



# Year 12



SHENFIELD  
HIGH SCHOOL

# Work Experience

Monday 4th-Friday 15<sup>th</sup> July 2022

# The Procedures





# Procedure 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 Mrs Utton (C53) no later than **Monday 13<sup>th</sup> December 2021**



SHENFIELD  
HIGH SCHOOL

Shenfield High School  
Alexander Lane  
Shenfield  
Essex  
CM15 8BY  
T: 01277 219131  
F: 01277 229422  
E: [sla@shenfield.essex.sch.uk](mailto:sla@shenfield.essex.sch.uk)

December 2017

Dear Parent/Guardian

**YEAR 12 WORK EXPERIENCE - Monday 9<sup>th</sup> July – Friday 20<sup>th</sup> 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 9<sup>th</sup> July and Friday 20<sup>th</sup> 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 19<sup>th</sup> December 2017**. Students can hand in the form via their form tutor or to the Careers Office in G51. 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 26<sup>th</sup> 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 206.09 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 Interventions with our Careers Advisor if they wish to request one via their form tutor.

Finally, if you feel that you, a third relative or other 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: [utton@shenfield.essex.sch.uk](mailto:utton@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. 5016156, 785896



# Procedure 2



SHENFIELD  
HIGH SCHOOL

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

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

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: .....

Once your placement with an Employer has been confirmed, please fill in the Employer Information Sheet in full and return to Mrs Utton. Mrs Utton will then write to your employer to confirm your placement. Form to be returned by Monday 21st February 2022.



# Procedure 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\Curriculum\MINI WORK EXPERIENCE FILE (no Posters) Year 12 Work Experience For 2008\Employer's Report.doc

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

Make sure you keep this as evidence.



**SHENFIELD  
HIGH SCHOOL**

# Settings

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

**For example:**

**4<sup>th</sup>-8<sup>th</sup> July 2022 – Teachers Assistant at a local Infant School.**

**11<sup>th</sup> – 15<sup>th</sup> July 2022 – Journalist Junior at a local Newspaper.**



# 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 wait list for careers advice or use the national service website on your proforma.



**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 in C53 Mr Cooke, Mr Macdonald and Mrs Downey in the Sixth Form Team.**



# Year 12 Work Experience



SHENFIELD  
HIGH SCHOOL

Your Work Experience Process has already begun...

You should have completed a Proforma in your tutor group that will allow you to start planning this vital part of your academic career.

**The work placement: It is YOUR responsibility to find a work placement for yourself.**



# Year 12 Work Experience



SHENFIELD  
HIGH SCHOOL

## Your work experience procedures

- It is part of the experience to present yourself to a potential employer.
- It gives you practice for interviews you will have for university or work.
  - It allows you to negotiate with the employer relevant experience.

Your work experience can be in any area but ideally it will have some kind of activity that is within the area you might want to study or work in full time.



# 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 – not your part time work.



- Builds your personality.
- Helps you decide future plans.



- Focuses your talents and gives you new experience.
- It is something really worthwhile and sets you apart from others that are applying for your job!



**SHENFIELD  
HIGH SCHOOL**

# The Next Step...



**Is your CV up to date ?**



**Have you written your template application letter ?**



**Make the call and contact prospective employers.**



**Prepare yourself for your interview.**



# Your CV



**SHENFIELD  
HIGH SCHOOL**

**Write a C.V: this is your opportunity to sell yourself. There will be an assembly on how to write a C.V but here are some areas for you to think about:**

**Opening statement – this should in about 4 lines describe your personality and ambitions. It should make a great first impression.**

**All your previous qualifications – this includes your GCSE's, any club activity etc. It may also be worth putting your predicted A level grades here.**

**Current or previous work experience: list any jobs you have had in 4 or 5 bullet points – make sure you talk about the skills you have gained such as customer service etc.**



# Application Letter



SHENFIELD  
HIGH SCHOOL

**Devise a covering letter: this is another opportunity for a potential employer to see how great and organised you are. Think about the mail you might get through the door about companies – if it looked poor you would have a poor first impression of them and probably not trust them. In your covering letter you should include:**

**A reason you are approaching the company:**

**I am hoping to study Law at university and I have researched a number of local companies in this field. I have been impressed with your website and corporate image and I would very much like to see the day to day running of your business.....**



# Application Letter



SHENFIELD  
HIGH SCHOOL



## What you can offer:

I am confident around people and committed to my career plans. I would be very happy to carry out any work related tasks you ask of me as it will give me an insight into the 'real world'.



# 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 is a good place to start.

- Write a letter, including your CV asking if they would consider taking you on .
  - Once a full working week has passed, follow up the letter with a phone call to make sure your letter was received.
  - Make sure you are clear before you start your work experience, whether or not you are going to receive travel expenses or any other payments. For example Lunch Costs.



# The Interview



SHENFIELD  
HIGH SCHOOL

**The interview:** If you get offered an interview remember three things:

1. Be smart and well mannered – the first 5 seconds counts.
2. Be engaging and enthusiastic.
3. When the employer says do you have any questions – say YES!

Have some prepared. Employers like people to be prepared....

So research your application!