

Ark Greenwich Free School

Let's talk about work experience.



changing education

WHY IS WORK EXPERIENCE IMPORTANT?

Develops crucial employability skills.

Universities look for evidence of work experience and work-based learning in your personal statement.

Provides examples for interviews, CV's, application forms and personal statements.

Helps you try out a particular career you may wish to pursue when you leave school.

Makes you stand out from the crowd.

Leads to references, part time/full time jobs and apprenticeships.



WHO COULD YOU WORK

WITH?

Hard Industries

Solicitors

Multiple local law firms in your area could allow you the opportunity to experience such a career first hand.

Engineering

If you are seeking a potential career in engineering. There could be plenty of local engineering companies near you.

Accounting & Finance

Some accountancy firms in your local area may allow you to obtain valuable experience in a growing industry.

Science & Medical Fields

Some pharmacies or health centres in your local area may allow you to obtain valuable experience in a growing industry.

Soft Industries

Restaurants & Cafes

Work experience in a café or restaurant can offer great experience if you have interest in the service sector.

Education

Your own school can also take you on for experience if you have an interest in the educational system.

Hair & Beauty

Even local hair salons are interested in taking on people for work experience. Which could even lead to a job afterwards.

Art & Design

There are many creative studios that would love to have young talent on board for work experience.



TIPS FOR FINDING A PLACEMENT

Use the internet to look for employers based nearby.

Use terms such as 'early careers' and 'work placement' in your searches.

Email/Write in.

Visit the employer face to face.

Speak to your family and family friends.

Remember!

A lot of well known companies already have their own internal application process for work experience.

Don't be put off by a lengthy application form.

The reason companies do this is because they are trying to prepare you for the real deal!



THE CONNECT APP

The app is designed to allow students to log, monitor and track their work experience journey from their mobile device.

If you have found your own placement with a family friend, a local business or through an application process, you can log your placement on the app for the Work Experience Coordinator to verify.

Example:

Emily Jones wants to complete her work experience at a Vets. She puts her industry interest as 'Animal Care' on the app and then sets out to find her own placement.

She contacts a few local vets and animal charities via email and phone until one employer at 'Ready Vet Go' accepts her request for her school's allocated WEX dates.

Emily types in the company details and contact information to the app, which then alerts the Work Experience Coordinator that Emily has found her own placement.

The Work Experience Coordinator will then contact that employer to receive confirmation that Emily's placement can go ahead.

WHAT IF...?

What if I do not have a smartphone?

If you do not have a smartphone you will be asked to complete a paper-based form that captures your placement information.

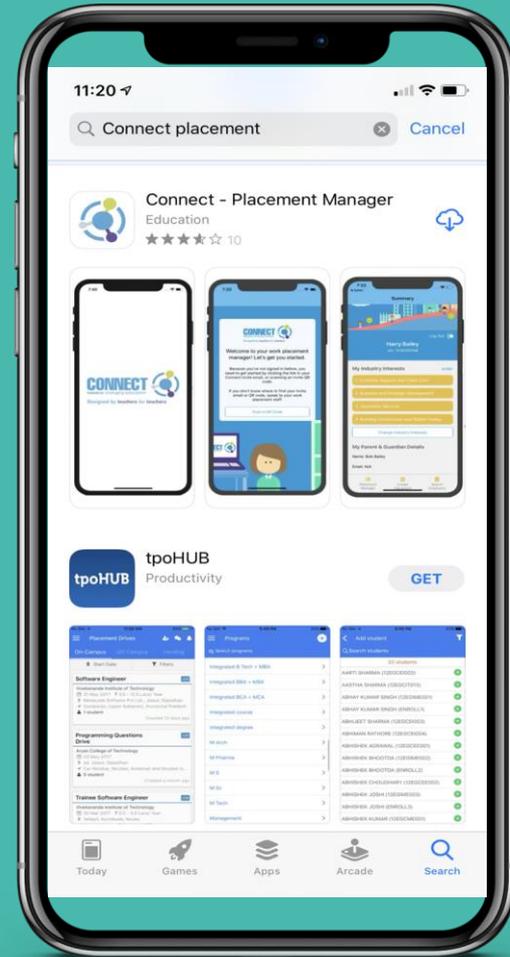
Alternatively you can access the app via an emulator while on a computer. App emulators can be found easily on Google and will allow you to access the app on a PC.

What if I do not find my own placement?

Changing Education are helping your school this year find placement opportunities with employers across a variety of industries.



Step 1: Downloading the App



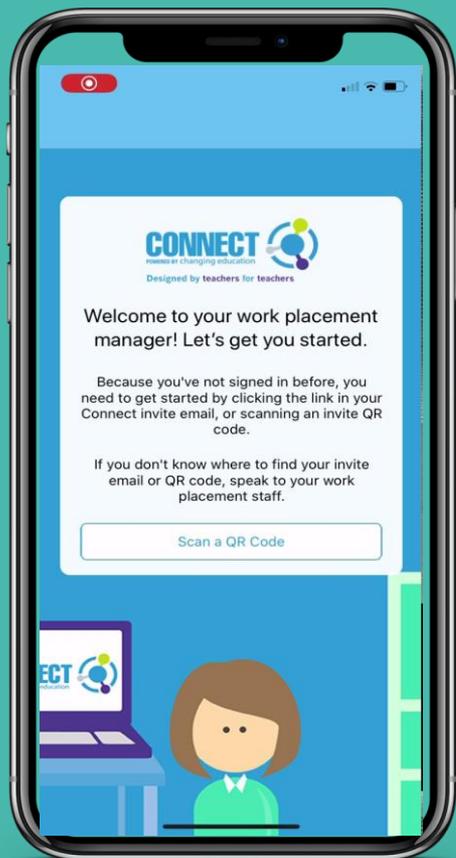
Available on the
App Store



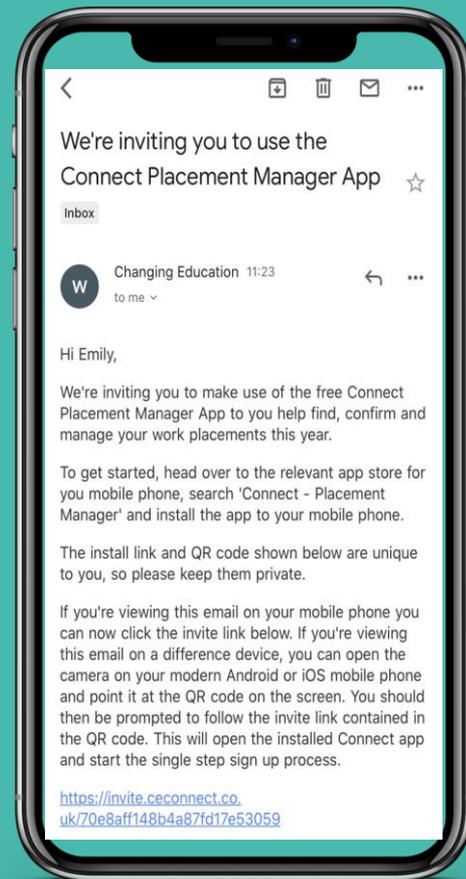
GET IT ON
Google Play



Method 1: Scan QR Code



Method 2: Click link on invite email



Step 2: Logging into the App



Step 3: Becoming Placement Ready

Submit Relevant Health Information

You will be prompted to enter any information relating to your health that may affect you while on placement. If you are unsure whether or not a health condition will affect you on placement, speak to your teacher.

This is about feeling safe on placement.



Complete Work Personality Questionnaire

This gives you the opportunity to reflect on yourself and your own work readiness. Be honest and think about your answers.

How do you feel about work experience?

Submit Industry Interests

It is up to you whether you chose industries that are closely linked to each other or whether you choose a variety of industries to broaden your horizons.

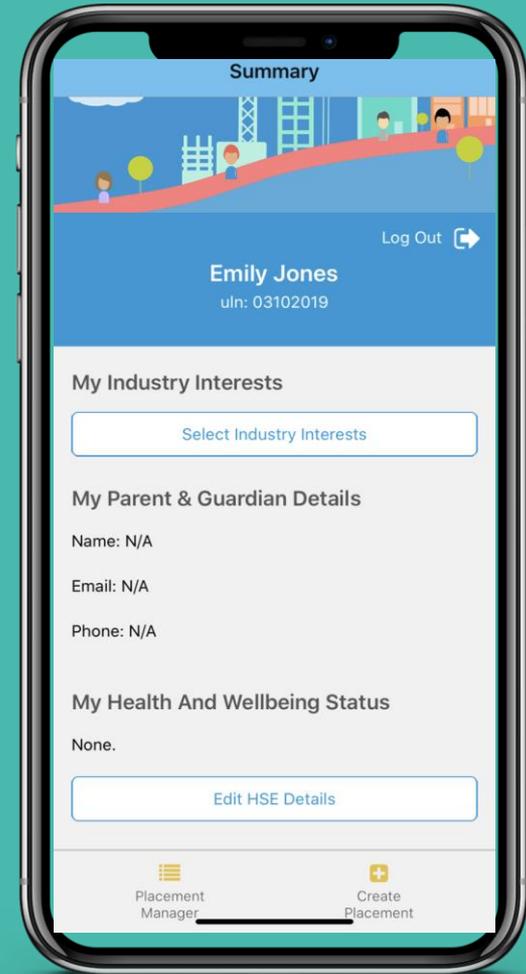
The world is your oyster!



Done. You're In!

Key things to know before creating your own placement:

1. The placement will be **verified by a member of staff**.
2. A member of **staff can deny your placement** if they think that it is **not suitable/inappropriate** or **if the employer has not confirmed** that you have approached them.
3. You can view the status of your placement by clicking on 'Placement Manager'.



IMPORTANT TO REMEMBER

- It is in your best interest to self-place and it is never too early to start making that initial contact with an employer.
- Any students who do not self-place by the deadline will have a placement provided to them by Changing Education that aligns with your chosen industry interests submitted via the app.

