

# Work Experience

**When:** Wednesday 4<sup>th</sup> July – Wednesday 18<sup>th</sup> July 2018

**Terms and Conditions:**

- Students are required to attend and support TRS Sports Day on Thursday 12<sup>th</sup> July 2018
- Students are required to seek to find WEX that will provide valuable learning and training in life skills or career fields of interest.
- All WEX placements must be approved by The Ravensbourne School. All placements will be checked through the completion of required paperwork. Students **MUST** ensure their parents/guardian and employer fully agree to terms and conditions of the placement through the completion of the following paperwork:
  1. The **PARENTAL CONSENT – WORK EXPERIENCE Form ('WEX1' - OSSL5)**  
*(Completed by your parent or Guardian)*
  2. The **WEX Placement Information Form**  
*(Completed by your employer)*

**The deadline for submitting this paperwork is Friday 4<sup>th</sup> May 2018**

Both documents must be handed to Mrs Sheppard or Mrs Cassar.

If you do not submit the paperwork by this date we cannot guarantee you will be allowed to go on your WEX placement and you will need to stay in school for the last two weeks of term, completing Independent study.

Students are strongly advised to make a copy to keep, but The Ravensbourne School **MUST** have a copy of BOTH documents fully completed as soon as they have secured a placement.

**Both forms are downloadable from the TRS Website under Parents/Careers, and then scroll to the bottom of the page to find the forms.**

# Some Ideas on How to Find WEX

## **STEP 1: Researching Potential WEX Providers**

### **i. Google & Yell**

You can google or use [www.yell.com](http://www.yell.com) to find out what local business and organisations there are related to the career field you are interested in. Look for companies or organisations that have a professional website and have full nationally recognised accreditations.

*Example – Looking for Plumbing businesses using [www.yell.com](http://www.yell.com)*

<https://www.yell.com/ucs/UcsSearchAction.do?keywords=plumbers&location=Bromley%2C+Kent&scrambleSeed=1692884466>

### ***Be Mindful of:***

- Organisations who have no evidence of accreditations or links to larger organisations that scrutinize their practices.
- How do you know it will be a professional and safe organisation that is able to support a WEX placement?

**BE SMART: This is only initial research and cannot guarantee you a safe working environment. Once you have collated some possible leads for WEX, you must ensure you investigate the organisation further, in consultation with your tutor and parent/guardian.**

### **ii. What's in Your Local Town Centre**

Aside from retail and shopping centres, town centres are a hive of potential WEX opportunities, e.g.:

Banks	Building societies	Solicitors
Recruitment agencies	Theatres	Opticians
Restaurants	Local Authority Offices	Charities
Estate agents	Supermarkets	Insurance Companies
Bus Garages	Train Stations	Police Stations
Fire Stations	Leisure Centres	Private healthcare providers

All companies and organisations have Human Resources Departments, most have legal and Finance departments, IT and many more areas of expertise that you may not know about.

### iii. Websites

There are lots of websites that can guide you to organisations that actively provide WEX opportunities. Most require you to register – so logon and start looking NOW!

<https://nationalcareersservice.direct.gov.uk/advice/getajob/workexperience/Pages/find.aspx>

<https://do-it.org/>

<https://vinspired.com/>

<http://www.indeed.co.uk/Work-Experience-Placement-jobs-in-Bromley>

<https://gothinkbig.co.uk/>

[www.mybigcareer.org](http://www.mybigcareer.org)

<https://www.gov.uk/contact-jobcentre-plus>

### iv. Networking

**Some of the best placements are found through ‘WHO YOU KNOW’.**

Ask friends, family, acquaintances, teachers, neighbours, parents of friends who they might know in your field of interest. You can ask professionals your family or friends would recommend, such as builders they have had in to work in their homes, solicitors they have used, family doctors, vets etc.

***NETWORK by selling yourself the right way –***

- Often people don’t want to put other out, or feel embarrassed to ask, so their tone in asking sounds apathetic.
- Ask by *sounding and looking enthusiastic* – “I’d really appreciate it – I’m really keen to... I would love to...”
- No matter how close a family friend might be, they don’t want to risk tarnishing their reputation by having a lethargic 17-18 year old burdening someone they regard highly for two weeks. They need to BELIEVE you’ll be enthused, punctual and worth the time! SHOW them you’ll be professional in your manner. **Words are not enough.**

## **STEP 2: Collate Your List of Potential WEX Providers**

### i. Contact Details and ALL Info

Collate all details of potential providers with website, contact details and show them to your tutor, parent/guardian to ascertain if all are suitable and worth pursuing.

### ii. DELETE

Remove any that your tutor or parent/guardian say is not advisable.

### **STEP 3: Preparing to Make Initial Contact**

#### **Phone the company or organisation**

- i. Make an initial enquiry to find out who to email or speak to – in most large organisations it will be the Human Resources (HR) department, but it's worth calling the main number to check.
- ii. Politely ask the name of the person and email address so that you can address them fully. This will show the person you contact that you are able to use your initiative, are proactive and thorough in what you do.
- iii. When calling the company, speak in a clear polite tone (annunciating your words!) Introduce yourself "Hello my name is \_\_\_\_\_ and I am a Post 16 student at a school in Bromley. I have been researching your organisation/company/business, and I am very interested in pursuing this line of work in my future. I wondered if there was someone I could speak to regarding possible work experience?"
- iv. Remember to thank the person you have been speaking to.

### **STEP 4: Making Initial Contact**

#### **Emails:**

- i. Where possible, use your school email address to send messages, so that the school has record of your correspondence for e-safety reasons. However, on a professional note, if you do have a personal email account, now is a good time to ensure that it is professional as you are likely to use this on your UCAS form and apprenticeship applications.
- ii. Ensure the email you send requesting or confirming WEX is professionally laid out:

#### **FILL IN THE SUBJECT in the email:**

**Subject:** Work Experience Enquiry: Jamie Hannigan

- iii. Ensure your email is professionally addressed, formatted and formal in its content, giving all dates and taking the opportunity to briefly sell yourself, (see overleaf for an example you may use as a template)...

## **STEP 4: Making Initial Contact *continued...***

Example Email:

**To:** [saraheadley@barristons.co.uk](mailto:saraheadley@barristons.co.uk)

**From:** [jamiehannigan@ravensbourne.info](mailto:jamiehannigan@ravensbourne.info)

**Subject:** Work Experience Enquiry: Jamie Hannigan

Dear Sir/Madam, *(But if you have the name – better – and include “Mr, Ms, Miss, Mrs, Dr as relevant)*

I am currently studying for my A Levels at The Ravensbourne School in Bromley, and have been given the opportunity to take two weeks at the end of the summer term to obtain valuable work experience.

I have been researching NAME OF COMPANY and would relish the chance to learn more about a career in this field. I am a highly enthusiastic individual who is happy to make the tea, run errands and capable of taking on responsibilities reliably.

If you are able to offer me work experience, I would be most grateful. The dates my school have set for work experience are:

**Wednesday 4<sup>th</sup> July – Wednesday 18<sup>th</sup> July 2018, with one day back in school on Thursday 12<sup>th</sup> July to support my school’s Sport’s Day.**

I look forward to hearing from you,

Kind regards,  
Jamie Hannigan  
*Mob: 07777 777 777*  
*The Ravensbourne School*  
*Hayes Lane,*  
*Bromley.*  
*BR2 9EH.*

### **STEP 5: Following Up**

- i. After 24 hours follow up your email with a polite phone call. Again, introduce yourself, and politely enquire if your email had been received, e.g. “Hello, my name is Jamie Hannigan, I’m a Post 16 student from The Ravensbourne School. I hope you don’t mind, I sent an email yesterday and wondered if you had had time to see it yet?”
- ii. Don’t let the person feel bad, if they apologise – “I’m sorry I know you’re probably extremely busy” –
- iii. Take the opportunity to feed in your enthusiasm “I’m very enthused by your company and I’d love the chance to get some experience with you.”
- iv. If they don’t ask you to come in for an interview or informal “chat” ask if it’s possible to pop by to meet the person “I wondered if you’d like meet me, before you come to a decision? I can pop in any day after school.” Don’t take time out of school for this – a good organisation and one that respects a good work ethic will understand you need to come after 4pm.
- v. At the end of the conversation – whatever the outcome, politely thank the person for their time.

**Good luck! We are certain you will be a credit to the school and yourselves – remember to:**

*Always be polite and enthusiastic when speaking to people*

*Dress smartly and professionally (no provocatively-styled clothes)*

*Be proactive and make sure you shine*

