

Experience tells us that employers want to recruit students who are “work-ready”. The best way to gain these vital employability skills is by gaining meaningful and rewarding experience in the work-place. It is an expectation for all students to engage in at least one week (or equivalent) of work experience (including volunteering) in Year 12.

10 REASONS WHY

- 1 **RULE IN/RULE OUT:**
This is your chance to see whether a particular career suits you. Is it everything you dreamed of or maybe it's not for you?
- 2 **INCREASE YOUR NETWORK:**
The contacts you make could be really useful if you are looking for a job later or if you need a reference.
- 3 **GAIN PRACTICAL EXPERIENCE** and develop vital workplace skills to excel and stand out in a competitive labour market. You will also develop transferable skills, such as communication and team working.
- 4 **To SHOW THAT YOU'RE PASSIONATE** about the career and want to know more.
- 5 Skills and experiences gained will be useful when writing your CV, UCAS, Apprenticeship or employment personal statement.
- 6 **UNDERSTAND YOUR STRENGTHS AND WEAKNESSES.** Work experience will help you discover the areas you need to work on.
- 7 **A FOOT IN THE DOOR.** If you impress the employer you may be asked back on a more formal arrangement such as an internship, or encouraged to apply when vacancies arise.
- 8 **BUILD CONFIDENCE** in interacting with adults in the work environment
- 9 **UNDERSTANDING HOW ORGANISATIONS WORK**
What are the do's and don'ts of the workplace?
- 10 A chance to **DISCUSS YOUR CAREER OPTIONS** with experienced professionals and find out how to progress in your preferred career.

WHO DOES WORK EXPERIENCE?

ALL STUDENTS ON A PURE A LEVEL PROGRAMME will participate in work experience week (Usually the second week in January) and during school holidays (Half terms) in the first year.

ALL BTEC STUDENTS are expected to undertake a minimum of 1-week work experience ideally in their 1st year during school holidays (Half Term).

ALL LEVEL 3 FOUNDATION YEAR STUDENTS will participate in 1-week work experience during school holidays (Half Term)

“During my work experience week at Chemical Hut, I was able to develop independent working skills. I have developed a key understanding of a workplace environment. Not only did I gain experience with customers, providing them with needed services, I was also in charge of managing the company’s social media as well as capturing stock images for additional advertising. This enabled me to focus on my photography and photoshop skills learned in college. Thus, I believe that this experience has allowed me to explore my photographic talents in a work setting, while also balancing key skills such as time management and responsibility.”

KATIE THORLEY

Currently studying: A Level English Language, English Literature & Photography

THE PROCESS

STEP 1: EXPLORE YOUR CAREER CHOICES

From September, start exploring career areas you would like to gain some experience in through actual or virtual work experience and volunteering.

This is the perfect opportunity to:

- Complete the Interests & Personality profile quiz in Unifrog
- Discuss your career ideas with your parents/guardian, Progress Coach, Carers Advisor and Work Experience Co-ordinator.

STEP 2: GET IN TOUCH

Once you have decided on what career path you are interested in, contact employers and organise a start date for you to commence work experience.

Use the Know-How Library in Unifrog for a guide to work experience.

Inform your Progress Coach and the Work Experience Co-ordinator who will ensure that all of the relevant paperwork is completed and recorded on CEDAR/Unifrog before you start.

STEP 3: ENJOY YOUR PLACEMENT!

Finally, attend your work placement. You will be given a work experience booklet which you will need to complete every day with your hours and a summary of what you have done. Once you have completed all your work experience you will need to enter a reflective evaluation of your experience in the booklet /CEDAR.

WHEN CAN YOU GO ON WORK EXPERIENCE?

During school holidays (Half terms, Easter Holidays and Summer Holidays)
Work experience week 10-14th January 2022.

NEED SOME SUPPORT? Linda Morgan Don-Pedro is the College’s Work Experience Co-ordinator. Linda can support & coach you through the process of finding a meaningful work experience placement and finalising all the necessary details. For further information, email; LMorganDon-Pedro@sfc.potteries.ac.uk or visit the Futures Zone (First Floor Bronze POD).