

**Take this
with you
on
placement**

**WORK
EXPERIENCE**

17 – 21 July 2023 (5 DAYS)

Name: _____

Form: _____



Aylsham High School Work Experience Booklet 2

Getting Ready to Go & Work Experience Journal

**For Year 11 Students
July 2023**



Mrs Durand
Careers Adviser and Work Experience Coordinator
edurand@aylshamhigh.norfolk.sch.uk
www.aylshamhigh.com/workexperience
01263 733270 x 167
School Mobile 07561 183877

Congratulations!

Well done for organising your work experience, which you will be undertaking from 17-21 July 2023 (5 days).

This booklet has been designed to give you all the information you need to get ready for your placement, to be safe while you are there, and to make the most of the opportunity.

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Keep this booklet safe and make sure you complete the tasks.

Your Form Tutor will arrange to see you in September to talk through it

Section 1 - before you go

4 things you must do before you go on placement

- ☐ Complete the contact details in this booklet and put the contacts for the employer and for Mrs Durand at Aylsham High School into your phone.
- ☐ Phone or email the employer to confirm they are expecting you and to finalise the arrangements. Make sure you are organised so that you arrive on time and have everything you need.
- ☐ Think about what you want to get out of work experience and how you can make the most of the opportunity.
- ☐ Sign the declaration on page 16.

Task:

Please complete all of these details, so you have everything you need in one place. You can use the information that the Employer provided in Unifrog.

Placement provider (employer) contacts

Your name	
Employer (business) name	
Employer address	
Employer contact name	
Phone number	
Email	

Your emergency contact details

Please fill in the details below for a parent/carer or other relative. This is to make sure that you and your employer have emergency contact information, for example, in case you are taken ill at work:

Home contact 1	
Phone number	
Home contact 2	
Phone number	

School emergency contact details

Here are details of who to contact at school about work experience:

School contact	Mrs Durand Work Experience Coordinator
School telephone	01263 733270 x 167
School mobile	07561 183877
Email	edurand@aylshamhigh.norfolk.sch.uk

Put the contact details for Mrs Durand and your employer in your phone. You may need to call if you are delayed – for example, if your bus is late.

If you are unable to attend your work experience placement, for any reason, you must inform both the school and the employer. Please contact us both by phone, no later than 9am.

Making contact with your employer

Before you go on placement, it is very important that you make contact with the person or business who have offered you a placement (the employer).

Please phone or email the person or business who has offered you a placement

- ☐ Explain that you are expecting to do work experience with them and confirm that they are still expecting you.
- ☐ Look at the information they provided in Unifrog to clarify who to contact at the organisation, if it is not someone you know. Check other important information such as where to go (some businesses may have more than one site), working hours, lunch arrangements and clothing/footwear that will be supplied or which you will need to provide yourself.

Task:

Ensure that you know all of the following before you go. If you have any questions, please make sure you ask your employer:

What time do you have to arrive for work?	
What time will you finish work?	
Whom do you report to when you arrive?	
How will you get there, and return home? E.g.: walk, cycle, bus, train, car?	
If using public transport, what time is your bus/train? How much is the fare and how will you pay?	
Is there a dress code or uniform? If so, who will provide it and do you need to collect it in advance?	
What type of footwear is required?	
What are the lunch arrangements? Do you need to bring your own lunch with you? Alternatively, will you need any money to buy lunch?	
Do you need to bring anything else with you?	
Is there anything else you need to remember or prepare?	

How to get the most out of work experience

What's in it for you?

Work experience may be an opportunity for you to:

- ✓ Gain an insight into what the world of work is really like
- ✓ Learn about what you want to do in the future
- ✓ Discover more about a particular job or industry – 'try out' a job to see if you like it
- ✓ Develop some new skills
- ✓ Discover different jobs you hadn't considered or didn't know existed
- ✓ Understand employers' expectations for employees
- ✓ Practice organising yourself and travelling to work on time
- ✓ Meet new people and learn about their career journeys
- ✓ Increase your awareness of your own skills and strengths and build confidence
- ✓ Understand how the subjects you study in school link to certain jobs
- ✓ Increase your motivation to do well in school
- ✓ Make contact with potential employers for part-time work or future apprenticeships
- ✓ Build useful experience for your CV
- ✓ Develop some valuable experience for college applications

**Research from the Education and Employers Taskforce shows that:
A young person who has four or more 'meaningful encounters' with an employer is
86% less likely to be unemployed or not in education or training,
and can earn up to 22% more during their career.**

Task:

What are your personal goals for work experience?
Choose 3 things that you would like to achieve:

- 1
- 2
- 3

Employability skills

Employers value people who are adaptable and who possess skills such as the ability to communicate well, work effectively as part of a team, solve problems and organise themselves. Attributes like these are called '**employability skills**', or sometimes '**transferable skills**' because they are skills that you continue to develop in different jobs throughout your working career. Having a positive attitude to work experience will ensure you make a very good start to your working life.

You will be able to start to develop some of these **employability skills** through work experience. For example:

Core Skills	Advanced Skills
Punctuality and attendance Personal presentation Politeness Listening and concentration Reliability and trustworthiness Communication with adults Ability to learn skills needed	Communication with wide range of colleagues and clients Team working Problem solving Creativity Ability to acquire advanced work related skills Self-directed working

Task:

What do you feel are the skills, behaviour and attitudes that you possess already, or are well on the way to developing?

I feel my strengths are:

I feel that I need more practice and experience to develop these skills:

Section 2 – When you're on placement

Employer expectations for students on placement

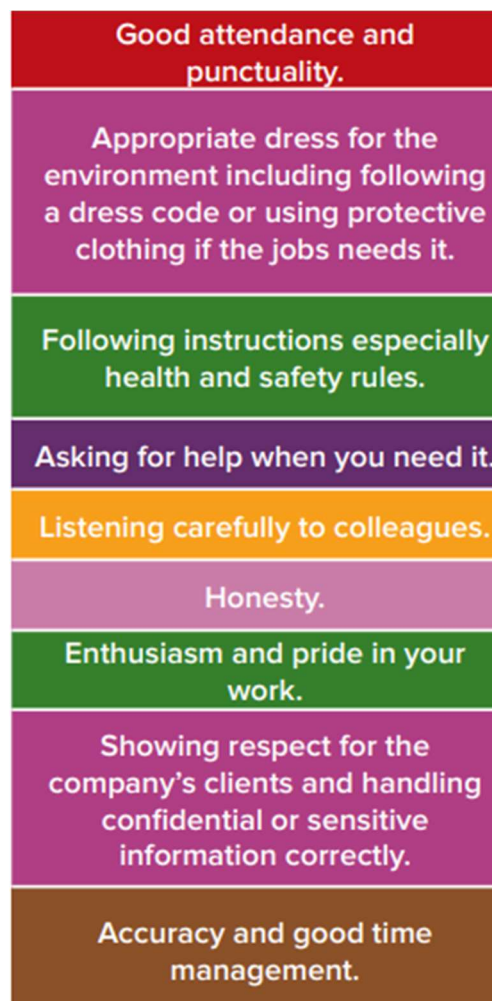
What makes a good employee?

Spend some time thinking about what an employer will expect from you during your work experience.

At all times, whilst on work experience, it is very important that you:

- ✓ Act sensibly and safely
- ✓ Take responsibility for your own actions
- ✓ Follow health and safety rules
- ✓ Respect the equality and difference of others
- ✓ Be polite to team members and customers

Here are some of the other attributes that employers will regard as positive:



School expectations for students on placement

- Every placement will be different. You might be shadowing someone, or you might get straight on with lots of work. Be prepared to be adaptable.
- When you arrive at your placement, it's likely that you'll be shown around and introduced to other members of the team. Smile and greet your colleagues with a handshake. Be professional, friendly and polite.
- Be an active listener and show you're interested. Take notes and, if tasked with a project, remember to clarify what you are being asked to do and when the deadline is. If you're struggling, please ask for help or further explanation.

Here are the school's basic expectations for all students to adhere to whilst on placement:

Behave as an employee while on placement, conforming to all the workplace rules and instructions from your supervisor.	While on work experience, you are representing AHS, therefore you must be a good ambassador for the school and represent our core values at all times.
Complete your Work Experience Journal during your placement. This is included later in this booklet.	Understand that the placement may involve confidential and sensitive information which must be kept private.
Remember that all equipment, use of telephones, internet, photocopying etc. are for work purposes only.	Wear appropriate footwear, protective clothing, and uniform if requested by the employer.
Let your employer and Mrs Durand know straight away if you are ill or are unable to attend your placement for any reason.	Seek feedback from the employer at the end of the placement and thank them for the opportunity.

How to impress on work experience

1. Arrive on time

Nothing impresses more than being on time, or even 5 minutes early. It shows you are keen, ambitious and ready to hit the ground running. Make sure you plan ahead.

- ✓ Check your hours of work and plan to arrive a bit early.
- ✓ Plan your journey. How will you get there?
- ✓ If using public transport, what time is the bus or train?
- ✓ What time do you need to leave the house?
- ✓ What time do you need to set an alarm for to get ready in time?
- ✓ Make sure you know where to go and who to report to when you arrive.
- ✓ If you are going to be late, phone your supervisor to let them know and apologise. Make sure you have contact details with you or on your phone.

2. Dress appropriately

- ✓ You must be clean and tidy every day.
- ✓ Dress smartly to make a good impression.
- ✓ What you wear will be based entirely on what industry your work experience placement is in. Obviously, if you're working in a gym you won't be expected to wear a suit.
- ✓ Check your placement form for instructions from your employer about what to wear.
- ✓ There may be rules about what sort of footwear is suitable too (i.e. no open toe shoes or protective boots required). If you need a uniform or protective clothing, check if you need to collect this in advance or if it will be provided when you arrive for your first day.

3. Advise the school and employer of absence

- ✓ THERE SHOULD NOT BE ANY ABSENCES. You are expected to attend for the full five days unless you have agreed separate arrangements.
- ✓ If you are ill, you **MUST** let your supervisor and Mrs Durand know by 9am.
- ✓ We must know if you are not attending your placement and all absences need to be recorded.

4. Don't be on your phone all the time!

- ✓ DO NOT USE YOUR MOBILE PHONE DURING WORKING HOURS, unless you are on a break.

5. Demonstrate commitment and a positive attitude

- ✓ Be focused, interested and ask questions. Looking bored is not an option in work.
- ✓ Be committed to your tasks. Remember, no employer *has* to have you, they have chosen to support you and they are still expected to complete their own work.
- ✓ Expect to be tired – it is hard work in the ‘Real World’!
- ✓ If you are asked to wash-up/clean-up, make the tea etc. – just do it!

6. Be polite

- ✓ Do not forget to thank everyone who takes the time to guide and support you – you may one day need a reference or a job from them.
- ✓ At the end of the week, thank everyone again who has supported you and maybe even take in the weekly biscuits!

7. Use your journal to reflect on your experiences

- ✓ Complete the following pages every day to keep track of what you have done and what you have learned. You can discuss this with the AHS staff member too, when they come to see you.
- ✓ Make yourself proud!
- ✓ Be a good ambassador for Aylsham High School so that the employer may offer placements to younger students in the future.



**ENJOY EVERY OPPORTUNITY
TO LEARN ABOUT YOURSELF
AND YOUR FUTURE CAREER**

Task:

Describe how you want to behave on your work experience placement:

A spiral-bound notebook with a white cover and a silver metal spiral binding on the left side. The notebook is open to a blank page with horizontal blue lines. A vertical red line is drawn on the page, creating a margin on the left side. The page is otherwise empty, with no writing or markings.

Task:

How are you feeling about work experience?

Circle any words that sum up how you are feeling about work experience or write some words of your own:



I am feeling:

Keeping safe

Health and safety at work

When you are on work experience you will be treated as an employee. The employer is responsible for your health and safety, just as they are for all other employees under the Health & Safety at Work Act (1974). However, it is your responsibility to act responsibly and follow instructions at all times.

When you arrive, your employer should give you an induction. This should cover information about the company and who else works there and information about how to keep yourself and others safe in the workplace.

Task:

Please make sure your induction covers the following:

- ☐ I have read/been told about the work I will do.
- ☐ I know who I will be working with and my supervisor.
- ☐ I have read/been told about Health and Safety in the workplace.

Your induction should also tell you:

- ☐ How to raise the alarm in the event that you discover a fire.
- ☐ Where the assembly point is if the building is evacuated.
- ☐ Who your first aider is and how to report any accidents or hazards.

Parents/carers are reminded that you were asked on the parent/carer consent form to disclose any medical conditions which might affect the student on placement and you gave us permission to share this with the employer. This is so that the employer can take this into account when allocating tasks to a student. Failure to do so could contribute to the injury of a student or other party at the workplace. This practice further contributes to the safeguarding of students while they are on placement.

Insurance

It is a requirement that all employers have in place a current **Employer's Liability Insurance** policy that covers a student whilst on placement. It is also recommended that valid Public Liability Insurance is held by the employer. Guidance about these requirements can be found on the HSE website - www.hse.gov.uk

If insurance cannot be confirmed then the placement will not be authorised and will not be able to go ahead. Alternative arrangements will need to be made.

Task: Health and safety signs

You should be aware of the following health and safety signs. Please make a note of any time you see any of these signs whilst at work. If you are not sure what they mean, please ask your employer.

Safety Signs



Prohibition: Red. Prohibits behaviour likely to increase or cause danger. E.g. 'no access for unauthorised persons'



Mandatory: Blue. Prescribes specific behaviour. E.g. 'Eye protection must be worn'



Warning: Amber/yellow. Gives warning of a hazard or danger. E.g. 'Danger: electricity'



Emergency or First Aid: Green. Gives information on emergency exits, first aid or rescue facilities. E.g. 'Emergency exit'

Safety Signs:



Red

A round picture with a red border and crossbar is telling you what you cannot do.

Where did you see it?

What does this sign mean?



Yellow

Signs with a yellow background and a black rim and symbol are warnings.

Where did you see it?

What does this sign mean?



Green

Green backgrounds tell you about safe conditions such as first aid.

Where did you see it?

What does this sign mean?



Blue

Blue signs with a white picture. These tell you must do something e.g wear a hard hat.

Where did you see it?

What does this sign mean?

Problems and safeguarding

What if you are not happy whilst on placement?

We hope you will all have a positive experience. However, if your placement does not work out how you expect it to, or you have any problems or concerns, please talk to your employer (they may not realise that you are not happy) and also phone or email Mrs Durand to discuss the problem. Tel 01263 733270 or 07561 183877

Let your visiting staff member know as well. Every student will be visited by a member of AHS staff.

Safeguarding

Government statutory guidance on safeguarding in relation to work experience placements was introduced in April 2021 in 'Keeping Children Safe in Education'.

If students or parents/carers have queries or concerns about the safety of their child whilst on placement, or feel that the student is being asked to carry out tasks which make them feel uncomfortable or which do not feel appropriate, they should not hesitate to contact:

Designated Safeguarding Lead for AHS – Mrs Garnham.

Or Deputy Designated Safeguarding Leads:

Mr Spalding, Mrs Flatters, Mr Brockington, Mr Bridge, Miss Harris, Mrs Tuttle, Mrs Dale, Mr Ravasse, Mr Sweatman

School phone number:

01263 733270

School work experience mobile:

07561 183877

If you are unable to get a quick response, please call Children's Advice and Duty Service (CADS) on 0344 800 8020. In an emergency, phone 999.

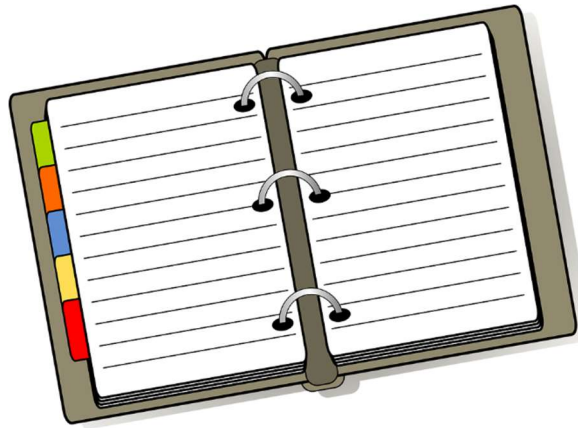
Task: Declaration

- ☐ I agree to attend my work experience placement every day and to inform the school and the employer if I cannot attend.
- ☐ I will listen carefully and follow instructions.
- ☐ I will observe health, safety and security rules.
- ☐ I will show respect for others at all times and take care of equipment and property.

Signed (student): _____

Date: _____

Section 3 - work experience journal



Task:

Use the following pages to make a note of what you do each day, what you learn, and anything you enjoyed or found challenging:

Overall, what do you hope to achieve from work experience?

What skills would you like to improve?

What knowledge would you like to gain?

Monday 17th July 2023 – Day 1

Did you arrive on time and prepared?

Who did you meet and what were their role(s)?

What did you do?

What did you learn?

What did you enjoy?

Did anything surprise you?

What went well?

If you could change anything about today, what would it be?

How are you feeling about tomorrow?

Any other thoughts about today?

Tuesday 18th July 2023 – Day 2

What did you do?

Did you work with, or meet, anyone new? If so, what were their role(s)?

What did you learn?

What did you enjoy?

Did anything surprise you?

What went well?

If you could change anything about today, what would it be?

How are you feeling about tomorrow?

Any other thoughts about today?

Wednesday 19th July 2023 – Day 3

What did you do?

Did you work with, or meet, anyone new? If so, what were their role(s)?

What did you learn?

What did you enjoy?

Did anything surprise you?

What went well?

If you could change anything about today, what would it be?

How are you feeling about tomorrow?

Any other thoughts about today?

Thursday 20th July 2023 – Day 4

What did you do?

Did you work with, or meet, anyone new?

If so, what was their role?

What did you learn?

What did you enjoy?

Did anything surprise you?

What went well?

If you could change anything about today, what would it be?

How are you feeling about tomorrow?

Any other thoughts about today?

Friday 21st July 2023 – last day

What did you do?

Did you work with, or meet, anyone new? If so, what were their role(s)?

What did you learn?

What did you enjoy?

Did anything surprise you?

What went well?

If you could change anything about today, what would it be?

How are you feeling about tomorrow?

Any other thoughts about today?

Task:

Please complete these short activities throughout the week

Task 1:

Ask a member of staff about their role. Find out one positive and one challenging part of their job:

Positive aspect about the role:

Challenging aspect the role:

Task 2:

Speak to a manager. Find out the top 3 employability skills they would look for in a potential employee.

The top 3 skills are:

1

2

3

Task 3:

It's important to plan the possible steps to get to whatever destination you want to get to.

Draw what your pathway might be to get from where you are now in your education and training journey, to one of the roles in the organisation where you're doing work experience.

Task 4:

Think of an area of your role you have found challenging this week.
What could you do to tackle this challenge?

One area I have found challenging is:

I could tackle this by:

Task 5:

Summarise how you feel about your work experience in five words:

- 1
- 2
- 3
- 4
- 5

Task 6:

Find two members of staff, employed in different roles, and interview them to find out more about their responsibilities, daily challenges and skills required for that job.

Interview with Employee 1

Name
Job Title
What responsibilities do you have?
What qualifications did you need for your job?
Did you have to do any further training for the role?
How did you get the job? How did you apply and what was the application process?
What skills are needed for it?
What is the best part about your role?
What do you find most challenging?
If you were to give one piece of advice to someone looking to get into your industry, what would it be?

Interview with Employee 2

Name

Job Title

What responsibilities do you have?

What qualifications did you need for your job?

Did you have to do any further training for the role?

How did you get the job? How did you apply and what was the application process?

What skills are needed for it?

What is the best part about your role?

What do you find most challenging?

If you were to give one piece of advice to someone looking to get into your industry, what would it be?

Summary of your work experience week

Final Task: Reflect on your overall experience:

What was your biggest success of the week?

What did you find most challenging?

What did you enjoy the most?

What skills did you practice this week?

What will you do as a result of your placement?

For example, you definitely want to work in this industry, work hard at school to get the qualifications you need, try to find a part time job etc.

Section 4 – review and feedback

Visit from a member of AHS staff

During your work experience week, a member of staff will visit you from school. They will be keen to meet you and your supervisor, in your work setting, to find out how it's going. The staff member will phone your employer to arrange a convenient time to visit.

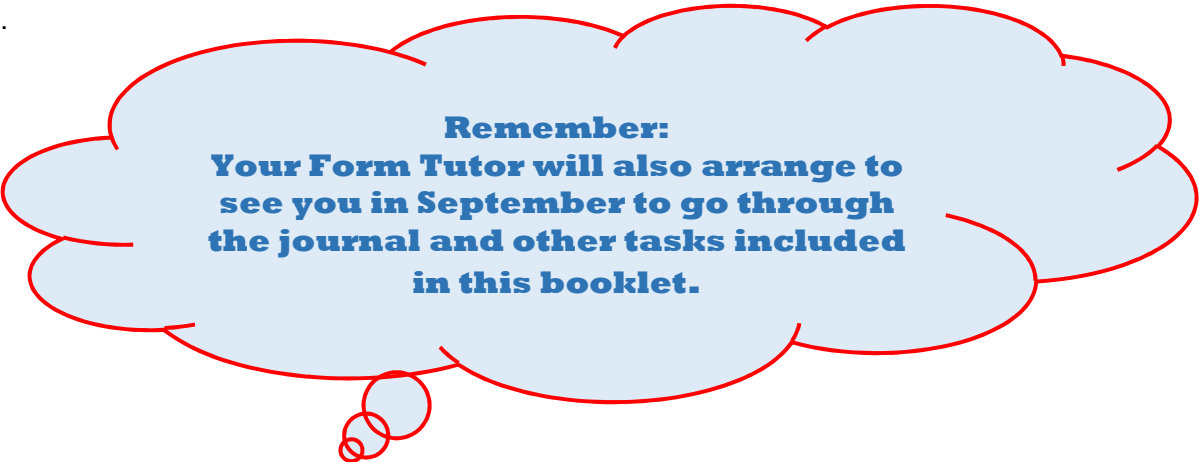
During this visit, they will complete a questionnaire with you to provide feedback on the placement and your experience.

Employer reference

Your employer/supervisor will be asked to provide a review of the placement, via Unifrog – so make sure you make a good impression! This is important for you and it will also ensure that we have opportunities for future students who will be looking for work experience.

Your own review

At the end of the placement, you will also receive an email (to your alf.education school account) to ask you to review how the placement went. Do please complete this form. We will look forward to reading about your experience



Remember:
Your Form Tutor will also arrange to see you in September to go through the journal and other tasks included in this booklet.

Your Form Tutor will use your review, and feedback from the employer, when they produce your reference to support applications to college and for apprenticeships.

Thanking the Employer

Congratulations on completing your work experience.

Now please write a letter or email to your employer to thank them for the opportunity they gave you. Here is an example of letter/email you could use as the basis for your letter.

*Tom Jones
14 Long Road
Aylsham
NR11 7AE*

*Mr James Smith
The Manager
Greenfield Animal Sanctuary
Little Snoring
Norfolk
NR14 8UY*

22nd July 2023

Dear James,

Work Experience 17 – 21 July 2023

I am writing to thank you, and all of the team at Greenfield, for offering me a work experience placement. Also for supporting me so well, whilst I was with you last week.

I am very grateful to you for providing me with this opportunity, and to all the staff who gave up their time to show me their job and give me tasks to work on.

I really enjoyed the week and found it very interesting. I learnt a great deal about what it's like to be in a workplace. It was very useful for finding out more about the important skills and qualities that are particularly needed for working with animals.

I really valued gaining an insight into the role of a veterinary nurse and this is something that I will definitely look into for the future, in terms of college courses and apprenticeships.

Please do let me know if there are any opportunities to volunteer or do some further work experience at the Centre at another time in the future. I would really enjoy coming back to Greenfield again, perhaps in the school holidays.

Thank you again.

Yours sincerely,

*Tom Jones
Tel: 07762 443212
Email: tjones@yahoo.co.uk*



Work Experience Contacts

www.aylshamhigh.com/workexperience

If you have any questions or concerns about work experience, please contact:

**Mrs Durand, Careers Adviser
and Work Experience Coordinator**
E-mail: edurand@aylshamhigh.norfolk.sch.uk
Tel 01263 733270 x 167
Mobile 07561 183877

Or Miss Wright
Careers Leader and Head of Business and Enterprise