



15th-19th July 2024





## Purpose of today's assembly

- To learn about the work experience process at CEC
- To understand the benefits and relevance of work experience
- To have tips on finding the best placement
- To know how to complete applications





# What is work experience?

Work Experience is a week out of school from 15th-19th July 2024 to allow you to experience what it is really like to go to work each day. You will be working with adults in a new environment where expectations will be made of you in terms of following instructions and being responsible in the workplace. This in turn will set new challenges and hopefully enable you to prove yourself, so that it is a positive experience for everyone involved.





# Why is work experience so important?

- Experience of real life working conditions
- Find out about particular jobs and careers by working with people who are doing these jobs
- Meet new people
- Discover something about my own skills, talents and knowledge
- Understand the connections between the subjects I study at school and the skills I may need in working life
- Understand why industry, commerce and businesses are important for the country
- Build my confidence
- Take on new responsibilities
- Prepare for the transition from school to college and work
- **A potential job in the future! It has happened at Cranbrook!**





## What work experience can I NOT do?

- Self-employed
- Working from home
- Health and safety concerns

Health and safety is a key part in placements and the school pays for an external provider to complete checks on all potential employers. If there is a reason why the job may be too dangerous, i.e. machinery, chemicals, then the placement will not be accepted.





# How do I find a placement?

1. Visiting the online work experience database with individual login (to be given soon) - <https://auth.grofar.com/>
2. Exeter based business directory - <https://www.exeter.co.uk>
3. Exeter initiative for Science and Technology - <https://exeterchamber.co.uk/initiatives/exist/>
4. Devon business directory - <https://directory.devonlive.com>
5. Cranbrook business directory - <https://www.uksmallbusinessdirectory.co.uk/town-listings/cranbrook/>
6. Using friends and family to suggest businesses. It is not recommended that you work with your parents, but they may be able to suggest places to approach.

**Tips for getting the best placement** Consider: your future career interest, your interest, skills and qualities, using personal, being organised and act quickly.

Don't just take the easy option. It might not be the best for you.





# Employability skills

Recognising and demonstrating employability skills will support your transition into work and it will be useful to record how you are able to use them during your placement. These are the skills that help you to perform well in the working world. They are the sort of things that employers look for when they are recruiting.

- Personal presentation
- Enthusiasm and initiative
- Communication and literacy
- Time management and organisation
- Numeracy
- Integrity (honesty)
- Problem solving and creativity
- Teamwork
- Negotiation and decision making
- IT

Top tip - mention these skills in your letters of application!





# Timeline

**Year 9** - discussion in PD lessons on work experience and what to expect.

**September** - letter sent out to parents reiterating the expectations of work experience week and key information.

**September** - December - PD lesson to focus on workplace etiquette and creating CV's and application letters for placements.

**November-January** - Some employers will have already opened their window for placements.

**November** - official launch assembly and information shared with parents.

**December** - apply for 3 different placements. Employers get a lot of requests and can't accept everyone. Support from tutors in finding placements.

**December-February** - placements to be confirmed and paperwork completed by employer and families. Paperwork to be returned so health and safety checks can take place.

**February-May** - Careers South West to conduct health and safety checks and inform school if a placement is rejected. Pupil to re-apply for a new placement if this is the case.

**July 15th-19th** - work experience takes place. Pupils to complete a daily diary and report of their experience and employer to complete an end of week report to be sent to the school.

**September year 11** - Certificates presented to successful placements







# Your role

- Create a CV covering your skills, attributes, predicted grades and extracurricular hobbies
- Search and find at least 3 potential placements and collect contact details
- Write a letter of application and personalise to each place you apply for
- Send the letter of application along with a CV
- Once a placement has been confirmed, hand the employer and your parents the paperwork to complete and ensure this is handed back to Mrs Obee in pupil services
- Potentially attend an interview

More information on work experience 2024 can be found [here](#).





## Parent/carer role

- Support your child in finding a placement and sending off the letter of application
- Ensure the parental consent form is signed and check this has been handed back to school
- Help prepare your child for the world of work by discussing workplace etiquette
- Ensure your child is able to get to and from the work experience each day

More information on work experience 2024 can be found [here](#).





## Questions?

Direct any questions to Mrs Jenkins, Miss Crabtree, Miss Shaw, Mrs Stevens-Hale, Mrs McPherson and Mrs Parkes.

