



**SHENFIELD  
HIGH SCHOOL**

# Year 12



**SHENFIELD  
HIGH SCHOOL**

# Work Experience

**Monday 10th-Friday 21<sup>st</sup> July 2023**





# Year 12



SHENFIELD  
HIGH SCHOOL

## Work Experience

All Y12 students will go out on their block work experience placements

Monday 8th-Friday 19th July 2024.

All except for Health and Social Care Extended National Diploma Btec students.

H&SC Ext students will have a separate letter as they have a 4 week block placement

Monday 24<sup>th</sup> June – Friday 19<sup>th</sup> July 2024



# What's The Point ?



SHENFIELD  
HIGH SCHOOL

- **Work experience adds value to your C.V or UCAS application**
- **It gives you an insight into real work**
  - **Builds your employability skills.**
  - **Helps you decide future plans.**



# Year 12 Work Experience



SHENFIELD  
HIGH SCHOOL

Your Work Experience Process has already begun...

In Tutor time you should have completed a Proforma form to get you to start thinking about work experience.

**Y12 Work Experience Proforma**

Form: 12 \_\_\_\_\_

Name: \_\_\_\_\_

Subjects or Courses currently studying:

1)	2)
3)	4)

What is your career goal for your future: \_\_\_\_\_

What are your preferred types of work experience placement: (list as many as you can)

What personal skills do you think are needed in your preferred work experience job roles:

1) if you are not sure about this, check it out on <https://nationalcareers.service.gov.uk/>

Other jobs you can think of where you might develop some of these skills:

Who you would be prepared to try for work experience, who would you ask and do

How to navigate the website -> 1) Go to <https://nationalcareers.service.gov.uk/>

2) Under the **Explore Careers** tab, click on the **search job profiles** option.

3) Free type your job into the search or select examples from the **A-Z Job Index**.

Please note you can click on the **Careers Advice** tab at the top of the website, followed by the **Guidance** tab. There are options which will assist you with CV's and covering Letters, Interviews and more.

A screenshot of the National Careers Service website. It shows the 'Explore careers' section with search and browse options. The website header includes 'National Careers Service', 'Find a course', 'Contact us', 'Action plan', and 'Careers advice'. There is a search bar and a dropdown menu for 'Explore by job category' with options like 'Administration', 'Animal care', 'Engineering and maintenance', 'Environment and land', 'Retail and sales', and 'Science and research'. The 'Explore careers' section has the text 'Find out what a job involves and if it's right for you' and a search bar with 'Search job title' and 'Enter a job title'.



# Your Responsibility



**SHENFIELD  
HIGH SCHOOL**

## It is your responsibility to find your own placement

- It provides you with the experience of finding a job.
- Some employers may invite you for an interview – which will give you practice for future university or apprenticeship interviews.
  - It allows you to negotiate with the employer.

Your work experience can be in any industry but ideally it will have some relevance the industry you might want to study or work in.



# Where to Start



SHENFIELD  
HIGH SCHOOL

Many placements are secured through family and friends.

Often students will contact a number of organisations within an industry and hope that some respond

In the rare occasion that neither of these options work:

- a) Speak to teachers in subjects you are interested in, to arrange to complete your placement in school
- b) Speak to a previous school or sports club, that you have a link with to see if you can get a placement with them
- c) The careers department will notify you about various work experience opportunities during careers notices in tutor time
- d) You may be able to secure virtual work experience. This is a fantastic opportunity to experience a completely different way of working, but one that may become more realistic.



SHENFIELD  
HIGH SCHOOL

# The Next Steps...





**SHENFIELD  
HIGH SCHOOL**

# The Next Step...



**Is your CV up to date ?**



**Have you written an application letter if you will be contacting employers you don't know ?**



**Contact prospective employers.**



**Prepare yourself for your interview if needed.**





# Calls & Contacts



**SHENFIELD  
HIGH SCHOOL**

- **Make a list of companies you would like to approach.**
  - **If you do not know your contact, find out the most appropriate person within the company to approach. Normally the Human Resources Manager or the manager of the department you would like to work in**
- **Write a letter/email, including your CV asking if they would consider taking you on .**
  - **Once a full working week has passed, follow up the letter/email with a phone call to make sure it has been received.**



# Year 12



SHENFIELD  
HIGH SCHOOL

# Work Experience

Monday 8th-Friday 19<sup>th</sup> July 2024

# The Procedures





# 1.



## SHENFIELD HIGH SCHOOL

### A Letter and Agreement Form for the attention of your parents/guardian will be distributed during form time.

### The Student/Parent Agreement Form is to be signed as soon as possible and returned to your form tutor or Mrs Utton (C53) no later than Friday 15<sup>th</sup> December 2023



### SHENFIELD HIGH SCHOOL

Shenfield High School  
Alexander Lane  
Shenfield  
Essex  
SS15 8BY  
T: 01277 219131  
F: 01277 226422  
E: [sla@shenfield.essex.sch.uk](mailto:sla@shenfield.essex.sch.uk)

December 2017

Dear Parent/Guardian

**YEAR 12 WORK EXPERIENCE - Monday 9th July – Friday 20th July 2018.**

Work Experience in Year 12 is an important part of the Sixth Form curriculum. It is a chance to gain insight into a professional future and an opportunity to develop work related skills. This is a meaningful experience, which often involves shadowing or a hands-on project within one of the many professions or industries.

Work experience is scheduled to take place between **Monday 9th July and Friday 20th July 2018**. During these two weeks, students will be expected to work the normal hours and adhere to the dress code of the particular organisation. After the work experience, every employer completes a report which is returned to us and is then incorporated into applications for employment or university. Finding and confirming a work experience placement is the student's responsibility. This means that students will need to make contact with potential employers and enquire about a possible placement.

Relevant experience is often a decisive element in the selection process for universities and for employers. Work experience has also enabled many Sixth Formers to make contacts for their future. They will be able to ask practitioners about the academic requirements that are needed, where to apply and the process for entering their chosen profession. In the past some Sixth Formers have been offered sponsorship after a successful work experience placement; others have formed links that have led to employment after the completion of their education. We hope your son/daughter will make good use of this excellent opportunity.

We would be grateful if you would sign the enclosed form and ask your child to return it to Mrs Utton, Careers Administrator, no later than **Tuesday 19th December 2017**. Students can hand in the form via their form tutor or to the Careers Office in GSN. This form gives us permission to process the work experience application before the Christmas holidays. Students can then begin to organise their own placement, and they should do so as quickly as possible. Placements should ideally be in an area that will give them an insight into a profession they are thinking of pursuing. Each student is also required to prepare a word processed CV in order to start the process. Employer's placement confirmation details need to be given to Mrs Utton no later than **Monday 26th February 2018**. Once a placement has been found and Mrs Utton has received the Employer's Details, she will then prepare all confirmation documentation including the Health and Safety documentation.

Please note that if a CRB is required for the student to confirm a placement, Mrs Utton will be able to assist with this process but **payment will be the responsibility of the parent/guardian**. CRB requests can take weeks to process, Mrs Utton will need as much notice as possible. A CRB check on the employer's request costs 266.09 to process. Please note that some employers may also refer to this as a DBS check.

A-level Social Sciences teachers will be able to assist students who might need help with completing their CVs. Students have been informed of the <https://nationalcareersservice.direct.gov.uk> website and we offer Careers Interviews with our Careers Advisor if they wish to request one via their form tutor.

Finally, if you feel that you, a friend/relative or/or your business may want to be involved with the mentoring of a Year 12 student on their work experience, we would be most grateful for your assistance. If so, could you please email Mrs Utton at: [uttm@shenfield.essex.sch.uk](mailto:uttm@shenfield.essex.sch.uk) with brief contact details.

Yours Faithfully,

Mr A Cooke  
Head of Sixth Form

Ms A Kaden  
Head of Careers and Work Related Learning

### LEARNING FOR LIFE

Headteacher: Carol Herman MA  
Registered in England no: 501536, 758990



# 2.



**SHENFIELD  
HIGH SCHOOL**

**You will all be given a green Employer Information Slip. Once your placement with an Employer has been confirmed, please fill in the Employer Information Sheet in full and return to Mrs Utton (C53). Mrs Utton will then write to your employer to confirm your placement. Form to be returned by Monday 26<sup>th</sup> February 2024.**

**YEAR 12 WORK EXPERIENCE  
EMPLOYER INFORMATION FOR MRS UTTON (C53)**

Dates of Work Experience: From: ..... To: .....  
Form: .....

Name of Student: .....

Once you have secured a placement for your work experience, please fill in the necessary details below and return to Mrs Utton in Office C53. She will then write to your prospective employer confirming the placement and ensure all legal requirements are in place.

Employer: .....

Full Address: .....  
(including post code)

Contact Person: .....

Tel. No: ..... Job Title: .....  
Email: .....



# 3.



**SHENFIELD  
HIGH SCHOOL**

Prior to your work experience placement in July, Mrs Utton will send out the Employer Report to all Employees. You will also get a copy to take with you.

 **Shenfield High School** **EMPLOYER REPORT**

**Student Name:** .....

**Period of Employment:** From ..... To: .....

Contact Name: ..... Job Title: .....

Name of Employer: .....

Address of Employer: .....

Signed: ..... Date: .....

1	Interest in the work
2	Punctuality/Attendance
3	Aptitude/Initiative
4	Relationship with others
5	Appearance/Attitude/Personality
6	Strengths/Weaknesses
7	Understanding of the career in mind and evidence of preparation for work experience
8	Any other comments

Please return to: Careers Administrator, Shenfield High School  
Alexander Lane, Shenfield, Brentwood Essex CM15 8RY  
U:\Curriculum\Co-curriculum\MAIN WORK EXPERIENCE FILE\Use Peter's Year 17 Work Experience File 2008\Employer's Report.doc

Once your Work Experience Placement is complete, the Employer Report will be returned to you in tutor time.

Make sure you keep this as evidence.



**SHENFIELD  
HIGH SCHOOL**

# Multiple Placements

**You are very welcome to organise 2 placements if you wish to experience alternative work placement settings.**



**SHENFIELD  
HIGH SCHOOL**

# Assistance

**Should you require assistance or have any queries with your placement, we are more than happy to advise the best we can.**

**Mrs Utton/Miss Kadem in C53 Mr Cooke, Mr Bishop and Mrs Downey in the Sixth Form Team.**



# Careers Advice



If you are unsure of the industry you would like to complete your placement in and require Careers Advice, please inform your form tutor and Mrs Utton can make sure you are put on the waiting list for careers advice or use the National Careers Service website.





**SHENFIELD  
HIGH SCHOOL**

**Barclays Life Skills Youth have brilliant tools  
to help you with CV writing and  
Application Letter Writing if you need  
online/virtual support.**

**[https://barclayslifeskills.com/i-want-help-  
applying-for-jobs/sixth-form/](https://barclayslifeskills.com/i-want-help-applying-for-jobs/sixth-form/)**

**Or as mentioned on your Proforma form,  
the National Careers Service.**

**<https://nationalcareers.service.gov.uk/careers-advice#getting-a-job>**



**SHENFIELD  
HIGH SCHOOL**

**The following documents can be found in your student drive, should you need to refer to them throughout the year.**

- 1) Work Experience Letter**
- 2) Student Handout**
- 3) Employer Information Slip**
- 4) Work Experience Log**
- 5) Getting you ready for the World of Work doc**

**[X:\Social Sciences\Careers\Careers KS5\Y12 Work Experience File July 2024](#)**