different levels
- 🌐 Increases your knowledge of careers available in a particular industry
- 🌐 Looks great on your CV, UCAS and for future employment or apprenticeship
- 🌐 Helps to determine areas you are specifically interested in and gain contacts

How does work experience work at Northfleet School for Girls?

- 🌐 Now is the time for you to start thinking about the kind of work experience you would like
- 🌐 Work Experience is from **24th June - 28th June** – this is **much sooner** than it sounds!
- 🌐 You need to find your own placements, but we are here to help!



Where can you work?

In the past we have had students in the following places, plus many more:

Publishing houses

GP surgeries

Garages

Gyms

Shops

Barrister's Chambers

Veterinary places

Solicitors

Hospitals

Hotels

Offices

Advertising Agencies



Work Experience – Dream Big 29th November

- 🌀 You will be focusing on WEX on the next Dream Big day
- 🌀 You will be learning about skills in the workplace, writing a CV and letters of application
- 🌀 You will log onto Unifrog and start to create your Work Experience profile



Work Experience – Dream Big 29th November

- 🌐 We have already recruited some employers to work with
- 🌐 Depending on the results of your skills quiz, you may be encouraged to apply for some of our placements
- 🌐 Some placements have limited places
- 🌐 You can also spend some time searching for different employers you would like to work with.



Finding a placement




- 🌐 Find out who has responsibility for work experience and their details
- 🌐 Prepare in advance what you're going to say
- 🌐 Mention that it's related to a possible future career choice
- 🌐 State briefly what you hope to achieve by working there
- 🌐 Offer to go and meet them to discuss the placement

Work Experience – Health and Safety

- 🌀 It is our job to undertake Health & Safety checks on your behalf
- 🌀 We need information about every placement including
 - Full address, telephone no, email
 - Employer insurance information
- 🌀 Placements must be uploaded to Unifrog by **the 26th February 2024.**
- 🌀 It is **absolutely essential** that we have the correct information



Work Experience – Important Information

-  Work experience - **24th-28th June 2024**
-  Work experience forms deadline - **26th February 2024**
-  Work experience co-ordinator - **Mrs Sizer (Main Reception)**

Work Experience – Travel



- 🌐 Consider how you will get to your work experience - Walk/cycle/bus/train/get a lift?
- 🌐 Have a trial run before your work experience to make sure you leave plenty of time to make the journey
- 🌐 Some placements are in London, so you can apply for a travel bursary



Work Experience – Behaviour

- 🌀 Be professional
- 🌀 Turn up on time
- 🌀 Look the part – check on the dress code before you start, and if in doubt, go smart
- 🌀 Don't spend time on personal phone calls, e-mails or Facebook.
- 🌀 Don't take extended lunch breaks
- 🌀 You want to make an impression for the right reasons
- 🌀 Be a good colleague: remember that the people you are working with may be under pressure. Try to make less work for them, not more



Work Experience – Behaviour

- 🌐 **Be realistic.** It's a good idea to establish what your work experience placement is likely to involve at the outset. In an ideal world, you'd be assigned to a fascinating project and start making your mark right away
- 🌐 In practice, your work experience may well involve some routine tasks – as do many jobs, especially in the early stages of your career




Work Experience – Behaviour

 **Be enthusiastic.** Even if you don't always feel it



Work Experience – Behaviour

 **Take everything in.** You can learn from what you observe as well as from what you are invited to do. Take note of how your colleagues communicate with each other and with external contacts



Work Experience – Behaviour

- 🌐 **If you need to, ask!**
- 🌐 If you're unsure about what you're doing, it's much better to check than to guess. Colleagues prefer to take time to help you do things right, rather than pick up the pieces later



Work Experience – Behaviour

🌐 If you get the chance to use your initiative and show what you're made of, go for it



Work Experience – Behaviour

- 🌐 **Remember, it's a learning experience.** Some employers may treat work experience as a recruitment tool, but in the main, work experience is just that – an experience.
- 🌐 It may confirm that you've chosen the right career sector for you, or prompt you to re-evaluate; you could come away eager to return on a permanent basis or determined to look elsewhere. However your work experience turns out, you can learn from it!

**MAKING
THE MOST
OF IT**



Student Experiences

