



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

YEAR 12 ASSEMBLY

Wednesday 10th January 2024

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 13th May to Friday 17th May 2024**. 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



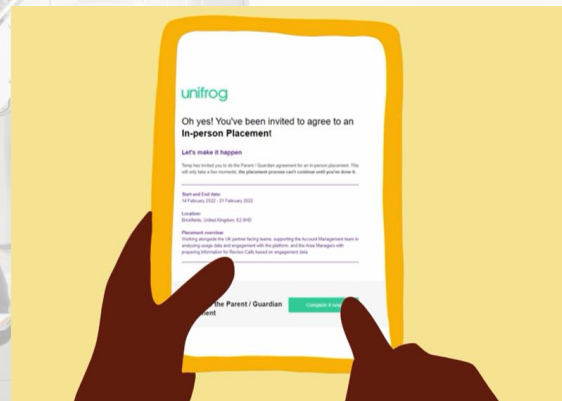
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What?

You will all get a letter. You need to complete these and hand in by the **DEADLINE of Monday 4th March 2024.**

We will be checking your progress from Christmas on this.

unifrog



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

unifrog



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January 2024

Dear Student

Work Experience – Year 12 – Monday 13 May to Friday 17 May 2023

As part of the sixth form it is important that you start to prepare for what you 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 you in this endeavour we set aside one week of sixth form to gain this experience. Placements will follow on from the Year 12 mock examinations to provide some respite from your studies and for you to start considering where your qualifications can lead you.

All students in Year 12 will therefore be undertaking work experience from Monday 13 May to Friday 17 May 2024. During this week there will be no classes – each day you will be at the workplace of your host employer. You will be given a work experience logbook to complete throughout the week, which will feed into subsequent references given during Year 13 for university, apprenticeship and employment references.

Work experience gives you the chance to learn about what type of job you might enjoy as well as developing your CV. We know it can be one of the most transformational experiences young people have during their education.

You source your own placement (with the support of your family), advising the sixth form office of the company and contact details as soon as possible, no later than **Monday 4 March 2024**. Please be aware that this is voluntary work which cannot be paid as it is part of your timetabled activity whilst in full time education. The careers guidance officer and sixth form team will do their best to find placements for any students who have been unable to find their own but, as we have limited resources, we expect only to be able to help a few students. Please see the list below of companies who have previously hosted work experience placements for THS 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 securing agreement from parents/carers for the placement to go ahead.

Some important logistics

- You need to agree the placement with the employer **first**. You then add the placement details to your Unifrog account (using the Placements tool on your Unifrog homepage). The school placement coordinator is Mrs Higson.
- The Unifrog system will then in order email the employer, your parent/carer and the school to collect the necessary information and permissions. For the process to work, it is **essential** that you **add the initial information about the placement accurately**.

continued...



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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 2024

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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