

Year 10 WORK EXPERIENCE TOP TIPS

Work experience is a great way to learn more about the world of work and gain valuable skills and experience that will look great on your CV! By researching and arranging your own placement you'll have a better chance of working in an industry or profession you're actually interested in.

Some ideas on how to find a placement:

1. Family is often a good source for finding placements - think, what do your parents/guardians do? How about your brothers & sisters, or your aunties & uncles?
2. Do you already know anywhere you may like to work? e.g. A shop that you like, or an organisation you pass on the way to school? – you can just go in and politely ask if they offer Work Experience placements.
3. Do some online research. If you have an idea of where you would like to do your WEX, go to www.yell.co.uk Type kind of work you would like to do, e.g. "solicitor", and the area you would like to work in, e.g. "SW15". Yell will give you every solicitor in SW15. Give this a try:

A screenshot of the Yell search interface. It features a yellow header bar with the text "I'm looking for" on the left. Below this, there is a search input field containing the text "solicitors". A dropdown menu is open below the input field, showing "solicitors" and "solicitors - family law, divorce & children". To the right of the search input field is a "Search" button. Further right, there is a field labeled "in" containing the text "SW15". Below this field is a checkbox labeled "Show on map". At the bottom right of the search bar, there is a link that says "Conditions apply" and "Advanced Search".

You can use any other similar business search directory:

<https://www.merchantloanadvance.co.uk/top-free-uk-business-directories/>

4. Schools and nurseries are always happy to offer Work Experience (WEX) placements.
5. Co-Op shops offer a number of placements – speak to the school about it
6. Try searching in Google Maps "businesses/shops/restaurants/cafes/etc near me" - this may help with ideas and contact details.
7. Walk down your high street and pop in to all different shops to ask if they offer work experience placements.
8. Have you thought of Boots, Superdrug and pharmacies?
9. Gunwharf (and other retail centres) – shops and Vue cinema.
10. Some charity shops, eg Barnardos'
11. Libraries, museums, community centres, churches

We have a list of employers who have accepted students in the past – you are welcome to browse the list in The Info Centre.

Things to consider:

The more specific your request is, the harder it may be to find a placement - you may need to “cast your net wider”. Many popular destinations fill up quickly. Many have moved their operations to working from home – this has particularly affected IT, HR, Legal and many customer services, which makes finding WEX placements in these areas harder.

Construction: it is almost impossible to find a placement in construction if you don't have personal connections – this is due to insurance and the potential risks involved. If you don't have any personal connections, we would recommend looking for something other than construction.

Tips

Make a list of at least 10 places. Call/visit and **ASK!** E.g. *“Hello, I'm enquiring about the possibility of organising a work experience placement from 25th June.”* They will tell you what to do next.

If the first 10 refuse, make a list of the next 10, and so on.

Competition for work experience can be really tough, so you'll need to make the right impression when asking for it.

Be selfish. Don't ask for you AND a friend- you are unlikely to find a placement this way.

Do not despair – you may get 20 nos, but the 21st will be a yes (just bear in mind that some companies/services do not offer wex at all, eg police, emergency services, social care, clinical settings, etc).

Remember, if you put in a lot of effort, turn up on time, be polite and helpful then not only will you get a good review that you can use in the future but you also get a good connection with people who may hire you in the future. Work experience is great for networking, and you never know, someone who you work with now could be a hiring manager in the future and it could make getting a job easier.

Enjoy your work experience. At times it may seem hard and different from what you are used to but that's the difference between school and a job. Use this experience to grow as a person and also learn about the different types of jobs out there.

You may not be able to find the work experience of your choice - if this happens don't sulk and try to make the most of it. You may end up surprising yourself and enjoying the work experience more than you thought.

Good luck! You've got this. And if you feel stuck, come speak to Mrs Riches or Mrs Sullivan in the Info Centre.

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