

The background features a top-down view of various office supplies on a white surface, including pens, pencils, paper clips, and pushpins. A solid green vertical bar is on the left, and a solid green horizontal bar is at the bottom.

Year 10 Work Experience

13 - 21 July 2023



Benefits of Work Experience

- ❑ Experience the workplace and wider employability skills, working with a new diverse range of people, developing confidence, demonstrating good reliability and timekeeping
- ❑ To help students understand the relevance of school to future work and learning
- ❑ To help students make informed decisions about their future career
- ❑ Develop personal, social, employability and soft skills valued by employers.
- ❑ Gain future references & a great addition to your CV
- ❑ Competitive edge – Most employers view work experience as essential and would be more likely to hire a young person with work experience than one without





Tips for finding a successful placement:

- Make a list of ten places you would like to apply to
- Call, email or visit places of interest and ask if they have work experience opportunities
- Have your CV ready in case the employer requests one.
- Choose a placement you can physically get to
- Think about what type of environment do you want to work in? outdoors, retail, office

Finding a placement - next steps



Step 1

Do your research. Check the social media sites and websites of companies. They may have ways to volunteer or apply for work experience

Make a list of local companies

Speak to family members and friends who may have contacts

Step 2

Contact employers, either in person, by email or a phone call

Prepare a CV and covering letter in case employers ask for this

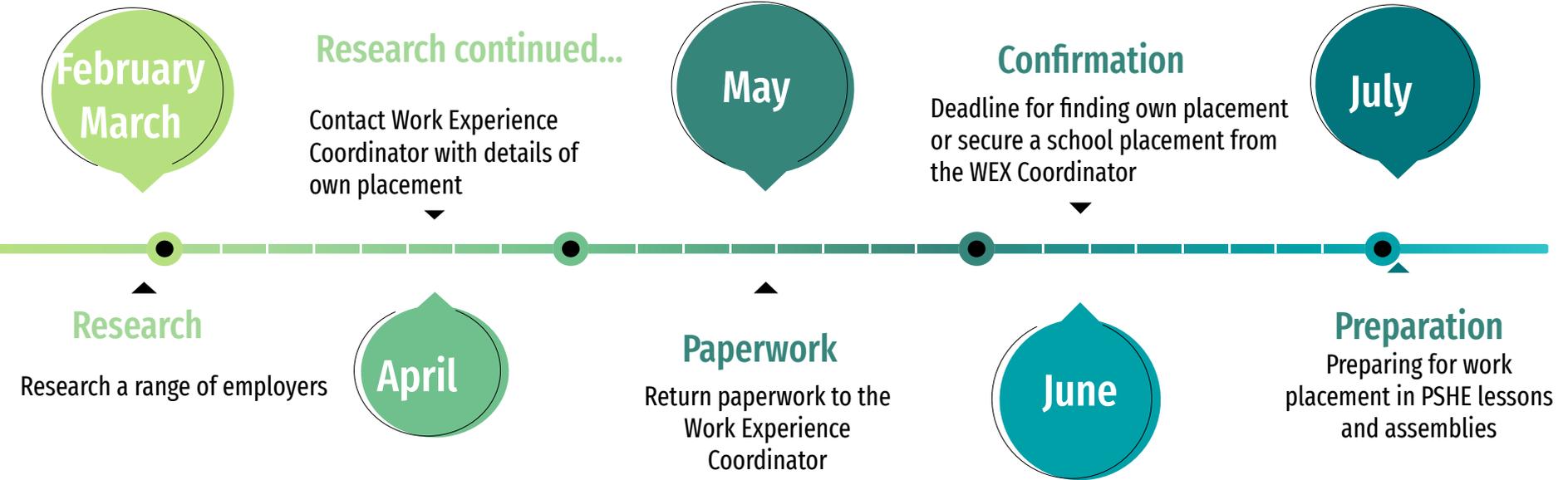
Step 3

Confirm your placement with the employer and school

Ensure all your paperwork has been completed and handed in to the school Work Experience Coordinator

Work Experience Timeline

13 July - 21 July 2023



Useful links

[National Careers Service](#)

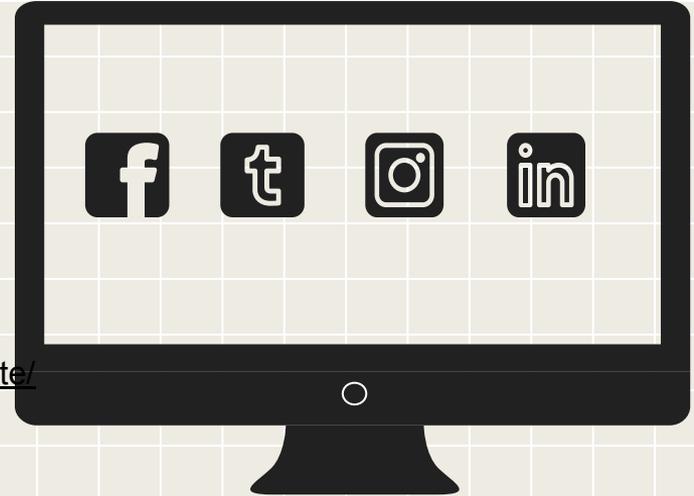
[Connexions Camden](#)

<https://www.yell.com/>

<https://www.prospects.ac.uk/>

<https://www.unifrog.org/>

- ❑ [General advice and template to contact employers](#)
<https://www.reed.co.uk/career-advice/work-experience-letter-template/>
- ❑ [CV template](#)
<https://www.reed.co.uk/career-advice/free-cv-template/>
- ❑ [Example CV layout](#)
- ❑ [Covering letter template to contact employers](#)
- ❑ [Employer information form](#)



Key staff contact details

- ❑ **Colette Kennedy** - Work Experience Coordinator
ckennedy@csg.school
- ❑ **Lucinda Beckles** - Assistant Work Experience Coordinator
lbeckles@csg.school
- ❑ **Deirdre Toman** - Assistant Headteacher Careers and Work Experience
dtoman@csg.school

