



Taverham Sixth Form
One vision. Our passion. Your future.

YEAR 12 ASSEMBLY

Thursday 10th January 2023

WORK EXPERIENCE





Why?

WORK EXPERIENCE

Employers, Apprenticeship providers and Universities are all highly interested in students who have **experience**.

When a potential employer sifts through a mountain of applications, those who demonstrate practical work backgrounds and evidence of internship experience are prioritised.

By attaining first-hand exposure to work in the real world, you maximise your understanding of your chosen profession, showing employers that you're passionate about starting your career and that you exude a strong work ethic.



Why is work experience important?

- It allows you to get an insight into a job role or career that you may be interested in (or one that you didn't know you might be interested in!)
- You can get personal experience that will directly support a post-6th form application.
- You develop transferrable skills that employers and university admission tutors find valuable.
- It provides you with specific examples of experiences that can be discussed in a personal statement, job application or interview.
- It develops your confidence and self-esteem.
- It shows you are proactive and embrace the opportunities available to you (irrespective of whether you get paid or not).



Why is work experience important?

- It gives you the edge compared to other applicants for similar roles.
- There are dedicated sections for you to outline your 'work experience' on UCAS and apprenticeship application forms, as well as job applications. No-one should leave this blank!
- It is vital for highly competitive courses.

Examples being:

- Medicine
- Veterinary Science
- Dentistry



Who and When?

Work experience is compulsory for all **YEAR 12** in the Summer term.

- The dates are: **Monday 15th May to Friday 19th May 2023**. This follows Year 12 mock week.
- We hold it then to avoid clashes with other Sixth Forms.
- This is a long way off, but I am telling you to get ahead to beat the competition.
- If you do not organise work experience you **WILL BE IN SCHOOL** completing experience tasks.



What do you need to do?

- 1) Decide on a field you would be interested in experiencing for the week.
- 2) Research as many companies related to that field as possible.
- 3) Contact as many companies as possible, politely requesting work experience opportunities during the correct dates.
- 4) Once confirmed they can facilitate this, complete your placement form and hand in at the 6th form office.



TIPS

In the first instance, your best resource for finding work experience **ideas is online.**

Start your search by looking for **companies in your local area** that do the kind of work that you'd like to try.

Speak to **family & friends** to see if they could help.

A general **Google search** should give you enough information to get you started.

If you are struggling to find a placement it is recommend is speaking with your **school careers advisor Mrs Warwick.**

ASSEMBLY YEAR 12



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Where? Previous placements

In the last two years students have gone to:

- Abbey Transport
- Anglian Water
- Anglian Windows
- Anteros Art Foundation
- Ashleigh Primary School
- Attleborough Surgery
- Aviva
- Barclays
- Bowthorpe Surgery
- Break
- Brigstock Primary School
- Broadland District Council
- Castle & Costa
- Catch 22
- Central School of Dancing
- Chapel Green School
- Christine Goldspink Kennels
- Coastal Partnership Practices
- Countrywide Legal Indemnities
- Cre8 Futures Ltd
- Drayton Community Infant School
- Drayton Junior School
- East Bilney Coachworks
- East of England Ambulance Services
- Easton Gymnastics Club
- EPOSNow
- ERA Accountancy
- Falcon Junior School
- Finance Shop
- GC Mole
- Ghost Hill Infant & Nursery School
- Gilson Bailey Estate Agency
- Heritage Will Writers
- Heritage Window Company
- High Altitude Trampoline Park
- IC Travel
- Kier
- KLM Engineering
- KonectBus
- Langley Prep School
- Largo Plant Services
- Leisure-net Solutions
- Lovewell Blake Chartered Accountants
- Maddermarket Theatre
- Nansa
- Nielsen Brandbank
- Norfolk & Norwich Hospital
- Norfolk Museums
- Norwich Accountancy Services
- Norwich City FC
- Open Youth Trust
- Orchidale Nursery
- Panks Engineers
- PetsAtHome
- Pottergate Motors
- Pro Box Norwich
- RDM Gregg screen printers
- RG Carter
- Right Angle Events
- Roarr! Dinosaur Adventure
- Rose Project: Magdalene Group
- Select Cakes
- Selesti
- Skyplane Worldchoice
- St Augustine's Catholic Primary School
- St Edmunds Society
- Stower Grange Hotel
- Taverham Junior School
- Taverham Veterinary Surgery
- The Gallery Haircutters
- Uniquely Magazine
- Virgin Money
- YM Group Ltd



ASSEMBLY YEAR 12

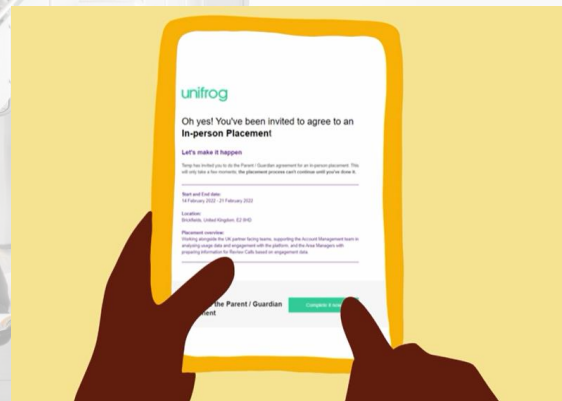


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What?

You will all get a letter. You need to complete these and hand in by the **DEADLINE of Monday 6th March 2023.**

We will be checking your progress after Christmas on this.



You need to complete the **unifrog** application using the work experience tool.

unifrog



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Head of Sixth Form Mr J Linnell

To: Year 12 Parents

5th January 2023

Dear parent / guardian,

Work Experience – Year 12 – Monday 15th May to Friday 19th May 2023

As part of the Sixth Form it is important students start to prepare for what they will do beyond full time education, whether this is immediately after Sixth Form or subsequent to Apprenticeships or University courses. As part of our wider remit to support students in this endeavour, we set aside one week of Sixth Form to gain this experience.

This year we have moved the placements to follow on from Year 12 Mock Examinations, to provide some respite from their studies and get students thinking of where their qualifications can lead them. All students in Year 12 are going to be on work experience from Monday 15th to Friday 19th May 2023. In this period there will be no classes – each day all students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) source their own placements and will need to advise the Sixth Form office of the company and contact details as soon as possible, and no later than Monday 6th March 2023. Please be aware that this is voluntary work which cannot be paid as it is part of your child's timetabled activity whilst in full time education. The careers guidance and sixth form team will do their best to find placements for any students who have been unable to find their own, but because we have limited resources, we expect to only be able to help a few students.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.



FAQs

1 - What if the company can't offer me a placement during that week but they can another time?

Try to arrange this work experience during a school holiday or speak to Miss Green if it needs to be during term time.

You will need to find another opportunity for the week in June, but the more work experience you have, the better.

2 – Can I work with a family member or family friend?

Yes, although don't pick this as the 'easy option', find something that will be useful for your future.



FAQs

3 – Why can't I just work a week of shifts for my part time job?

Because it is illegal for those in full-time education to work full-time hours in paid employment.

This is not broadening your current experience.

You can get experience in jobs that are at a higher skill level than you can be employed for as an under 18.

4 - What if I don't find a placement at all?

You will be registered in school and be expected to complete our virtual work experience booklet.



To get the most out of your experience, follow these top tips...

1. Be **proactive** at finding a placement that will be meaningful for your career goals.
2. **Think laterally**. It's unlikely you will be able to get work experience with a surgeon, but you may have more success with a GP surgery or a care home. What are the transferrable skills linked to your ideal career?
3. **Apply to as many places as possible**, it often takes more than one application to get success.



Work Experience 2023

What to do next...

- Discuss with parents
- Talk to your tutor or friends for ideas
- Get researching
- Contact employers – **Do not just e-mail – the personal touch always works.**
- Consider what you want to do after Sixth Form
- If you do not know then choose something worthwhile that you would enjoy
- Talk to friends
- Complete Unifrog tool form
- Upload onto Unifrog for Mrs Higson to approve
- **ENJOY A WEEK AWAY FROM SCHOOL FOLLOWING YOUR MOCK EXAMS**



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