

## Work Experience at Trinity School

### WHY SHOULD I DO WORK EXPERIENCE?

The main objectives of work experience for Y10 are:

- To allow students to understand how commerce and industry operate
- To help students to see the relevance of school subjects to the world of work
- To help students gain greater self-confidence and maturity
- To enable students to find placements that are related to the GCSE courses they are studying and, hopefully, increasing their motivation
- To allow them to prepare for their personal statement for their UCAS form for university applications / CV for the workplace

### DO I HAVE TO DO IT?

There are many activities and experiences that a student can engage in to make him or her a more 'rounded' applicant e.g. extra-curricular activities, clubs, sports, volunteering, gap year plans - all very important strings to a student's bow. However, relevant work experience is increasingly viewed as an essential part of any good application for higher education and the world of work. For candidates equally good on paper applying for courses / jobs, it could well be the work experience which tips the balance in favour of one candidate over the other. This is the case more than ever given the greater competition for places in Higher Education and for the job market. Indeed, more and more universities are offering work experience years as part of Higher Education courses and many graduates owe their jobs to such placements. Work Experience matters!

### WHEN?

The dates of the school work experience are **July 15<sup>th</sup> to the 19<sup>th</sup> 2019**.

### WILL I GET HELP?

Students are encouraged to find their own placements and the school will give them support and guidance in order to do so. There are various sources of help:

- Personal contacts - family / friends / neighbours / teachers
- Yellow Pages ([www.yell.com](http://www.yell.com)). This has a search facility by area to home in on categories of employers
- Students should be prepared to telephone prospective placements
- Placements need not be home-based if suitable accommodation can be arranged in another part of the country

A sample letter is also available in this work experience section of the school website. This can be downloaded and used as a template.

Students are advised to make multiple requests for work experience as demand for placements can be heavy and early application is necessary. Be pro-active – repeatedly contact employers - it will be worth it!

### WHAT IF I DON'T KNOW YET WHAT I WANT TO DO IN LIFE?

Students may have a very clear / vague or no idea at all of the area of further study / work they may wish to go into so this will affect what – and when - they apply for work experience. We hope that students will apply as early as possible and we would ask for parental support and encouragement in this. If a student knows the area they wish to pursue further, then our advice is to try and find work experience as soon as possible.

### **IS THE PLACEMENT SUITABLE?**

Students are allowed to find their own placements if they wish. Ideally, the placement should fit in with a definite career or higher education plan. We will be working closely with Educational Business Partners Kent to ensure that all students benefit from their work experience. They will be helping the school with the paperwork, especially Health and Safety, Employer Liability insurance etc. Please note that parents and students must ensure that they are happy with the working conditions of the placement. Employers used to taking on work experience students will have health and safety procedures in place.

### **WHAT NEXT?**

Research various companies in the local area to see if they offer work experience to year 10 students. Use the letter template the draft a letter that can be sent or emailed to staff at the company. If they agree to the work experience, then fill in the student self-placement form on the school website.