

Bottisham Village College Work Experience

5th July – 16th July 2010

An Introduction to Work Experience

This is an unpaid opportunity for students to:

- experience the world of work whilst still at school
- learn and use a range of transferable skills, personal qualities and competencies that will contribute towards their employability

Some of the Occupational areas you may want to explore:

Childcare

Animal care

Catering

Administration

Finance

Manufacturing

Engineering

Retail

Construction

Education

Tourism

Horticulture

Health

Leisure

Motor Vehicles

Hair & Beauty

FINDING A PLACEMENT

There two ways of doing this:

1. By choosing a placement from the list which Connexions provide for our school
2. By finding your own placement.

MAKING CHOICES

1. SCHOOL PLACEMENTS

- Students will have been given their **user name** and **password** to enable them to log on to the Youthoria website to see the list of jobs available through school.
- Students should select 4 choices of jobs in no particular order. They should ensure that all 4 jobs are of interest to them.



The screenshot shows the Connexions placement search login page. At the top left is the Connexions logo with the text 'Cambridgeshire County Council' below it. To the right is the text 'placement search' next to a magnifying glass icon. The main content area is a purple box with white text that reads: 'This program helps you to search and select your preferred choice of work experience placement. Use the instructions on the left to work through your selections. Your selections will be reviewed by the school work experience co-ordinator. Begin your selection process by entering your userid and password, and clicking on the continue button.' Below this text are two input fields: 'User ID : [input field]' and 'Password: [input field]'. At the bottom of the input fields is a yellow 'continue' button with a right-pointing arrow. At the very bottom of the page, there is a small copyright notice: '© Aspire Business Solutions Ltd 2008'.

Go to www.youthoria.org cursor to the bottom right of the page, then click on Work Placement Database. Click on the link 'Work Experience Placement Database'. You will then be asked to enter your ID and password which will enable you to view all the placements which have been allocated to Bottisham.

Students will be asked to write a letter of introduction and a template of this example letter can be found on the R: drive under ‘Careers’ and is called ‘Pupils’ Letter to Employer for Work Experience’.

BOTTISHAM VILLAGE COLLEGE

*Your home address and
Telephone number*

Today’s date

Work Experience Address

Dear Sir,

(you must put in this paragraph if you have a school placements – if you have your own placement thank them for offering you a place and remind them of the dates).

I would like to be considered for the placement, which your firm has offered to my school through the Cambridge Area Work Experience Scheme for the period 5th July – 16th July 2010.

(write a short paragraph about you and your school subjects).

I am 15 years old and a student at Bottisham Village College. Next year I am expecting to take GCSEs in the following subjects.

(list your subjects) - English, Mathematics, Double Science, Geography, History, French, German, Technologyand IT.

(write a paragraph about in school activities eg).

At school I am a representative on the Year Council. I enjoy playing basketball and I play for the school team; I also enjoy swimming and aerobics. I am a member of the chess Club and I am a Mentor which involves.....

(write a paragraph about your interests outside school).

Outside school my interests are swimming, model railway layouts and cooking. I am a member of Bottisham Youth Club. I also do some babysitting in my spare time and I have a daily paper round.

(say why you want this placement).

I am interested in the type of work observation/experience, which your firm can offer because I would like a career in electronics and I know that your firm has a good reputation in this field. I am particularly keen to see or experience work on circuit boards and assembly.

If you can offer me a placement I will be happy to come and discuss this at any time convenient to you, though preferably outside school hours. I look forward to hearing from you soon.

Yours faithfully,

Your name as a signature
PRINT YOUR NAME

2. Arranging your own placement

Students can find their own placements if they wish.

To do this they should:

- Fill in a pink slip with details of the placement you are interested in and give to Mrs Dolby in the library
- This placement will be checked to ensure that it is not already on the school list and if it is not then the students will then be given an Own Placement form which needs to be completed and signed by the employer. This then needs to be returned to school.
- The placement will then be visited by Connexions to ensure that all Health and Safety and insurance issues are in place. These must meet the required standards.
- The deadlines for Own Placements are:
 - out** of the Eastern region - 19th March
 - within** the eastern region - 30th April

But please get these in as early as possible.

- A job description for both school placements and own placements will be given to all students prior to going on Work Experience. Please read this carefully.

This is what your job description will look like.

This gives information regarding the job you have chosen.

Such as:

- address of placement
- contact name at placement
- the sort of work you will be asked to do
- suitable clothing for the job
- information about meal breaks
- hours of work
- whether you need to go for an interview or not (most placements will ask you to go for an interview prior to your work experience)

Job Number: 25292		WORK BASED LEARNING Job Description
Organisation Details		BUILDER'S ASSISTANT General builder
Organisation: A Builder Ltd	Business Type	Placement Address
Contact: Mr Another Builder		High Street Village Town Cambridgeshire CB6 200
Position: Owner		Telephone: 01223 324516
High Street Village Town Cambridgeshire CB6 200		Email: a.builder@yahoo.com
Activities	Observing and assisting qualified tradesmen in all aspects of their work. Tasks may include: assisting with groundwork and brick/block work, carpentry such as fitting door linings and skirting board, plumbing such as fixing, running pipes. General duties include fetching and carrying tools and materials. Students must realise that there may be times when they can only observe.	
Requirements	Student must be interested in construction. Be able to follow instructions. Punctual, well mannered and honest are essential, as students will be working at times in customers' homes.	
Clothing	Student should provide "toe-tectors" safety shoes and outdoor working clothing. Employer will provide all personal protective equipment	
Working Hours	Monday - Friday 07:30 - 17:00. 1 hour for breaks.	
Meals Beaks	Student to bring packed lunch.	
Travel	Student's own arrangements.	
Interview	Student should contact employer for a pre-placement interview.	
Health and Safety	<p>Agreed Conditions: Students will travel to various sites with employees in company vehicles. The student will receive a separate induction on each new site visited. Student will not be allowed above 2m on access equipment.</p> <p>Risks: 1. Site hazards such as falling objects from scaffolding, dust and noise. 2. Use of tools. 3. Lifting goods and materials.</p> <p>Control Measures: 1. Follow scaffolding procedures and hard hats and other Personal Protection Equipment to be worn as appropriate and directed by the employer. 2. Students may use hand tools and small cement mixer. Students must not use power tools. 3. Manual handling training at induction.</p> <p>Parents are reminded that under the Health & Safety at work Act 1974, all employees are required to take reasonable care of their own Health and Safety, and that of others who may be affected by their acts or omissions. It is also an offence to misuse or interfere with anything provided in the interests of Health & Safety rules.</p> <p>Students are classed as employees on site and will be subject to Health & Safety regulations that contain requirements of all employees to take proper care and follow Health & Safety rules. Students must NOT enter areas designated as off limits or use/interfere with equipment also considered as off limits.</p> <p>Students will be given an induction on their first day that will include Health & Safety. At no time will the student be left alone or unsupervised on the premises.</p>	

Points to consider when selecting your work experience placement

- The placement should be of interest to you but may not necessarily be your future career
- Talk to parents and teachers or students who have already taken part in work experience
- Think about transport arrangements – how will you get there?

Further advice on your work experience placement

- Ensure forms are returned promptly
- Contact the employer in plenty of time
- Attend a pre-placement interview if requested
- Make sure you are prepared for clothing or footwear requirements, lunch arrangements
- Complete your student workbook which will be given to you before you go