



Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

# Work Experience

## 2016-17



Write a CV/Covering Letter

Use the Job Sectors information on the Careerpivot website to research your career ideas:

<http://www.careerpilot.org.uk/jobs>

Use database: <http://ssp.learnaboutwork.net/> to help find a suitable placement. (Get lesson details from your form tutor)

If the placement you want **is not on the database** then complete the "Own Placement" form fully. Return this to the Sixth Form Reception

Contact employers to secure a placement - call / visit in person/send a letter & CV - find a placement prior to the Easter break

Complete Medical Consent/Placement Form - Return to Sixth Form Reception

Once you have secured a placement complete the form and return to Huish Sixth Form Reception Desk

Go on Work Experience - Dates: **Monday 17<sup>th</sup> – 21<sup>st</sup> July 2017**

## Help / Support

- Your form tutor / Mrs Hickman (admin)/Emma Higman (Careers Adviser)
- Careers Library - Books on CV's etc..
- Careers Advisor - unsure what you want to do next then book an appointment with Emma Higman, an Independent Careers Advisor via your tutor or come to Careers office in Huish Sixth on Tuesday lunchtime for a drop-in

## Covering Letter/CV

You may find it useful to write a CV and a covering letter which you can use to approach employers. Some employers may ask you to send this to them when you make contact. If not, then you will find this useful when applying for work in the future. This is a lifelong skill worth learning. Once you have produced a CV you can keep updating it as you gain more experience and qualifications.

Information on CV writing and covering letters is included on the following pages.

**Further help can be found on the National Careers Service website**

<https://nationalcareersservice.direct.gov.uk/advice/getajob/cvs/Pages/default.aspx>

## **National Careers Service**

We provide information, advice and guidance to help you make decisions on learning, training and work.

We are redesigning this service. If you had a Lifelong Learning Account you can still use your existing details to sign in. You'll be able to view your saved:

- CVs
- Skills health check reports
- action plans
- course searches

### Job profiles

Find out what a job involves and if it's right for you.

### Skills health check

Use our assessment to find out what kind of jobs could suit you and save your results.

## Covering Letters

A *Covering* letter should be sent with any CV or application. Its purpose is to introduce you and it should briefly explain why you think you are right for the job/placement.

A *speculative* letter is used to let employers know you are looking for work or work experience. Some employers keep speculative letters and CVs on file in case a placement opening arises. Always enclose a copy of your CV when sending a speculative letter. When contacting an employer by letter, try to find out to whom the letter should be addressed. A phone call to the company should establish this.

Remember that an employer's impression of your suitability for any vacancy will be based on your letter and CV. You are selling yourself, your skills and abilities. Well-written letters can draw attention to good points. Highlight key details about skills and experiences that are most relevant to the placement.

### Ideally the letter should include:

- Your address and telephone number
- The date the letter was written
- The employers name and address
- The placement for which you are applying
- Reasons for applying
- Mention of your interests. Be prepared to discuss these at interview
- Details of anything that is enclosed such as your CV
- The correct ending to your letter. If you have addressed the letter to a particular person, end the letter with "Yours sincerely". If using "Dear Sir/Madam" end with "Yours faithfully".
- Your signature

### Tips

- Ask someone to check your letter, to see if you have missed out any useful information.

## Example covering letter

My Address  
Anytown  
Somerset  
ZX8 9PE  
15<sup>th</sup> June 2012

Mr R Taylor  
Tailored to You  
London Road  
Anytown  
Somerset  
ZX9 9PT

Dear Mr Taylor

With reference to your advertisement for the post of Apprentice Retail Assistant in the Somerset County News on 14<sup>th</sup> June, please find enclosed a copy of my Curriculum Vitae in support of my application for the post.

I have just completed a Workskills programme at Anytown College of Further Education. On this course I undertook work placements within the retail industry. I am now looking for a position where I can use the skills I have gained. These include customer care and stock control. I would be keen to work towards gaining a NVQ 2 qualification in retail.

My hobbies are reading science fiction books and playing football.

I believe I possess the necessary skills and experience you require. I would welcome the opportunity to discuss my application with you in more detail

I look forward to hearing from you.

Yours sincerely

Kyle Jackman

**Your CV is your most important job-search tool and is often the first opportunity that you get to make a good impression on a potential employer.**

**Your CV should include:**

- **Personal Details:** Your name, address and contact details.
- **Education and qualifications:** The names of schools/colleges/universities you have attended and the dates that you attended them, plus any qualifications that you gained at them e.g. GCSEs, A Levels.
- **Work Experience:** Details of where you are working/ have worked previously and the dates in which you worked there along with short descriptions of your role. It is important to include all work experience as even work in a shop or restaurant involves gaining valuable skills such as teamwork and dealing with customers. Depending on how much work experience you have you can slightly tailor your CV depending on the job you are applying for by highlighting the most relevant work experience/skills.
- **Skills and qualities:** Examples of relevant technical skills to be contained in a CV include: Computing (e.g. word processing, spreadsheets-excel), a full clean driving license, any languages you can speak. Examples of relevant personal skills to put in your CV include: effective communication skills, organisational skills (timekeeping), team-working, problem solving skills etc. It is a good idea to try to back any personal skills up with examples.
- **Leisure interests/activities/achievements:** These are important in demonstrating other skills you have acquired (particularly if you have a limited amount of work experience which may be the case if you are just leaving school), they also give the employer an idea of what type of person you are based on what you like to do in your spare time. Examples of good interests to include in a CV are: Any interests relevant to the job you are applying for, evidence of responsibility or leadership (e.g. school prefect/captain of a sports team), any hobbies that involve interacting with others, any different hobbies that can make it easier for you to stand out from the crowd (e.g. scuba diving).
- **Referees:** It is normal to include the names and addresses of two referees at the bottom of your CV (it is polite to agree with them first). Ideally you should have one referee from your academic background (e.g. a school teacher) and one from a previous employer (e.g. someone from your work experience/part-time job.)

**Presentation of a CV can be just as important as content when creating your CV and although there is no set format for a CV some general rules should be followed:**

- Try to stick to one to two sides of A4 paper by being selective of the most relevant information and focusing on key facts.
- Be positive by putting high grades first and highlighting your strengths- remember that you are trying to sell yourself to an employer!
- Double check all of your spelling, punctuation and grammar for mistakes.
- Be concise and clear- separate sections of your CV with headings
- Make sure that your CV is up to date, honest and accurate.

## Example CV

Stephanie Simpson  
25 West Crescent  
Anywhere  
Somerset  
ZX5 1AA  
(00123) 111222

A hard working and highly motivated school leaver with a friendly and outgoing personality. Reliable and conscientious, able to work as part of a team and on own initiative, this has been demonstrated both through work experience at a local newsagents and a holiday job at a supermarket.

**Education:** 2007-2012 Preston School

**Examinations:**

GCSE SUBJECT	GRADE	DATE
Art & Design	A*	2012
English Language	B	2012
French	B	2012
History	B	2012
Maths	C	2012
Double Science	C/C	2012

**Work Experience:**

July 2011	Retail Assistant, Safehands Responsibilities: Customer care Handling cash Stock rotation
January – June 2010	Saturday Job, Safehands Checkout Operator
June 2009	School work Experience, Newshound Newsagents Responsibilities: Sorting deliveries, customer Service Designing Window displays

**Interests and hobbies**

Swimming for Anywhere Swimming Club, listening to music, reading horror books, assistant editor of the school magazine, patrol leader in the Scouts.

**References:**

Mr J Brown  
Headteacher  
Preston School  
Oak Road  
ZX9 3EF

Mrs B Smith  
Manager  
Safehands  
2 The Grove  
ZX8 3JJ



# Work Experience Database

- Use the database to help find a quality work placement
- <http://ssp.learnaboutwork.net/>
- Logon Details: \_\_\_\_\_
- Use the screenshots on the following pages to help guide you on how to use the database
- Unsure/need help then please see your form tutor or Mrs Higman
- Once you have found a placement on the database (or your own placement) **then please contact the employer ASAP to try and secure a placement.**
- Own placements - Logon on to the work experience database and fill out the **“Own Placement” form**. This must be filled out 100%. The more detail you give for the job description the better.
- Once you have secured a placement you must return the completed forms to Huish Sixth reception immediately.

## GO TO WEBSITE -

[HTTP://SSP.LEARNABOUTWORK.NET/](http://ssp.learnaboutwork.net/)



### Welcome

**Welcome to Veryan Webview.**

This site allows you to review work experience placements.

Select who you are from the list below to log in to the site:

- Member of school staff
- Student



# DATABASE - HOMEPAGE



## Student Log In

Enter your name and PIN, then click 'Login'.

N.B. You must enter your name and PIN *EXACTLY* as they have been given to you by your teacher.  
If the school name is incorrect, click on it to change it.

School **Huish Episcopi Academy**

Name

PIN

Login with details  
provided by form tutor



## ONCE LOGGED ON – CLICK ON SEARCH...



### Student Home

This system has been designed to help you look and apply for work, consider different ways of travelling to work and most of all experience work.

Travel arrangements must be agreed by your parent / carer before submitting your placement choices.

If an employer requests an interview, you must attend.

If you have any questions about Work Experience, please talk to your teachers.

## SEARCH BY TYPE OF WORK, TOWN, AREA CODE OR POSTCODE



### Search

Please select one of the options below, or enter the job number

OR search for all or part of an employer's name here:

OR search on employer's postcode here:

- |  |                                    |   |
|--|------------------------------------|---|
| Administration, Business and Office Work | Financial Services                 | Performing Arts   |
| Building and Construction                | Healthcare                         | Personal and Other Services including health and beauty |
| Catering and Hospitality                 | Languages, Information and Culture | Retail Sales and Customer Services                      |
| Computers and IT                         | Legal and Political Services       | Science, Mathematics and Statistics                     |
| Design, Arts and Crafts                  | Leisure, Sport and Tourism         | Security and Armed Forces                               |
| Education and Training                   | Manufacturing and Production       | Social Work and Counselling Services                    |
| Engineering                              | Marketing and Advertising          | Transport and Logistics                                 |
| Environment, Plants and Animals          | Media, Print and Publishing        | ALL   |

To restrict your search to a specific post code area, town or telephone code area, enter the details here and press submit before making your classification selection.

Postcode:  Town:  Telephone area code:

Remember you will have to make your own travel arrangements

## FIND A PLACEMENT THAT SUITS YOU...

14 South Somerset Partnership 19

You are logged in as **elsa ahrens** [Help](#) [Log Out](#)

[Home](#) [Work Experience Literature](#) [Search](#) [Own Placement](#) [My Placement Details](#)

### Job Description

[Return to job list](#) | [New search](#) | [Add to selections](#)

Employer	<b>Abacus Nursery TA2 7BA</b>		
Job Title	<b>Nursery/creche/playgroup asst</b>		
Job Number	3817		
Next HS Visit	15/07/2011		
Classification	Education and Training		
Activities Involved	When working in a nursery, playgroup or crèche students may be expected to work in the following areas: helping to prepare activities and materials, tidying rooms after use, working with staff to prepare work and help with lessons, assisting with reading, number work, storytelling, artwork and practical activities, inputting ideas for children's games and other activities as required. Students will be assisting staff with the social integration and interaction of the children may be expected to help supervise at break and lunch times.		
Other Information	An interest in children is essential. Must be mature enough.		
Health and Safety	This is a low risk environment designed for young children. Students are not allowed to be involved with personal care.		
Hours	Monday to Friday: 8.00 - 4.00 OR 10.00 - 5.45		
Clothing	School black trousers and any sweatshirt - no jeans.		
Interview	Yes, student to arrange		
Website			
Address	293 Cheddon Road TAUNTON TA2 7BA	Contact Position Tel. Email Supervisor	Ms Ruth West 01823 286661 www.343@aol.com Ms Ruth West
	<a href="#">Click for map</a>		

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Add to your selections (minimum of 2)

## OWN PLACEMENT? (NOT ON DATABASE)

14 South Somerset Partnership 19

You are logged in as **elsa ahrens** [Log Out](#)

[Home](#) [Work Experience Literature](#) [Search](#) [Own Placement](#) [My Placement Details](#)

### Own Placement Details

If you intend to arrange your own placement or if you have already done so, please enter as much information as you can in the fields below and press submit. You may need to make some selections from the database as well in case you cannot take up this job, please check with your teacher.

Dates of placement: 11/06/2012 - 22/06/2012

Name of new provider: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Company email: \_\_\_\_\_

Job title: \_\_\_\_\_

Brief job details: \_\_\_\_\_

Contact name agreeing to the placement: \_\_\_\_\_ (Title/Firstname/Lastname)

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

Person to contact if different: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

Insurance: Employer liability?  Public liability?

This form must be 100% filled out. Leave no gaps. Give as much information as possible.

FILL OUT THE FORM ON THE DATABASE



Use the **Careerpilot website** to help find out about occupational areas that interest you. This may help to generate some ideas for your work experience.

**Careerpilot**  
For 13 – 19 year olds

Start exploring your choices – NOW!

Jobs  
Choices  
Providers

To help YOU make decisions about YOUR future

[www.careerpilot.org.uk](http://www.careerpilot.org.uk)

The banner features the Careerpilot logo in blue and green, a photo of three young people, and a yellow call-to-action button. Below are three green boxes for 'Jobs', 'Choices', and 'Providers', and a dark blue speech bubble with white text. At the bottom is a large blue box with the website URL.

Year 10 or 11 students will find it useful to look at...

Job sectors

Providers

Choices at 16 or 18

The different pathways

The screenshot shows the Careerpilot website interface with a navigation bar (HOME, GET INFO, JOB SECTORS, FIND A PROVIDER, QUALIFICATIONS, STORES) and a main section titled 'PLAN YOUR STUDY & WORK'. It includes a 'What are my choices at?' section with age filters (16-, 16+, 18+), a 'I want to know about:' section with various educational and career options, and a footer with 'Find us on' and 'Get help' links.

Please return this completed form to Huish Sixth Reception ASAP

## Huish Episcopi Academy

Wincanton Road, Langport,

Somerset, UK, TA10 9SS

Telephone: 01458 250501

Fax: 01458 250262

E-mail: [office@huishepiscopi.somerset.sch.uk](mailto:office@huishepiscopi.somerset.sch.uk)

Principal: Mr Andrew Davis



### SOUTH SOMERSET PARTNERSHIP

#### **NOTIFICATION OF PLACEMENTS FOR APPROVAL - FOR PLACEMENTS NOT ON WEBVIEW**

**PLEASE ASK EMPLOYERS TO COMPLETE THE FORM BELOW AS FULLY AS POSSIBLE**

<b>Name of school</b>
<b>Name of student</b>
<b>Dates of placement</b>
<b>Full name of company providing placement</b>
<b>Type of business</b>
<b>Full address (including area and post code)</b>
<b>Tel No:</b> <b>Fax No:</b> <b>Mobile/ No:</b>
<b>e-mail:</b>
<b>Contact name and position</b>



What type of work will the pupil be doing?
Does the company have Employers Liability cover? *      Yes/No
Does the company have Public Liability cover? *      Yes/No
Name of person who made the initial contact with the company? E.g. parent, pupil, teacher

Signed for school	Position	Date

**\*The placement will not be approved without this cover**