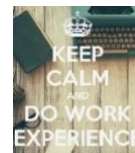




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Bacon's College 2025 Years 10 and 12 Work Experience – Hints and Tips

Here is our guide to finding your own work experience. Work experience is a great opportunity to learn about a job or an area of work. You will use skills that you might not even know you had and develop new skills that will help you work better with people, build relationships and confidence ready for either an Apprenticeship or life at University.



Finding your own work placement can be a good experience in itself. You have more choice and control over where you go, and it's a chance to show off your organisational skills. It is okay if you do not have any ideas of what you want to do in the future, we will show you how to get started.

Remember that there are people here to help at every stage.

They may be:

- Ms Watson – Careers Adviser and Ms Tasmin – Careers Co-ordinator
- Your Tutors, Head of Year and teachers
- Family and Friends

How to decide on a work placement

The best thing to do is to look for work experience that is related to the job/career that you hope to pursue in the future. Or perhaps an industry/subject you are interested in.

Subject related jobs

English & Media – Newspapers, Magazines, Publishing, Libraries, Teaching, Digital Marketing

Maths – Business, Accountancy, Engineering, Computing, Finance

Geography – New Energies, Town Planning, Environmental Science, Construction

Sciences – Vets, Pharmacies, Zoos, Lab work, Hospitals, Teaching, Medical & Health Centres

Sports – Teaching, Sports & Exercise Rehabilitation, Physiotherapy, Osteopathy, Events

Business & IT – Human Resources, Business Development, Management, Education, Marketing

Start your search

Now that you have a list of the type of work experience placements, it is time to find one!

Step 1 – Ask family members, friends and neighbours there are more contacts than you know within your network.

Step 2 – 'Google' search the industry that you are interested in working in. There may be a digital marketing company 10 mins from your home; a physiotherapist clinic, a human resource.

Step 3 – Ensure that you have a strong speculative letter (email) of interest.



Get in touch

Once you have a list of companies whom you intend to contact do the following:

If the company is a small local company, pop in, **find out the name of the manager/person in charge** of recruitment, and then forward an email asking whether they would be willing to offer work experience. Larger companies, **ask for the name/contact details of the Human Resources Manager, the school liaison manager, the recruitment manager**, and send them an email.



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Make the call

Here are some tips that may help when you are calling companies regarding work experience opportunities.

- Use the script below. Have a pen and paper ready to take down details; contact names etc
- Take a deep breath and relax before dialling the number. Always be polite and try to speak slowly and clearly.
- Be prepared to say a little about your interest in the business, industry, or company whom you are in contact with...
- Don't be discouraged by employers who say no. It is not personal. Keep trying. Don't give up! If you are really nervous you could ask a parent or teacher to be with you when you make the first call.



Your telephone call could be something like this:

Introduce yourself and state why you are calling... ***"My name is.....and I am a student in year from Bacon's College. I am enquiring about whether you offer work experience placements to students. May I speak with the person in charge of recruitment?"***

You then continue the conversation with the appropriate member of staff.

"Good morning/afternoon, my name is.....and I am a Year ... student seeking a 4-day/one week work experience placement [mention the dates]. Could you organisation offer me a position during this time?"

If they say no, respond by saying ***'I understand. Thank you very much for your time and have a good day/evening'***

Send a CV and Covering letter if the employer requests one

If an employer asks you to send a letter and CV, ensure that you say YES, noting a time frame when the employer will receive your CV. See the careers team for help to write a CV and examples.

Useful websites to aid the Work Experience search

- The Brokerage.. <https://www.thebrokerage.org.uk/work-experience>
- Uptree - <https://uptree.co/uptree/>
- Student Ladder - <https://www.studentladder.co.uk/work-experience/>
- Santander Work Experience - <https://www.santanderjobs.co.uk/settingpotentialfree/work-experience.php>
- HSBC - <https://www.hsbc.com/careers/students-and-graduates/student-opportunities/uk-work-experience-programme>
- Creative Sectors - <https://bridge.realideas.org/2018/12/20/work-experience-in-the-creative-industries/>
- Law - <https://primecommitment.co.uk/for-students>
- Engineering - <https://careers.rolls-royce.com/united-kingdom/students-and-graduates/work-experience>

The school padlet and emails sent by the careers team sometimes contain work experience opportunities

<https://padlet.com/ylevenefearnside/careers-at-bacon-s-college-news-corner-5dz27j9wkpepicbi>



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