

# ANGMERING SIXTH FORM

ASPIRE AND ACHIEVE AT ANGMERING

## Work Experience Guide

2021-22



**Relevant  
Learning**



**Work  
Experience**



**Career  
Readiness**

## Introduction

Recent guidance from the Department of Education has highlighted the enormous benefits of work experience for college students as they begin preparation for progression into employment or higher education. It is a recommendation of the Department of Education that all students gain 'an experience of the workplace' during Year 12, and as part of your programme of study at Angmering Sixth Form, we have allocated **18th-21st July 2022** for you to undertake this.

In a few cases you may wish to do your work experience at another time during Year 12, for example a regular weekly placement that fits around your timetabled commitments, or during a half term break. A placement over a longer period is particularly useful for students intending to apply to university for Primary Teaching or medical/healthcare related courses which require evidence of substantial work experience.

In order to gain the most from your work experience the placement should ideally be meaningful and relevant to the qualifications you are taking and your future aspirations, although all experience of the workplace is useful.

### Work Experience will help you:

- *Make informed choices about your future*
- *Gain an understanding of the skills and qualities that employers value*
- *Become aware of the responsibilities and expectations on employers and employees in the workplace*
- *Strengthen your application to University or employment*
- *Potentially could lead to part-time paid work while at college*

### How will it work?

Be prepared to source your own placement, and to make direct contact with employers. We have a small number of contacts with local employers in the 6th Form, these are listed on the Google Classroom '**Work Experience Opportunities**' which includes full details of how to apply and who to contact.

Some considerations for finding your own placement:

- **Ask family and friends.** Parents/carers, neighbours and extended family are a good place to start, they may work somewhere that would be willing to take a student, or know someone else who could offer one.

- **Direct approach** If you know what type of career you are interested in then start with any companies or organisations that you could approach directly. We have included a template for a letter of introduction, and you may want to include your CV.
- **Think in terms of transferable skills.** It is not always possible to gain work experience in particular settings e.g. due to safety issues, age restrictions, confidentiality or levels of expertise required. However if you consider the kind of qualities that you need to do that job, you will be able to find other settings where you can develop those skills. For example, most employers are looking for people who work well with others, can communicate effectively and will be reliable. Try to think outside the box when you are looking for a placement with a particular career in mind. For example for policing or social work, you could consider volunteering at a homeless shelter or youth club, a nursery or care home, all of which will provide lots of opportunities to develop your people skills.

## Next steps

- Meet with Pauline Carroll to talk through your ideas if you need any help, and complete the Work Experience Placement Form which needs to be signed by a parent/carer and returned to Pauline in the 6th form office. She will then contact the employer to check that the placement is suitable and safe, and send you a confirmation.
- When you have completed your work placement Pauline will send you a Google Form to record your experience. **Please also contact the employer to thank them for the opportunity as they have given up their time for you!**
- If you are unable to find a placement, please speak to Pauline and we will discuss next steps with you. One option may be to volunteer in the lower school where we can find opportunities in various capacities. You could also consider a virtual work experience such as with Springpod (<https://experience.springpod.co.uk/>), although we would prefer this to be done in addition to a face-to-face placement unless there are exceptional circumstances.

## Sample letter to employer

If you wish to contact companies directly you may like to use the following template. Employers often appreciate students showing initiative and enthusiasm, and writing directly may help your chances of gaining your ideal placement.

We strongly advise you to contact the company for a named contact before writing; normally this would be the HR Manager or person responsible for work placements. It is much better to address an individual if you can.

You may also want to attach a CV; you can create one on Unifrog or ask Pauline for advice.

	Your address
	Telephone number/mobile
	Email address
	Date
The Company's address	
Dear [contact name at the organisation]	
I am a student at The Angmering Sixth Form and I am writing to ask whether you would be able to provide me with a work experience placement between 18th-21st July 2021.	
I am studying [subjects] at college and believe that spending this time with your organisation will complement my studies and provide me with an invaluable insight and overview of a career which I am interested in pursuing.	
If you need any further details please contact me or call the Work Experience Co-ordinator, Pauline Carroll on 01903 778391, <a href="mailto:pcarroll@theangmeringschool.co.uk">pcarroll@theangmeringschool.co.uk</a> .	
I look forward to hearing from you,	
Yours sincerely,	
[Your signature]	
[Your name]	

*Please remember that guidance from the college is always available: speak to Pauline Carroll, Emily Hughes or Gavin Bowles if you have any concerns.*