



# YEAR 10 WORK EXPERIENCE INFORMATION GUIDE



**OAKS PARK HIGH SCHOOL**   
Learning Together, Achieving Together

## Introduction to Year 10 work experience

As part of the progression experience and in assisting students to gain a wider understanding of different career opportunities, Year 10 are expected to secure a work shadowing placement during one of the school holidays. **Work experience cannot be taken during term time.**

The earlier students start, the more likely they are to be able to secure a good placement in a field they are genuinely interested in, that is related to their future ambitions. It is important that students sort out a work placement that will be of interest to them and be beneficial for their progression. It is expected that students will find the placements themselves. This guide is designed to be a good starting point for students looking for placements and should answer most questions relating to work experience.

Students will need to complete a work experience self canvas form (Appendix A) to secure their placement and check that their placement has employers liability insurance. This form is provided to you by the school and spare copies can be collected from Ms Wilson in the lower Sixth Form Office by the Sixth Form Common Room. All costs incurred are to be covered by the student and not the school.

### Why?

Work Experience helps prepare students for the transition from School to the workplace and enables them to gain a wider understanding of the industrial and commercial world. As a result of this experience, students have the opportunity to develop their interpersonal, social and other employability skills. It is also an opportunity for students to increase their self-confidence and independence and develop an awareness of their own potential. Recent research shows that if a child has more than four or more workplace encounters during their education they are 86% less likely to end up as NEET (not in education, employment or training). As a working environment cannot be replicated in the classroom this opportunity, we feel, provides the students with a very valuable experience.

Obtaining relevant work experience will enhance students sixth form and college application forms, and show that they have a genuine interest in a particular area of study. If your son/daughter is considering going on to an Apprenticeship or University following Sixth Form, many courses now state that Students must have engaged in Work Experience which is relevant to their chosen career path and some may not even interview if there is no evidence of work experience.

## How?

One of the best ways of getting work experience is for students to ask people they know who work in the industry. Students should also think about contacts they already have, and ask them if they have contacts working in the industry of their choice. It is also important to make contact with **local** businesses who may be more likely to take students on placement due to their connection to the area.

We appreciate that it is not always possible for students to obtain work experience through contacts. Below are a range of different websites that may be useful in gaining both general knowledge of how to obtain work experience, and also links to work experience opportunities related to specific fields. Beyond these links students can find advice on how they should go about contacting providers, what they should include in any initial correspondence with employers and a summary of the Oaks Park work experience procedures.

### Approaching employers without any prior contacts at the company

If possible, email individuals rather than general email addresses, as you are more likely to get a reply. The general email addresses given on Contact or Careers pages of organization websites which are formatted 'careers@....com' or 'info@....co.uk' can work. But emails to them are often simply ignored or sent to spam. You can find individuals to email using LinkedIn, or by creatively searching online. For example, if you search for 'technical manager' and the name of the engineering company you would like to approach, you may get the name of just such a manager, and can then email them by phoning the switchboard to ask for their email address or even by guessing their likely email address format based on the company email address formats generally.

Don't just fire off lots of emails to a big group of employers: do a list in order of preference and approach a few at a time. Make a shortlist of about ten potential work experience providers. Then simply email the person you want to approach in each one, asking for work experience and attaching your CV. Alternatively you can phone, write to or visit them, if that seems more appropriate. If you get no positive response, send a chaser email and make a further list of target employers and do the same again.

You are likely to get a lot of rejections when you are spontaneously approaching companies. Don't be put off or give up if you get rejections. Most employers will not reply if they cannot offer you anything. You may have to approach over 20 employers before you find something but you will get there in the end. It is a good experience of what it can be like applying for jobs.

### **What to include when you first contact a firm for work experience as a student**

- Be formal! Start the email off with 'Dear Sir/Madam' if you do not know the name of the person and make sure all spelling, grammar and punctuation is accurate. Sign off formally with 'Best regards'.
- Ensure you outline when you will be available for the work experience.
- Explain why you want to do work experience at that particular company- do not be generic and be ready to amend each email to personalise it to the organisation you are contacting.
- Outline what subjects you are studying and how these will help on your work experience.
- Explain how the work experience will support you in your progression into apprenticeships, employment or university.
- Explain how your personal qualities and skills are suited for this placement and how the work experience can help you to develop these.
- If the placement requires correspondence from the school please see Ms O'Connor in the lower sixth form office so that we can provide a letter to support your application.

### **Year 10 Work Experience Procedure at Oaks Park High School**

- Year 10 students need to find work experience placements that are linked to their future career aspirations and that can take place during school holidays.
- Students must complete a self canvas form to attend this.
- It is a student's responsibility to document and provide evidence of their work experience placements.
- Please check that the company is suitably insured. A copy of their Employer Liability Insurance MUST be returned with the Self canvas form to Ms Wilson in the lower sixth form office.
- Ensure you pass on any relevant medical information to the employer.
- Whilst on placement students are expected to complete a reflection form and get their employer to comment on and sign this. This must be handed into the lower Sixth Form office on return to school and once the work experience has been completed.

If you have any additional questions, please feel free to contact Ms O'Connor (moconnor@oakspark.redbridge.sch.uk)

## Useful links

### General information about obtaining work experience

Name of the website	Web link
Success at Schools	<a href="https://successatschool.org/advice/work-experience">https://successatschool.org/advice/work-experience</a>
Student Ladder	<a href="https://www.studentladder.co.uk/Work-Experience/work-experience.html">https://www.studentladder.co.uk/Work-Experience/work-experience.html</a>
My World of Work	<a href="https://www.myworldofwork.co.uk/getting-job/work-experience">https://www.myworldofwork.co.uk/getting-job/work-experience</a>
The Guardian Careers	<a href="https://www.theguardian.com/careers/work-experience">https://www.theguardian.com/careers/work-experience</a>
S4S: NextGen	<a href="https://www.s4snextgen.org/Taking-Part/Students">https://www.s4snextgen.org/Taking-Part/Students</a>

### Work experience related to accountancy, banking and finance

Name of organisation	Web link
EY	<a href="https://www.ukcareers.ey.com/schools/our-programmes/work-experience">https://www.ukcareers.ey.com/schools/our-programmes/work-experience</a>
HSBC	<a href="https://www.hsbc.com/careers/students-and-graduates/student-opportunities/uk-work-experience-programme">https://www.hsbc.com/careers/students-and-graduates/student-opportunities/uk-work-experience-programme</a>
KPMG	<a href="https://home.kpmg.com/qm/en/home/careers/work-experience.html">https://home.kpmg.com/qm/en/home/careers/work-experience.html</a>
Santander	<a href="https://www.santanderjobs.co.uk/realiseyourfuture/work-experience.php">https://www.santanderjobs.co.uk/realiseyourfuture/work-experience.php</a>
PwC	<a href="https://www.pwc.co.uk/careers/school-jobs/jobs/work-experience.html">https://www.pwc.co.uk/careers/school-jobs/jobs/work-experience.html</a>

### Work experience related to Computer Science

Name of organisation/website	Web link
Empiric	<a href="https://empiric.com/work-experience/">https://empiric.com/work-experience/</a>
OGL	<a href="https://www.ogl.co.uk/work-experience-placements">https://www.ogl.co.uk/work-experience-placements</a>
IBM	<a href="https://www-05.ibm.com/employment/uk-en/school_leaver.html">https://www-05.ibm.com/employment/uk-en/school_leaver.html</a>

### Work experience related to Engineering

Name of organisation/website	Web link
Arriva	<a href="https://www.arrivabus.co.uk/working-with-arriva/">https://www.arrivabus.co.uk/working-with-arriva/</a>
Babcock	<a href="https://www.babcockinternational.com/Careers/Placements-Internships-and-Sponsorships">https://www.babcockinternational.com/Careers/Placements-Internships-and-Sponsorships</a>
BP	<a href="https://www.bp.com/en/global/bp-careers/students-and-graduates/student-opportunities.html">https://www.bp.com/en/global/bp-careers/students-and-graduates/student-opportunities.html</a>
BT	<a href="https://www.btplc.com/Careercentre/earlycareers/workready/applyforaworkplacement/index.htm">https://www.btplc.com/Careercentre/earlycareers/workready/applyforaworkplacement/index.htm</a>
EON	<a href="https://www.eon.com/en/about-us/careers/students.html">https://www.eon.com/en/about-us/careers/students.html</a>
Jaguar Land Rover	<a href="http://jaguarlandrover.bmetc.ac.uk/work-experience">http://jaguarlandrover.bmetc.ac.uk/work-experience</a>
Siemens	<a href="https://www.siemens.co.uk/education/en/work_experience.htm">https://www.siemens.co.uk/education/en/work_experience.htm</a>

### Work experience related to Health and Social Care

Name of organisation/website	Web link
NHS	<a href="https://www.healthcareers.nhs.uk/career-planning/career-advisers-and-teachers/work-experience-toolkit">https://www.healthcareers.nhs.uk/career-planning/career-advisers-and-teachers/work-experience-toolkit</a>
Royal College of Nursing	<a href="https://www.rcn.org.uk/professional-development/work-experience">https://www.rcn.org.uk/professional-development/work-experience</a>
Shreeji Training	<a href="https://www.shreejittraining.com/">https://www.shreejittraining.com/</a>

### Work experience related to Law

Name of organisation/website	Web link
The Lawyer Portal	<a href="https://www.thelawyerportal.com/free-guides/law-work-experience/">https://www.thelawyerportal.com/free-guides/law-work-experience/</a>
All about law	<a href="https://www.allaboutlaw.co.uk/law-careers/legal-work-experience">https://www.allaboutlaw.co.uk/law-careers/legal-work-experience</a>
BLP	<a href="http://www.blplaw.com/trainee/opportunities">http://www.blplaw.com/trainee/opportunities</a>
Exchange Chambers	<a href="https://www.exchangechambers.co.uk/tenancy-recruitment/work-experience/">https://www.exchangechambers.co.uk/tenancy-recruitment/work-experience/</a>
Foot Anstey	<a href="http://www.footansteycareers.com/find-your-place/work-experience-and-early-careers/">http://www.footansteycareers.com/find-your-place/work-experience-and-early-careers/</a>
Hardwicke	<a href="http://www.hardwicke.co.uk/recruitment/work-experience">http://www.hardwicke.co.uk/recruitment/work-experience</a>
Matrix Law	<a href="https://www.matrixlaw.co.uk/recruitment/work-experience/">https://www.matrixlaw.co.uk/recruitment/work-experience/</a>
Old Square Chambers	<a href="http://www.oldsquare.co.uk/join-us/work-experience-open1">http://www.oldsquare.co.uk/join-us/work-experience-open1</a>
Pinset Masons	<a href="https://graduate.pinsentmasons.com/programme/school-work-experience/">https://graduate.pinsentmasons.com/programme/school-work-experience/</a>

### Work Experience related to Media

Name of organisation/website	Web link
ATG	<a href="http://creativelearning.atg.co.uk/work-experienceplacements/">http://creativelearning.atg.co.uk/work-experienceplacements/</a>
BBC	<a href="https://www.bbc.co.uk/careers/work-experience//">https://www.bbc.co.uk/careers/work-experience//</a>
Saatchi	<a href="http://www2.mcsaatchi.com/Rec_WorkPlacement2015.html">http://www2.mcsaatchi.com/Rec_WorkPlacement2015.html</a>
Press Association	<a href="https://www.pressassociation.com/careersatpa/">https://www.pressassociation.com/careersatpa/</a>
Sky	<a href="https://jobs.sky.com/">https://jobs.sky.com/</a>
The Guardian	<a href="https://www.theguardian.com/workforus/working-for-guardian-news-and-media-faq">https://www.theguardian.com/workforus/working-for-guardian-news-and-media-faq</a>

### Work Experience related to Medicine

Name of organisation/website	Web link
The Medic Portal	<a href="https://www.themedicportal.com/application-guide/work-experience/">https://www.themedicportal.com/application-guide/work-experience/</a>
BMA	<a href="https://www.bma.org.uk/advice/career/studying-medicine/becoming-a-doctor/work-experience-for-students">https://www.bma.org.uk/advice/career/studying-medicine/becoming-a-doctor/work-experience-for-students</a>
Gap Medics	<a href="https://www.gapmedics.com/uk/medicine-work-experience/hospital-work-experience-for-16-17-year-olds/">https://www.gapmedics.com/uk/medicine-work-experience/hospital-work-experience-for-16-17-year-olds/</a>
Health Careers	<a href="https://www.healthcareers.nhs.uk/explore-roles/doctors/applying-medical-school/gaining-experience-medical-school">https://www.healthcareers.nhs.uk/explore-roles/doctors/applying-medical-school/gaining-experience-medical-school</a>
Barking, Havering and Redbridge NHS	<a href="https://www.bhrhospitals.nhs.uk/work-experience">https://www.bhrhospitals.nhs.uk/work-experience</a>
Guys and Thomas	<a href="https://www.guysandstthomas.nhs.uk/ca">https://www.guysandstthomas.nhs.uk/ca</a>



	<a href="#">careers/other-types-of-work/work-experience/clinical-work-experience.aspx</a>
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**Work Experience related to Science:**

<b>Name of organisation/website</b>	<b>Web link</b>
<b>Amec, Foster, Wheeler</b>	<a href="https://www.woodplc.com/careers/early-careers">https://www.woodplc.com/careers/early-careers</a>
<b>Arcadius</b>	<a href="http://www.arcadisukearlycareers.com/#start">http://www.arcadisukearlycareers.com/#start</a>
<b>GSK</b>	<a href="http://uk.gsk.com/en-gb/careers/school-work-experience/">http://uk.gsk.com/en-gb/careers/school-work-experience/</a>
<b>Nuffield Research</b>	<a href="http://www.nuffieldfoundation.org/nuffield-research-placements">http://www.nuffieldfoundation.org/nuffield-research-placements</a>
<b>Sembcorp</b>	<a href="https://www.sembcorp.co.uk/careers/work-experience/">https://www.sembcorp.co.uk/careers/work-experience/</a>
<b>Science and Technology Council</b>	<a href="https://stfc.ukri.org/about-us/work-with-us/work-experience/">https://stfc.ukri.org/about-us/work-with-us/work-experience/</a>

**Appendix 1- Self Placement Form**  
**Work Experience Self Placement Form**



Dear student,  
 This form must be completed when securing a work experience placement. Please make sure that all sections are complete and that you have all three signatures before handing the form in. The form must be returned to Ms Wilson in Sixth Form Office 1 where your placement will be approved by a member of the IAG team.

<b>Student Name and Form:</b> _____ <b>Placement Date from:</b> _____ <b>to:</b> _____  <b>Proposed number of contact days in total:</b> _____
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<p><b>Message to the employer</b></p> <p>This form has been given to you following your agreement to accept an Oaks Park High School student on a work experience placement. Please complete the company details and job description sections of this form and then sign the employer section on the other side of this document to confirm that you have <b>Employers Liability Insurance</b>. Thank you very much for supporting one of our students with their work experience placement.</p>
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**Placement Details**

<b>Name of the employer and organisation:</b>	<b>Contact Name and Position:</b>
<b>Address:</b>	<b>Employer liability insurance provider name:</b>  <b>Policy Number:</b>  <b>Expiry Date:</b>
<b>Contact Telephone Number:</b>	<b>Contact email address:</b>
<b>Dates confirmed: Start Date</b> _____ <b>to End Date</b> _____	

**Details of the work placement and the role the student will take:**

**Signatures**

**Student**

As the student named overleaf, I agree to take part in this work experience scheme. I agree to hold in confidence any information about the Employer's business which I may obtain during the placement. I also agree to observe all safety and security regulations in accordance with company policy. I will also represent Oaks Park High School in a positive manner through maintaining the highest standards of behaviour throughout my placement.

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Carer**

As the parent/carer of the student named, I confirm that I agree to the placement and I am satisfied with that the placement is a suitable environment for my son/daughter to undertake their work experience in. I also understand that you or your child is liable for any costs incurred during the work experience placement.

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

**Employer**

As a representative of the employer, I can confirm that the student has a placement with the company on the dates specified, that as a company we have employer's liability insurance and I have checked that this extends to any students on work experience- this is a minimum requirement and the placement cannot go ahead without this (if possible please supply a copy of the insurance)

Name \_\_\_\_\_ Position \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Approved by the Oaks Park IAG Team**

**Appendix 2-**

**Work Experience Reflection Form**

**Student Name and Form:** \_\_\_\_\_

**What tasks have you undertaken during your work experience placement and what knowledge and skills do you feel these have helped you to develop? Give clear examples and be as specific as possible.**

**How has this work experience placement helped you with future employment decisions?**

**Employer:**

**Please write a short comment on how the student has performed during their work experience placement.**

**Would you be willing to offer work experience to a student from Oaks Park again? Y/N**

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_