Bishop Ullathorne Catholic School

Work Experience

Year 12

Guidance Booklet

Introduction

Work experience is a vital part of your Sixth Form programme. Employability or work readiness is becoming more and more important to universities as well as employers. While qualifications remain essential, with very few exceptions, they are no longer the only consideration. This booklet will help you understand the relevance of work placements and how to secure a quality experience. You will also be able to read work experience reflections from former Bishop Ullathorne students at the back of this booklet.

Work Experience

During Year 12, it is your responsibility to organise a block of time in the working environment. It will certainly contribute positively to future career pathways.

Remember that work experience is an on-going process and as a potential degree student you will find internship opportunities can be applied for during term holidays or even a year's placement in industry.

Why is Work Experience so valuable?

- It will develop the key employability skills of problem solving, team work communication and time management
- It will give you time to talk and observe skilled and qualified people. You will be able to gain a better idea of what their job involves
- Provides a brilliant opportunity to network and find contacts
- It will form an integral part of your Personal Statement
- It can be included on your CV
- It show employers your transferable skills
- It will give you an insight of a particular industry / sector
- It will give you an appreciation of your own strengths and weaknesses
- It could lead to a job as a result

Finding a Placement

Sixth form students are expected to find their own work placement. Taking personal responsibility for securing the work experience and researching your further educational and career pathway is part of the process. Now it's the time for **action!**

Step 1: Research particular areas of interest

- Include contacts that you may have through family, friends or your part-time employment network.
- Set aside time to make phone calls and record outcome.
- Think outside of the box! Consider local events, for example, Coventry's preparation for City of Culture 2021 to investigate further opportunities.
- Some large Charities have internships for summer placements, investigate these, e.g. NCS

It is **important to decide** on a sector to focus your research. **A)** To ensure you gain relevant insight of the world of work which is key to success when applying for apprenticeships. **B)** To demonstrate evidence of your interest and developing skills for future vocational or academic study. The following might help with your research.

Business and Finance
Accountancy Firms (Deloitte, KPMG, PwC)
Insurance Firms (Aviva, Axa UK)
Hospitality Sector, Hotels, Leisure Centres
Banks, Building Societies (Barclays, HSBC, Lloyds, Santander)
Utility Companies (National Grid)
Retail Organisations
NHS
Any large organisations will have Marketing Departments, Human Resources, and Business Management

Care Work and Child Care
Hospice: Myton, Zoe's Place
Care Homes, Day Centres
Nursery, Pre-school and after school clubs
Play groups, Holiday Play groups, Crèche provision
Children Centres, Primary Schools, Youth Organisations, St John Ambulance

Construction
Manufacturing, Building Contractors, Civil Engineering Companies (Balfour Beatty, Wilmott Dixon, Barratts, Morgan Sindall)

Digital and ICT
BT, Playground Games, Codemasters, SEGA, Ubisoft Leamington, Tata Technologies, EPIC Games, Imagination IBM

Engineering and Manufacturing
Consider the different sectors: Design, Electrical, Chemical, Automotive, Civil Engineering and Structural. Large companies include: Jaguar Land Rover, Tata, HS2, Aston Martin, Alstom, AVL Powertrain, Silson, MIRA, Draxelmaier, Schneider Electric, Brose, Fanua, Meggitt. But there are many more smaller employers

Health Care Professionals
Hospitals, (NHS work experience programme, workexperi4ence@uhcw.nhs.uk)
GP doctor, start with speaking with your own GP
Nurse, Practice Nurse, Community Nurse, School Nurse, Midwife
Physiotherapist based in medical centres, hospitals or private clinics,
Occupational Therapist within the hospital
Dental Practitioners: Dentist, Dental technician, Hygienist
Pharmacist: based at medical centres, supermarkets or local pharmacy

Hospitality, Tourism and Culture
Restaurants, Hotels, Cafes, Contact a particular chef.
Ricoh Arena, Motor Museum, National Trust, Warwick Castle, Herbert Art Gallery, Nuneaton Museum

Law
Solicitors both local and regional
Crown Prosecution Service (CPS), Magistrate Courts, Crown Courts,
Legal Departments of Companies, Firms, and Educational Institutes, e.g. Warwick University
Financial Ombudsman

Retail
Tesco, Sainsburys, Morrisons, ASDA, Marks and Spencer, Next, John Lewis, Boots, New Look

Science
University Departments
Warwick Science Park
Engineering Companies: Research Laboratories
Large Companies, e.g. Severn Trent
Hospitals: Laboratories
Research and Development Departments of Engineering Companies

Sport
Professional Clubs, e.g. Wasps, Coventry City, County Cricket at Edgbaston, Golf Clubs, Leisure Centres Gyms, and Hotel sports facilities, Sports Journalism

Teaching:
Important to arrange placements with different catchment areas.
Primary /Secondary school placements
Children Centres
Youth Clubs
Youth Groups

Transport and Logistics
Birmingham Airport, Virgin Trains, National Express, DHL, Royal Mail Group, PGS Global Logistics

Veterinary and Animal Care
Veterinary Practice, Wild Life Centres (Brandon Marsh SSSI R Nature Reserve , Coombe Abbey Country Park, Charlecote Park, Hatton Country World)

Low Carbon Industry in Coventry and Warwickshire
JLR (Whitley and Gaydon)
NAIC at University of Warwick
Geely, London Electric Vehicle Company

Step 2: Securing a named contact

Once you have considered the sector you are interested in:

- From your research, make a list of local and regional employers, with telephone numbers. (see Appendix A)
- Set aside time to make phone calls and record outcome. Remember to draft out your conversation, requesting the **named** person to contact for making the enquiry.

Step 3: Email Request

Having acquired the contact name, draft out your email to request a placement. (see Appendix B)

This should include why you would like to be considered, evidence of your interest in the area and your suitability, as well as the dates of the designated work experience. Remember, you might need to be flexible and be prepared to use your own time in the summer break.

Ask your tutor to check your email for correct grammatical use. Your email must not revert to “text speak.” And ensure your email address is appropriate to use in a professional environment.

Step 4: Respond to emails

Respond to any emails you receive, even if they are unable to offer you a place. A polite thankyou to the person considering your request is always a courtesy that could help you in the future.

If you invited for an interview to discuss the placement, ensure you confirm your attendance. Prepare for the interview by recapping on the CV / Interview workshop session and the Barclay’s Star interview technique.

Remember again that first impressions are important, therefore arrive on time in business dress. Take your CV, school contact details and the Work Experience Form, with you.

Step 5: Confirm placement with Sixth Form Team

Return Work Experience Form with placement details to the Sixth Form Team.

Pick up the Work Experience Log / Note book. This will enable you to record and reflect on the skills you have observed and developed for yourself. Most importantly it will give you the opportunity to analyse what you have learnt from the placement and consider how it has influenced your future aspirations.

Appendix A

Work Experience Action Plan

Name:	**Tutor Group**:

Company	Tel No.	Email Address	Outcome of call

Telephone call objective: to ask for named contact email address details

Prepare a conversation

Good morning/afternoon, my name is _____ and I would like to make contact with the person who deals with work experience placement enquiries. Do you have an email address for the person who might be able to help (have a pen to write all the details down).

Always thank the person you speak to for their help. If they ask you to phone back, ask for a convenient time to do so.

Appendix B

Prepare a draft email and ask your form tutor to check it before sending

Checked by Tutor:	Date:

Law Experience

"My work experience at Purcell Parker Criminal Law Solicitors in Birmingham, gave me an insight into the challenges and rewards of being a criminal barrister or solicitor. I was able to sit behind the barrister in the Queen Elizabeth Crown Courts and a solicitor in Birmingham Magistrates Courts during the trials and hearings. It was really helpful to give me an understanding of the differences between the two. Before a hearing I listened to the discussions between the legal professional and their client. I observed how to structure such an interview and give advice objectively. I became very aware of the financial barriers of Legal Aid. I shadowed Barrister Joseph Keating who praised my understanding of complex areas."

Geographical Experience

"A work placement at a leisure centre, funded by a charitable trust, in one of the most deprived areas of Coventry was a rewarding experience. Its wide range of recreational, educational and social activities is making a difference to the well-being of others. It made me very empathetic to the circumstances that families endure. I was able to improve my interpersonal skills and gain insight from witnessing community projects first-hand. These skills will aid me as a geographer because I feel it is important to see the world through the perspective of others."

Historical Experience

"During my work placement at the University of Warwick's Modern Records Centre, I gained experience of working in the field of history. I was able to catalogue, digitize and retrieve documents as well as come into contact with primary materials. I was highly interested in a collection of original photographs used to convict war criminals in the Vietnam War. (A period of history I was studying for my A Level History.) This also gave me access to sources I had not used before. Working alongside post graduates and academic staff cemented my determination to pursue degree study."

Engineering Experience

"Work experience at M&S Precision M&S Ltd enabled me to observe the skills of precision engineers who provide a wide range of engineering services to customers. They specialise in cast iron machining, jig design and manufacture, vertical and horizontal CNC machining. I was introduced to the process of programming and operating heavy duty machines. I could relate the programming to mathematics as the machines worked in the X, Y and Z planes and I could see how equations were used to form certain curved shapes. I also learnt about why certain materials are used, such as carbide drill bits which are a stronger material than the metal being worked on. This ensured the drill bit did not break and it gave a clean cut. I used very specific tools to check that my work fitted the customer's requirement and I realised the importance of accuracy. I enjoyed using my initiative helping the team of engineers and their feedback encouraged me in my engineering ambition."

Medical Experience

"Biology studies motivated me to secure a placement on a Cardiology Ward. This gave me the opportunity to shadow Consultants and view their interactions with patients; their confidence and empathy created a positive atmosphere and reassurance. I observed how critical thinking is necessary when dealing with difficult cases, such as aortic dissection, where the patient had to be monitored to ensure she did not sit up beyond 15 degrees. I witnessed the Consultant teaching a Junior Doctor about the severity of this condition using the patient's angiogram, which made me reflect on the importance of a doctor's continued professional development. It was clear that a doctor's daily life is very demanding; an issue explored further when I led my school's Medical Society debate on whether Junior Doctors should strike. I was intrigued by the technological aspects of Cardiology as one of the Consultants explained the various surgical procedures, like inserting a pacemaker. The uncertainty of work on the ward included the constant possibility of a cardiac arrest, a scenario covered on my St John Ambulance First Aid Course. After speaking with various medical professionals it became clear to me that the multidisciplinary nature of the NHS is reliant on teamwork and respect for others."

Film Experience

"I managed to secure a work experience with Halogen Entertainment who were making their fourth production, "Immune", which will be premiered at Coventry's Film Festival. Working closely with the production team I was able to gain first-hand insight of how feature films are made. I shadowed the director, who was key in bringing the film to life. This experience enabled me to develop my knowledge of the tasks that need to be addressed throughout the shooting process such as keeping to deadlines, and meeting the needs of the actors. I was able to offer help as a runner, dealing with props, lighting and applying make-up to the extras. I was also fortunate to be given time to read the script and see how it was transformed into a powerful story line."

Work Experience abroad

"Work experience in Segovia, Spain at the Commisiones Obreras (CCOO) gave me an awareness of Spanish Politics, Labour Unions and its workers. It helped me to see how little influence the unions have in shaping public relations and secular decisions. The placement reinforced my rich experience of the local culture through staying with my extended family who I had previously visited on holiday."

Teaching Experience

"Work experience at a community special school for pupils between the ages of 2 and 19, helped me to gain a deeper insight into how teachers inspire children. Observing how the reception teacher created a personalised learning environment for children with complex needs was very interesting. The TAs in the classroom had routines to enable the children to communicate using sign language and a communication book. On a daily basis progress checks were carried out which helped me to see how assessments were made on their physical, intellectual, emotional and social development. I learnt to lead registration, using songs and sign language. The ability to communicate using a non-verbal technique was important and it increased my own self confidence in the process."