

Ullswater Community College



Work Experience

Support booklet

Year 10



What is Work Experience?

It is an opportunity to carry out real work tasks on employers' premises and experience the hours, working conditions and disciplines you will encounter as employees. Depending on your placement, it can also provide an opportunity to find out more about a career path that you may be interested in.

Why go on Work Experience?

It is a unique opportunity for you to find out about the world of work and to meet people of various age groups.

- You will have the chance to gain experience of typical working conditions in commerce, industry, retail or other types of workplace.
- You will meet people doing various types of jobs and find out more about the work they do and the skills and qualifications required by talking to them and working with them.
- You will discover more about your own skills, talents and interests and be able to identify and develop your own employability skills.
- It will help you to see the links between school work and the skills you need in working life.
- It will help you to understand why services, industry and commerce are so important in our society.

All students in Year 10 are required to complete a week of work experience beginning 4th March 2024

Where can I go?

- We have access to a director of employers in Cumbria that are willing and able to support work experience. This covers a huge number of employers in a wide range of sectors - there will be an opportunity to match with your interests and aspirations.
- We recommend that, unless you have the support of your parents to travel, that you look for work experience that is easy to get to from your home.
- We can facilitate work experience placements with businesses that are not listed on the Cumbria Work Experience directory, however this must be done in agreement with Mrs Jones.
- If you are studying a course in school which requires you to complete work placements, these can be extended as part of work experience week.

Where can I not go?

- This is not an opportunity to undertake a paid role that you are already employed in. For example, you may not use this time to extend hours with your current employer.

Organising Your Work Experience

STEP ONE

Find **THREE** employers that you would like to go to.

It is an important part of the process that you contact the employer directly. From previous experience, employers want to see you taking the initiative to approach them for a placement. This is an important communication skill to develop for the future, when you are looking for employment.

Visit <https://cumbria.work-experience.co.uk/> and log in with the details you have already been provided with. If you need a reminder, please contact Mrs Jones.

Once logged in, click **Search Placements**. On the next screen, you can search for your placements. We recommend that you look within the local area, so add **Penrith** to the address box.

STEP TWO

Contact your three chosen placements

Once you have chosen three places you would like to visit for work experience, **you need to contact them to arrange this.**

To get the contact details for each employer, click on the magnifying glass in the “View job details and apply” column.

You will then see the contact details for the employer, as well as information about the placement. Contact the employer(s) using your school email address. Below you will find a template that you can use to craft your approach email. This is an important part of the process and making a good first impression is extremely important.

Dear Sir/Madam **[or name]**,

I would like to enquire about the possibility of a work experience placement with your company/organisation during the week commencing 4 March 2024..

I am a Year 10 student at the Ullswater Community College.. I am currently studying **[insert subjects]**.

I am keen on gaining some practical work experience in **[chosen field of work]** because **[reasoning for pursuing a placement with this specific company and field]**.

I have **[list any experience that you may have e.g. had a paper round for a year, babysit for friends/family etc]**.

I am **[list some of your personal skills and qualities e.g. friendly, reliable, hard working etc]**. In my spare time, I like to **[list relevant hobbies and interests]**.

As an enthusiastic student with a key interest in **[name career area]**, I would be very grateful to be considered for an opportunity at **[insert company/organisation name]**.

I look forward to hearing from you soon.

Yours Faithfully

[Your name]

STEP THREE

Wait for a response

Remember, these are busy people and they might take a little while to get back to you. If you have not heard anything within a week, think about sending a polite follow up email, just to remind them that you have been in touch. If you still don't hear anything, take the initiative - look up the employers phone number on the Cumbria Work Experience database, and give them a ring.

STEP FOUR

Got a response

As soon as you get a response, let the employer know that you have received it by replying with a thank you email. If you get multiple offers, remember it is polite to let employers know if you do not intend to go to them.

Once you have confirmed your placement, let Mrs Jones know straight away.

IF YOU NEED SUPPORT, ASK! Visit the Careers Office on Westmorland Corridor, or email Mrs Jones



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