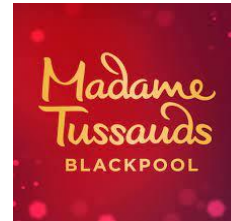


Work Experience- Imagine, believe, achieve!



- An amazing opportunity to experience the world of work! A whole week to go and work wherever you want!
- This will help you to develop the skills you need to move on and maybe get a taste of an industry that you'd like to work in later- we encourage self-placement and believe that sorting the placement is an important part of developing your skills- being brave, organised, making professional phone calls/emails and dealing with knock-backs along the way.
- Just some of the places our students went in July 2023:



Need more ideas?

- **Retail** local shops, chain stores, food or clothing stores, family shops, travel agents & neighbourhood shops.
- **Medical** In doctors, dentists, or other services such as health care, care homes, hospitals, or therapists such as physiotherapy.
- **Independent business** plumbers, hairdressers, digital marketing, electricians, builders, car mechanics, design services, architects, beauty services (nails, hair etc), fitness trainers and so on.
- **Child based services** In day nurseries, pre-schools, primary schools, special schools, with child minders or nannies
- **Leisure/Hospitality services:** hotels, restaurants, theatre, cinema, gyms, pools, fitness trainers, health clubs, Pleasure Beach, Sea Life, Blackpool Tower
- **Animal based services** pet stores, as dog walkers and groomers, at professional stables, at a vets, a farriers, etc
- **Large companies with a range of departments** Marketing, advertising, human resources, finance, banking, customer services, help desks, reception, merchandising, administration, project management, stock control, production and manufacturing etc.

Year 10 Work Experience 8th-12th July 2024



Family or friend contact

- Ask around- is anyone willing to have you with them for a week?
- Get them to fill in the form and get you a copy of their Employer's Liability Insurance
- Hand it in at school!

Contacting somewhere you want to go

- Write an email/letter or drop in
- If they say yes, get them to fill in the form and get you a copy of their Employer's Liability Insurance
- Hand it in at school!

School placements

- School will have about 30 placements to give to students who have been unable to self-place



- Dear (owner/managers name)
- I'm in year 10 at Hodgson Academy and looking for Work Experience from 8-12th July 2024- I was wondering if I could come and work at your business/shop/school?
- I'm really interested in gaining some experience of the workplace and would look forward to the opportunity of working in engineering/retail/hospitality/education.
- My contact details are (include school email/your phone number) and I look forward to hearing from you.
- Yours faithfully/sincerely,
- (write your name so it is legible not a scrawly signature)



Yours Faithfully

- Yours faithfully is used when writing to someone whom you do not know or have not met.

Yours Sincerely

- Yours sincerely is used when writing to someone whom you have met before or whom you have known or spoken to over phone or was introduced by some other person.

Self-placement form and copy of insurance

- ♦ Paper and electronic copies available
- ♦ Hand in to Mrs Broughton-Taylor in the library or your form tutor!

♦ **Deadline 21st March**

Work Experience for Year 10: 8-12th July 2024

As we get nearer to the start of WEX, a few reminders to help you get the most out of the experience;

PAUSE and CARE is for life, not just for school!

Punctuality- check you know what time you're expected on the first day, plan your route and practice it if it's new to you. Get your stuff ready the night before, get a good sleep and set your alarm.

Attendance- you are expected to attend Monday-Friday, in the unlikely event that you are unable to attend, you must inform your placement AND school.

Uniform- depending on your placement this will vary but you will need to dress appropriately for your role- if you're not sure, ask before you go and look at how other people are dressed in that setting.

Safe and sensible- some placements may have very specific Health and Safety rules in place- breaking these could see your placement terminated on the spot. It's really important to follow the rules for your workplace to keep yourself and others safe.

Effort- you may find you are extremely tired with all the new information and tasks but a good impression will turn into a great reference! Go in determined to try hard and give it your best shot!

CARE- Consideration and Respect for Everyone- this works both ways- you should be respectful of colleagues/customers/clients and they should treat you the same- if you have any concerns you should speak to the person who is your named contact in the workplace in the first instance. If you still have concerns, get in touch with school.