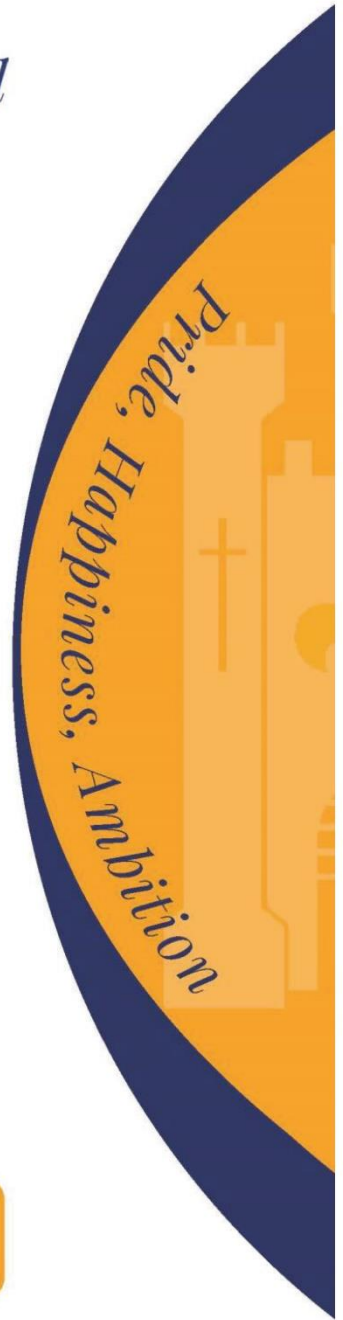




The HENRY
BEAUFORT *School*

At The Henry Beaufort School, there are no limitations to success.

WORK EXPERIENCE
LOG
2022-2023



NAME:



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Contact information

This book belongs to.....

Telephone.....

Email.....

Tutor's name.....

Emergency contact name

Emergency contact number

Alternative emergency contact name.....

Alternative emergency contact number.....

Notes (e.g. medical information).....

.....

If you have any problems during work experience, please contact the school by telephoning 01962 880073 and ask to speak to Mr Coe.

This book has been designed to support you throughout your work experience.

It will help you to prepare for your placement with sections on contacting your employer.

It will also get you thinking about what you want to gain from your work experience.

Introducing work experience

What is Work Experience?

For many of you this will be your very first experience of working life. You will join a company for a week as one of their employees (sorry guys but you don't get paid for it!). You will be treated just like a normal employee and will be expected to behave appropriately, like any other adult worker. You will be given a job to do and will have to work hard at the different tasks involved. Some tasks may not be exciting or enjoyable, but you are expected to do them nevertheless.

Why do we use Work Experience?

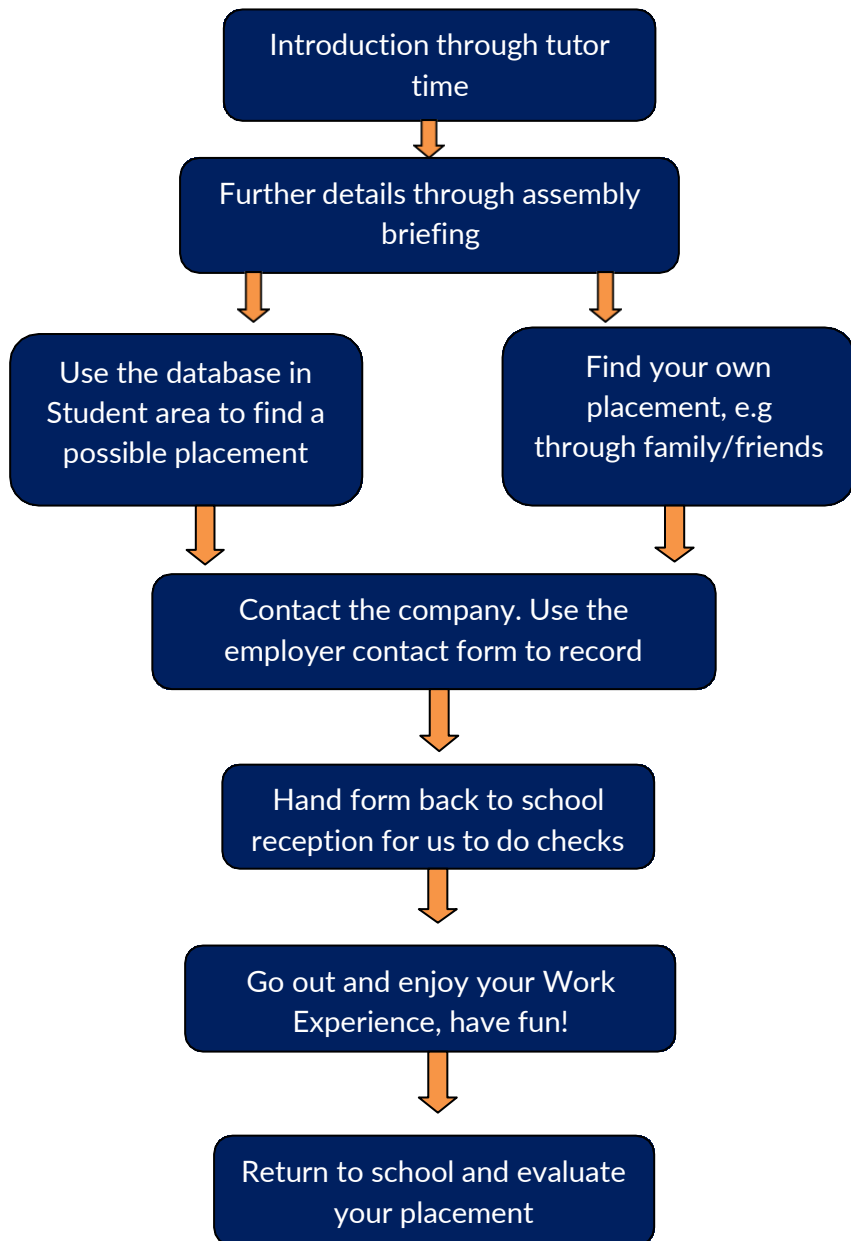
The most important reason is to give you a chance to find out what working life is really like, helping you to be better prepared when you finish education. However, work experience is also a brilliant chance to develop yourself in different ways than at school, **it is a chance to build up useful skills and knowledge that will make you more employable.**

The work experience will help you make decisions about what you might like to do in the future, find out what is involved in particular careers or how to progress into your favourite field of work.

What does it mean for employers?

Work experience is very useful to business, it is a great way to make sure that the next generation of workers are more experienced and better prepared to come to work. Work experience will help to build a more skilled national workforce for the future, making sure Britain's economy remains strong.

Work experience flow chart



My skills and interests

My academic strengths

- Which are my strongest subjects?
- Which subjects do I enjoy?

My personal skills

- Am I a creative thinker?
- Do I enjoy solving problems?
- Do I enjoy putting forward ideas to solve a problem?

My personal qualities

- Do I enjoy working with others as part of a team?
- Do I enjoy working to deadlines and under pressure?
- Am I good at using my own initiative?
- Do I have good communication skills?

My skills and interests

My activities and Interests

- What activities do I take part in at school?
- Which activities do I take part in outside of school?
- What am I Interested in?

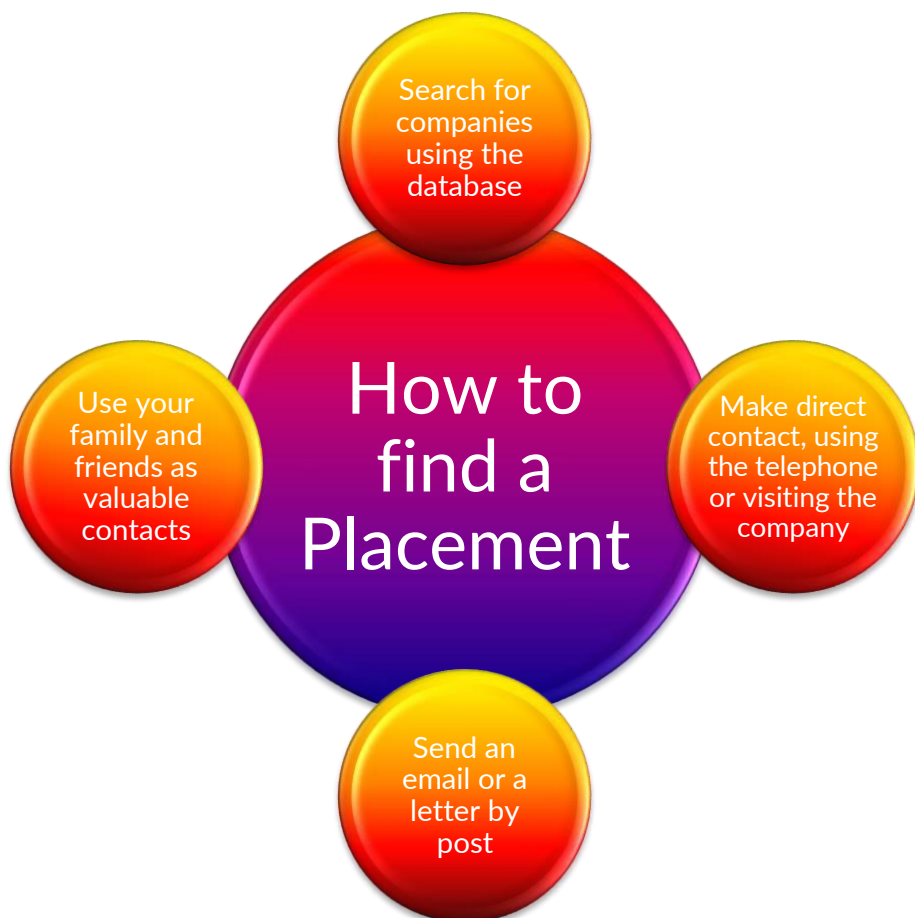
The areas I would like to look for a placement are:

- Option 1
- Option 2
- Option 3

Finding your work placement

The key to getting a placement is to start applying **early** and to stay motivated and determined with your application. There are placements out there but you must be willing to search for them!

Before you start your search consider the distance you are able to travel and how you will get there.



Contacting the Employer - letters

A letter to the employer can be part of any application process, and is a good way to introduce yourself and build their interest in you. If you choose to forward a CV to an employer, you should always include a covering letter and always keep a copy of the letter that you send.

Letter Writing Guidelines

- It should be clear and to the point and cover one side of A4
- Ask yourself – Can it be easily read?
- Check that all the spelling and grammar is correct
- Will the letter encourage the employer to interview you?

Insert your address
Home telephone no.
Date

Name of Employer Contact

Job Title

Company Name

Company Address

Post Code

Dear 'name of employer contact or Sir/Madam',

In this paragraph introduce yourself and explain the reason for writing.

Highlight two or three things in this paragraph, which show your interests, enthusiasm and suitability for the company. (Use examples from the experience and skills you have.)

Inform them of your plan. This could be that you have enclosed your CV for the employer to read or a form from your careers coordinator. If applicable, suggest what should be done next, for example: "Please consider my request."

Yours sincerely/faithfully,

(if you began the letter with a named person use sincerely, if not use faithfully)

Your Signature

Print your name in block capitals under your signature

Contacting the Employer - telephone calls

A telephone call to the Employer is probably the best way to introduce yourself. Before you make a call to the Employer to discuss your placement and to arrange an interview, it is wise to prepare for the call.

The following checklist can be used to help you prepare:

- Company name
- Telephone number
- Name of the person you wish to speak to
- Start date for your Work Experience placement
- The times when you are available for interview

You will need to obtain the following information during the call. These are:

- Date of interview
- Interview time
- Person to report to
- Where to report to
- Any information you need to bring with you (e.g. your CV)

There are occasions when you may not get through to the employer the first time you try:

- If the line is engaged, try again, until you get through
- If your contact person is not in, leave a message with your details. Call them back when they are expected to be in.
- If your contact person is no longer with the company, ask for the person in charge of work placements and ask to speak to them instead.

When you have found your placement

Once you have found your placement you need to ensure that a work experience form is signed and completed by you, your parent or guardian and the employer and return it to school as soon as possible!

Use this checklist to identify key information about your placement:

Name of company

Address of company

Type of business

Name of Contact

Contact's telephone number

Where to report to on day one

Start date and time

How will you get there

Lunch/Tea break arrangements

Do you have a copy of the job description?

Any special clothing or equipment you must bring with you

You may be asked to attend an interview.

Interview techniques

The most important thing about a successful interview is preparation. The better prepared you are, the more confident you'll be and the more relaxed you'll become. Follow these simple steps to help prepare for your interview:

Step 1 – Think about the basics

- Where will the interview be and how will you get there?
- If using public transport, have you checked the times?
- If it's a large organisation, do you know who to report to?
- If you have a disability, do you need special access or assistance?
- How will you dress?
- Do you need to take anything with you to the interview, such as certificates or qualifications?
- Never be embarrassed to telephone and request a map if you are unsure of the location of the organisation.
- Plan to arrive early, giving yourself at least ten minutes to relax and look around your surroundings.
- Read copies of your letter and CV before you attend to be sure of the facts.
- If you have to cancel or change the interview, phone well ahead of the date to rearrange.

Step 2 – Think about the company

- What can you find out about the organisation?
- Ask for brochures or visit their website.
- Plan to ask informed questions at the interview

Step 3 – Think about the interview

- Anticipate the kind of questions you might be asked and have answers ready. (e.g. What do you want to do when you leave school?)

The day of the interview

First Impressions really count, so always dress suitably for an interview. Make sure that you are smart, tidy and comfortable with what you are wearing.

On arrival – be polite, friendly and courteous to everyone you meet. Be sure you know whom you want to see and tell the receptionist. If you are kept waiting use the time positively and read company brochures.

At the start of the interview - when you meet the interviewer for the first time be positive, smile and say hello, use their name and shake hands. Remember to smile and look the interviewer in the eye, as this will help you to appear more open and friendly.

During the interview – speak clearly and give full answers to questions rather than just replying with ‘yes or no’ answers. Talk about yourself positively emphasising your skills and experiences. This will help the interviewer to learn more about you. Ask any questions you prepared in advance. If you are asked anything you don’t understand, don’t be afraid to ask the interviewer to repeat or explain the question more fully.

Check that they know what date you are starting and how long your placement lasts. If you have a pre-placement action plan, show it to the interviewer.

After the interview – be sure to thank the interviewer for their time and shake their hand on your way out.

Gathering information at the interview

Please ensure that you gather the following information during your interview:

Identify 3 different tasks that you will be expected to perform as part of your work placement

- 1
- 2
- 3

Identify 2 different work placement behaviours (e.g. being punctual, respectful, tolerant, reliable)

- 1
- 2

Gathering information at the interview

Identify 2 appropriate attitudes (e.g. motivation, enthusiasm, willingness to learn)

- 1
- 2

Identify at least 2 sources of support whilst on your work placement (e.g. supervisor, mentor, school placement coordinator, instruction manual)

- 1
- 2

Set yourself two goals for your work placement

Personal: (e.g. dress appropriately)

Work related: (e.g. learn a new skill)

Once you are on your work placement

Health and Safety – An Overview

Everyday, people have accidents at work; some are no worse than a paper cut, some can be so serious they lead to permanent disability or even death.

So use your head and think carefully. With common sense and the right health and safety training you need never have an accident.

Your place of work may appear to be safe at first glance but you might be surprised to learn just how dangerous it can be if you are careless.

On your very first day you should be given a health and safety briefing by your employer, covering the specific hazards of your working environment. Make sure you listen carefully and ask questions if you do not understand anything.

Information about health and safety in the workplace can be found on the Health and Safety website www.hse.gov.uk

Here are some things to bear in mind:

Pay attention and follow all health and safety instructions at all times

Be sensible and don't play practical jokes

Ask about first aid

Ask about fire safety

You must wear the required protective equipment/clothing

Only use equipment in the work place when you have been given permission or proper training.

Don't forget that the only stupid question is the one you fail to ask. If you do things exactly as instructed, think carefully about everything you do and don't do anything you think may be dangerous.

If you are unhappy about the safety of anything you have been asked to do then ask your supervisor about it or telephone Mr. Coe at school.

Once you are on your work placement

Make sure you arrive on time, are well presented and you have everything you need for work.

If for any reason you are unable to attend your placement or if you are going to be late make sure you contact your employer and the school to let them know.



Contact from Henry Beaufort staff

A member of staff will contact your employer at the start of the week to check all is well. Where possible your linked member of staff will also visit you during the week. You will not be visited if your placement is out of Hampshire.

Your member of staff is.....

Staff visit signature & date.....

Day 1 Summary

Well done! You have completed the first day of your work experience.

Before you begin your second day, take some time to review your experience and answer the following questions to help you prepare for the rest of the week:

Name two skills you have learnt or developed today:

1

2

Name two tasks you have performed today:

1

2

Write down the names of the key people you are working with:

1

2

What do you feel you need to develop to make the most of the rest of the week?

Employer review

Congratulations! You have completed your work placement and now you need to review your experience with your employer.

Please ask your employer to fill out this section of the booklet

Information for the employer

Work experience is a programme highly valued by students, parents and teachers. It enables students to experience a range of different situations in the context of a workplace.

Your feedback on the student's progress is an important element to the programme. It can provide constructive comments on how well the student performed in your organisation and areas they can improve/develop for the future to help them progress in the workplace.

The review form considers key employability skills required in the workplace.

If you wish to provide further documentation, please post or email it to the school, e.g. if a student has performed particularly well or your organisation has a standard work experience review form. Students will use the information provided for their Record of Achievement folder.

Please fill in the next page to assess the student's skills in key employability skills using the scale of 1 to 5, where 1 is very poor and 5 is excellent. Please include additional comments to help the student improve in any weak areas.

Employer review form

Dates of placementto.....

Employability Skill	Scale (1=very poor, 5=excellent)					Additional Comments
Positive attitude	1	2	3	4	5	
Politeness & courtesy	1	2	3	4	5	
Takes pride in work	1	2	3	4	5	
Willingness to learn	1	2	3	4	5	
Personal appearance	1	2	3	4	5	
Timekeeping	1	2	3	4	5	
Communication	1	2	3	4	5	
'Can do' approach	1	2	3	4	5	
Working with others	1	2	3	4	5	
Self-confidence	1	2	3	4	5	

Overall Performance

Please comment on the student's overall performance:

Employer name.....

Employer signature..... Date.....

Student name.....

Student signature..... Date.....

Personal reflection

Identify 2 aspects of the work placement you did well

Which aspects of the work placement did you enjoy the most?

Identify 2 areas of the work placement you feel you could develop

Give an example of a new talent or personal quality you have developed

Give an example of a new skill you have developed

Give an example of new knowledge you have aquired

Identify 2 realistic short term goals (e.g. further qualifications, study plans, voluntary work)

The Henry Beaufort School
Priors Dean Road,
Harestock,
Winchester,
Hants SO22 6JJ

Tel: 01962 880073

Email: admin@beaufort.hants.sch.uk