

## Year 12 Work Experience - Organising your Work Experience

### When do I do work experience?

Year 12 work experience will take place from **Monday 1 July 2024 to Friday 5 July 2024**.

When planning your work experience there are various sources of help. The school will help you but it is your responsibility to organise your own placement.

### What help is there?

- 1 Personal contacts - family/friends/neighbours. These can reap dividends, but you need to ask around.
- 2 Talk to your tutor, teachers and SF team.

Yell.com has a search facility by area to home in on categories of employers. Be prepared to ring around too. If possible, get the name of the person in a company responsible for work experience so you can speak to him/her direct. Follow this up with a letter/email.

- 3 Sample letter/e-mail requesting work experience with a company – [Unifrog](#) has a wealth of support materials for you to access.

<https://www.unifrog.org/student/know-how/cvs-resumes-and-cover-letters>

<https://www.unifrog.org/student/know-how/placements-work-experience/a-guide-to-placements-work-experience>

More information can be found in the '[know-how](#)' section of Unifrog.

<https://www.reed.co.uk/career-advice/work-experience-letter-template/>

Make it clear you are a Year 12 student. Post-16 work experience will often be treated differently to pre-16 work experience. Explain that you are an A-level student, give details of the subjects that you are studying, the type of work that you are interested in (e.g. IT, marketing, administration, engineering, etc.) and your career interests. Be prepared to write many, many letters or emails!

- 4 Students may choose placements away from home – check with parents first.
- 5 You can view the PowerPoint of the Work Experience Assembly presentation. This can also be found on the [Sixth Form Intranet site](#) and Bourne Grammar School website.
- 6 **Very important** – you are advised to make multiple simultaneous applications for work experience (several at a time) as demand for placements can be high and early application is recommended.

- 7 Send and chase emails/letters – if you haven't heard from potential placements within a week, then try again. If you are not successful, then move on to another employer. They may have received many applications for work experience already but you can't afford to wait for something which might very well prove unsuccessful.

**REMEMBER - Be pro-active, pursue employers. It will be worth it!**

You must ensure that you and your parents are happy with the working conditions of the placement especially regarding Health and Safety. Employers used to taking on work experience students will have health and safety procedures in place. If you are in any doubt about a particular placement you are arranging then you **MUST NOT** commence your work experience. Please find another placement.

Best wishes in securing your placement.