



E X P E R I E N C E

**24<sup>th</sup> – 28<sup>th</sup> June 2024**

# What is work experience?

- A short-term, unpaid work placement with an employer
- An opportunity to:
  - observe people at work
  - experience working life
  - learn new skills
- This is likely to be your first work experience, but not your only one

# Why do we think that this is important?

- It creates a space for you to think about your future plans and consider what you would like or would not like to do, ahead of Year 11
- Develop core skills in a different way from school
  - Working with different people
  - Meeting different expectations
  - Problem solving
  - Confidence
- Potentially create concrete opportunities for your future

# Why do we think that this is important?

- In less than 5-10 years time, you will be looking for a job or a career
- This is a rehearsal of how to secure a job that you want
- It may also help you think about types of workplaces or types of roles
- Develop the profile of Trumpington Community College in the community – so that people know you're good!

# Organising your placement

- Do you have ideas about what you would like to do in the future?
- Do your parents/carers, other family members, friends of the family have interesting jobs?
- We have a small selection of placements arranged with local employers



# Some placements from last year

Wates



BIDWELLS



AstraZeneca



WAITROSE  
& PARTNERS



# What is a quality work experience placement?

- Relevant to your aspirations
- Will allow you to use and practise skills that you have learnt
- Will give you clear roles, responsibilities and expectations
- Will challenge you
- Will give you feedback or a reference on your performance
- Has appropriate insurance

# How do you make an approach to an employer?

## Step 1

### How?

Employer's website or telephone call

### What?

Find out the name and email address of the person that will decide if the employer can offer you a work experience placement



# How do you make an approach to an employer?

## Step 2

### How?

E-mail or letter – use a sensible email address

### What?

Write to the key person detailing:

- who you are
- that you are looking for a work experience placement
- details of when the placement will take place
- why you want to do your work experience placement with that employer
- the skills that you have that make you an appropriate candidate to work with this employer

# How do you make an approach to an employer?

## Step 3

### How?

Telephone call during office hours

### What?

- Follow up if you have not heard back after a week to ten days
- Ask to speak to the person that you wrote to
- Make sure that you are polite and professional

# When you have a placement arranged

- Make sure you have the name of the business, the contact name and their accurate email
- Login to Unifrog and add your placement
- The deadline is **Thursday 28<sup>th</sup> March**



# Where can you go for help?

- Model letter/email on the website
- Download this PowerPoint from the Careers section of the website
- Speak to or email Mr Barker-Sherry or Mrs Broome
- And Now Read Support – Tuesdays, by referral from tutors



# Key Dates

- Monday 15<sup>th</sup> January  
**Work Experience Launch Assembly**
- Every Tuesday And Now Read this term  
**Support Sessions – *by referral by tutors***
- Thursday 28<sup>th</sup> March  
**Deadline for Work Experience Student Placement Forms**
- Spring Term 1  
**Health and Safety Checks on Placements**
- Monday 24<sup>th</sup> – Friday 28<sup>th</sup> June  
**Work Experience Week**

