



St Martha's

WORK EXPERIENCE &
WORK SHADOWING
FOR LOWER 6th FORM STUDENTS
GUIDANCE NOTES
2017

INTRODUCTION

It is hoped that in June every Lower 6th Form students will go out on a placement for either:

- Work Experience (i.e. student undertakes the work directly); or
- Work Shadowing (i.e. student observes an employee (management level)).

The option chosen will be dependent on the type of placement you choose ie. some areas of business and industry would not permit you to undertake the work yourself because of extensive training that is required and/or for health and safety reasons. Therefore, in order to maximise the benefit of your week's experience, it is important to consider these options carefully.

The main aims of Work Experience or Work Shadowing are:

- to allow students to gain an insight into the working environment ;
- to observe careers within industry and other areas in order to derive positive views about potential future career paths;
- to give students experience of practical aspects of employment, such as entry qualifications, training opportunities, promotion prospects, trade unions/professional associations and salary scales etc.

Students are expected to find their own placements and may already have their own contacts through friends or relations.

For work shadowing the process is different - see note below.

NB:

- For Work Shadowing only, organisations do not need to be vetted by Herefordshire Council, but will need to prove they have Public Liability insurance.
- For placements involving either Agricultural or Construction work additional guidance notes and consent forms are required; please see Mr Whitmore.

Students are expected to keep their tutor and Mr McCormick informed of your progress. Forms to be completed and sample letters are attached to this Guide. It is important that students retain copies of all completed forms for their records and pass originals to Mr Whitmore.

This Guide is to help you through the different stages of finding and completing a successful placement – but please ask either myself or Mr McCormick if you need any further help. Finally, you will be acting as ambassadors for the School and therefore it is imperative that you dress, communicate and conduct yourself accordingly.

E Whitmore

To find your own placement, you could ask a relative or family friend about possibilities of working with them in an area of interest for your future courses / career.

You could also look for local businesses in the Yellow Pages or on the Internet.

You should send a letter of introduction and a Curriculum Vitae to prospective employers.

1. Example of letter of introduction

Sarah Smith
1 King Street
London WC1 7JT

Mr John Davis
Supervisor
Boots
Barnet High Street
London EN4 6HR

Monday, 11th December 2016

Dear Mr Davis

WORK EXPERIENCE PLACEMENT 26th June to 30th June 2017

I would welcome the opportunity to do Work Experience with your company. I would really look forward to the experience as I am interested in your line of work.

At the moment, I am studying GCSEs in English Language, English Literature, Maths, Science, Religious Education, Double Science, French, Art, History and Design. I particularly enjoy English and Design because I like reading Shakespeare plays and designing and making my own ideas. (Or you could write about your A Level courses.)

I am a friendly person and enjoy talking to people. I have been told I am a good listener which is something I believe to be important in all jobs. I am always on time and rarely take days off school. I take pride in everything I do and will always try to give my best.

I am very keen on sport and represent the school in football and netball matches. Also belong to an athletics club. I do not have a part-time job at the moment, although I occasionally baby-sit for my next door neighbour.

I hope this information will be of use. I enclose a copy of my CV.

Yours sincerely,

S. Smith

2. Curriculum Vitae

Stick in a copy of your letter of introduction.

2. Example of curriculum vitae

SARAH SMITH

**1 King Street
Barnet
EN4 7HH**

Phone: 0795446699009

Email: sarahsmith@hotmail.co.uk

Date of birth: 15th August 1994

Nationality: British

EDUCATION AND QUALIFICATIONS

2006 – present

Saint Martha's Senior School, Barnet

GCSE examination to be taken in 2011

(predicted grades ranging from A to B):

English Language, English Literature, Mathematics, Science, RE, Classics, French, History, Home Economics

2002 - 2006

Saint Martha's Junior School, Barnet

WORK EXPERIENCE

July 2009

Boots, Barnet

Sales Assistant

Skills gained: organisation, team work

INTERESTS AND ACTIVITIES

Sport Badminton, Swimming, Tennis, Boxing

Music Guitar, Recorder

SKILLS

Languages English (fluent), French (intermediate), Spanish (basic)

Computing Microsoft Office (Word, Excel, Powerpoint, Publisher), Internet Explorer, Photoshop

REFEREE

Mr Whitmore

Tutor

Saint Martha's Senior School,

Camlet Way,

Hadley Wood, Herts, EN4 ONJ
Phone: 02084496689
Email: whitmoree@saint-marthas.org.uk

CONCLUSION OF WORK PLACEMENT

Employer's Report

Mr Whitmore will send a thank you letter enclosing a 'Work Shadowing / Experience: Report by Employer'. This will provide useful feedback on how your experience was perceived by the Employer and what possible advice they can give you.

Student's Report

It is useful to keep a record of the things you observe and identify the skills used i.e. discussion, presenting an argument, decision making, research, leadership, team work, development of ideas, use of initiative etc.

Activities / Tasks Observed Skills

Brief outline of job shadowed:

(Hours worked, benefits, qualifications, career path, training, responsibilities, supervision, relationships with others, etc).

Outline what you have learnt:

WORK SHADOWING / EXPERIENCE: REPORT BY STUDENT

Name: Date:

Placement: Tel No:

Person Shadowed /

Supervisor:

Aims of shadowing / placement:

Brief outline of place of work:

(Nature of business, structure, hierarchy, buildings, market, internal & external communications, etc).

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WORK SHADOWING / EXPERIENCE: REPORT BY EMPLOYER

Name of student:

Dates of placement:

Position / role undertaken:

Tel No:

Company Name:

Address:

Tel No: Fax No:

Email:

1. Which managerial tasks /skills were observed during the placement?
2. Did the student gain any 'hands on' experience or undertake any tasks independently?
3. How relevant was this placement to the student's needs in your opinion?
4. Please score the student's performance in the following areas: 1 – Excellent; 2 – Good; 3 – Average; 4 – Poor.

Attendance:

Punctuality: Appearance: Presentation:

Enthusiasm:

Initiative: Commitment: Suitably prepared:

General comments about the student:

Signed:

Many thanks for your co-operation. This form should be returned to:
Mr Whitmore, Careers,
Saint Martha's Senior School,
Camlet Way,
Hadley Wood, Herts, EN4 ONJ
Phone: 0208 449 6689
Email: whitmoree@saint-marthas.org.uk

