



Sixth Form

Work Experience Information

10th – 14th February 2020

Sixth Form Work Experience

You have been allocated the week of the **10th to 14th February 2020** to undertake high quality, valuable work experience. The school will help where possible, but ultimately it is down to you to organise your placement.

Why do you have to do work experience?

From October 2013, the Department of Education states that 16 -19 Study Programmes for students must include an opportunity for work experience and that it must be purposeful and planned. It should give young people the opportunity to develop vocational and employability skills in real working conditions. It should also contribute to students' overall development and offers the following benefits:

- Enriches a CV / evidence for future job applications
- Enhances a UCAS application & personal statement for higher education
- Builds confidence
- Increases communication skills
- Gives a greater understanding of the world of work in their desired area
- Helps build links for future employment opportunities
- Provides a referee from a reputable company
- Opens a student's eyes to new areas of employment they may not have previously considered.
- Develops their employability, vocational skills and personal effectiveness

THE EMPLOYERS' VIEW ON WORK EXPERIENCE

"Vattenfall is one of Europe's largest producers of electricity. Its main markets are Sweden, Germany, the Netherlands, Denmark and the UK. We have had an office in Hexham for the past 10 years. At Vattenfall, we know that the future of energy will be shaped by the bright minds of today. That's why we encourage QEHS students to undertake work experience with Vattenfall. We hope that those who do will be inspired to go on to develop the skills needed by the renewable energy industry – and to possibly become Vattenfall's workforce of the future."

Amanda Little, New Sites Manager, Vattenfall Wind Power Ltd

'It's an excellent way to allow a young person that might not have thought about a job with us to discover the industry. Many people think hospitality is all about long hours and shift work and they are put off from applying. But some people have a natural affinity to work in the industry and they can discover this in a couple of weeks.'

Jennifer Lee, HR Director, Jurys Inn

"Here at Northumberland National Park we're really keen to offer work experience opportunities. Work experience gives us the chance to share what National Parks are all about and promote our work with young people. We hope that work experience will motivate young people who are interested in working in our sector, and help them to identify their education and career route options with a view to working in our sector in the future. We really enjoy hosting work experience students, they get involved in doing real work alongside our staff and bring enthusiasm and a different perspective on our work into our organisation."

Dave Richardson, Volunteer & Apprenticeships Development Officer, Northumberland National Parks Authority

Finding and organising your placement

1. **Consider** the type of work placement you might benefit from. Whether you are using this as a way to try something out or find out more about the career you want to enter, it is important to “think before you act”. **Have a plan** – however basic it may seem!
2. **Where** do you look?
 - Personal contacts - family / friends / neighbours. You need to ask around – don't be shy!
 - Talk to school staff
 - Speak to Mrs Sunderland (our Careers Adviser who is available in the LRC on a Wednesday week 2 until Christmas) – she may be able to help you decide the jobs you would like to consider and provide some potential contacts
 - Yellow Pages (www.yell.com) / the internet. This has a search facility by area to home in on categories of employers. Be prepared to ring around too. If possible, get the name of the person in a company responsible for work experience so you can speak to him / her direct. Follow this up with a letter / e-mail.
3. **How** do you ask?
 - Contact prospective employers by **letter** or **email** initially unless you feel confident enough to telephone them. A sample letter / e-mail requesting work experience with a company is included in this pack and there is a link on the school sixth form website pages. You can 'cut and paste' this as a template for your own letter. Make it clear you are a sixth-form student. Post-16 work experience will often be treated differently to pre-16 work experience. Explain that you are an A level / Level 3 BTEC student, give details of the subjects that you are studying, the type of work that you are interested in (e.g. IT, marketing, administration, engineering, etc.) and your career interests / goals.
 - Be prepared to write many, many letters or e-mails! You are advised to make multiple requests for work experience as demand for placements can be often be heavy.
 - Send ‘chaser’ e-mails / letters – if you haven’t heard in a fortnight, then try again. If you are not successful, then move on to another employer. They may have received many applications for work experience already but you can’t afford to hang around waiting for something which might very well prove unsuccessful. **REMEMBER** - Be pro-active - it will be worth it!

Remember!

When writing or emailing to ask about placements **DON'T FORGET**:

- Presentation is very important – take time formatting your letter / email
- Double-check your spellings, especially things that don't show up on spell check e.g. names and addresses

Get someone to check your letter / email before you send it

What if the employer can't do 10th – 14th February 2020?

To allow you time to arrange your work experience the school has allocated the week of 10th to 14th February 2020. There is still a degree of flexibility in this – thus if this nominated week is not possible for the employer, then work experience may be completed at an alternative time with the prior permission of the Head of School.

Remember you can also do additional work experience during the summer holidays.

Sample letter / email to an employer requesting a work experience placement

One side of A4 max

Your name
Home address 1
Home address 2
Postcode
Email (sensible address)
Home Telephone no:

Contact name (HR Manager, Recruitment Manager or Manager)
Company Address line 1
Company Address line 2
Postcode

Dear Name or Sir/Madam,

I am currently a sixth-form student at Queen Elizabeth High School, Hexham, where I have been given the opportunity to complete some work experience from Monday 10th to Friday 14th February 2020. I am therefore hoping that you will be able to offer me a placement within your company / organisation and I offer the additional information to support my request.

The reason why I would like to complete my placement at (company name) is *(Explain why you have chosen to write to them e.g. I am interested in finding out more about..... or I would like to gain experience in.....)*

You can also use this section to show what you know about the company: At school I am studying.... Or my hobbies and interests are..... (Tell the company a bit about yourself; include any responsibilities that you have, both in and out of school)

I look forward to hearing back from you and please do not hesitate to get in touch if you require any further information.

Yours faithfully or Yours sincerely (if you know the persons name)

(sign here)

Type your full name here

Dear Parent / Carer,

Sixth Form Work Experience – Can You Help?

As well as encouraging / chivvying your son / daughter to seek work experience, we would also ask you to think about the following:

How can you help?

Through your personal contacts, do you know of any company / organisation which could be approached by our students for a work experience placement? If you do, please email curriculum@qehs.net with the contact details. Placements do not have to be in the immediate vicinity of the school - indeed, many students have to commute, some even arranging to live away for the week.

Remember - your son / daughter could benefit from such help offered by another parent.

The areas of work could cover the following:

Engineering	Financial
Business / Administration / Human Resources	Scientific and Technical
Retail	Caring / Medical
Education	Publishing
Theatre / Broadcasting	Art and Design
IT	Media
Law	Tourism / Hospitality
Sport / outdoor pursuits	Agriculture / Land Management

If you can offer a placement, the company must be covered by employers' liability insurance to at least the minimum levels required by legislation and public liability to a level commensurate with the employers' business activities.

There may of course be other jobs not included in the above broad areas of work but anything you can offer will be gratefully received by the school. Any information will be retained for use by QEHS students in the future also.

Thank you in advance for your assistance,

Katie Innes
Head of Careers

WORK EXPERIENCE – IMPORTANT INFORMATION

ONCE PLACEMENT IS AGREED	<ul style="list-style-type: none"> As soon as an employer offers you a placement please complete the Work Experience Placement Form which is included in this pack. If you need additional copies please collect from the Curriculum Office. You and the employer must complete the Work Experience Placement Form and return to the Curriculum Office, along with your payment of £18.00 (see below). This form enables us to carry out compulsory health and safety risk assessments, necessary before your placement can be authorised. Please don't hang on to the form – get it back to us as soon as you can! 	
REFERENCES	<p>Please provide the employer with these address details if they require a reference from school before they will offer you a placement</p>	<p>Curriculum Team QEHS Whetstone Bridge Road HEXHAM Northumberland NE46 3JB</p>

Health & Safety Risk Assessments

As part of our legal responsibilities and duty of care to our students QEHS have to ensure that your work placement is safe and adequately insured. We contract a third party to do this and respectfully request that you pay a contribution towards this. When returning your Work Experience Placement Form please also include a payment of **£18.00** by the following method:

- Cash or cheque** made payable to **QEHS** with student name written clearly on the back
- Directly through **School Gateway**:
If you haven't already done so, you will need to activate your School Gateway account using your email address and mobile number that the school holds on record for you:
Download the app: If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS it saves the school money when we send you a text message.
Visit the website: www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.
If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please call the school and we'll update your details on our system. You will need to use the School Gateway website to complete the initial set up for payments using your bank account number and sort code. After this set up, payments can be made on either the website or the app.

IMPORTANT!	<p>All completed Work Experience Placement Forms and payment to be returned to the Curriculum Office by....</p>	Friday 22nd November 2019
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Mrs Sunderland (Careers Adviser) is in school on a Wednesday, week 2, in the LRC.

If you would like support about arranging work experience or have no idea what type of placement to look for please go and see her.

To make an appointment please email ssunderland@gehs.net with your availability on Wednesdays

WORK EXPERIENCE placement opportunities available to students at QEHS (Year 12)

Every year our students undertake some varied and exciting work placements and we are often contacted by local employers willing to offer support. The following is a list of suggestions and details of specific opportunities where they exist. Under new GDPR regulations we are unable to print a list of previous placements and contact details but please see Mrs Sunderland for specific support and she will guide you to relevant employers where possible.

The following information relates to specific career areas and may be useful to students considering careers in these:

HEALTHCARE (including MEDICINE)

[Before applying to any health related course or job \(especially medicine, nursing and midwifery\) you must have gained some work experience. It can be difficult to arrange due to patient confidentiality and high demand but the following should help:](#)

Specific work experience opportunities:

For work experience **within hospitals** you must apply to the NHS organisation in your home area (postcode dependent). Use the relevant information here:

<https://hee.nhs.uk/hee-your-area/north-east/education-training/trust-work-experience>

This page is helpful but some of the information can be out of date! For specific opportunities also look at:

- If you live in Northumberland you need to contact **Northumbria Healthcare NHS Foundation Trust** – email your request to workexperience@northumbria.nhs.uk
- Northumberland Tyne & Wear Foundation Trust – clinical and non-clinical placements available (including **psychology and mental health** placements). Please complete form “*NTW NHS Foundation Trust – Application Form – Work Experience*” available the Curriculum Team (curriculum@gehs.net) and return to Kelly Anderson (Training) on email: Kelly.Anderson@ntw.nhs.uk
- Newcastle upon Tyne Hospitals NHS Foundation Trust – they do not offer traditional work experience but are organising “**Do you want to be a Doctor?**” and “**Do you want to be a Nurse?**” events in June / July 2020. They will issue application instructions in January / February 2020 (it will be competitive!). These will be advertised in school or you can email – Julie.Raine@nuth.nhs.uk
- County Durham & Darlington NHS Foundation Trust – details at [https://www.cddft.nhs.uk/working-for-us/work-experience-\(15-to-18-year-olds-in-full-time-education-or-training\).aspx](https://www.cddft.nhs.uk/working-for-us/work-experience-(15-to-18-year-olds-in-full-time-education-or-training).aspx)

For work experience within a **GP practice** look at:

<https://www.hee.nhs.uk/hee-your-area/north-east/education-training/doctors/recruitment/primary-care/medical-school-work-experience-general-practice>

This includes a list of GP practices prepared to offer work experience to students not in their area

It is recommended that you get additional work experience to demonstrate your interest and ability to work with and care for vulnerable adults and children. You may find some useful local contacts by searching:

http://www.carehome.co.uk/care_search_results.cfm/searchregion/North-East-England

WORKING WITH CHILDREN (including TEACHING)

Again to gain access to a teaching degree course and many childcare related courses you will be asked to demonstrate experience of the classroom and / or work with children. Most schools are very helpful about this so you need to contact the Head Teacher initially with a request. The following information should help you:

<http://www.northumberland.gov.uk/Education/Schools/Contact.aspx>

<https://www.newcastle.gov.uk/education-and-learning/find-a-school-or-academy>

<http://www.durham.gov.uk/schools>

<https://www.gateshead.gov.uk/article/2783/School-directory>

<https://northumberland.fsd.org.uk/kb5/northumberland/fsd/family.page?familychannel=1>

HERITAGE, CULTURE & LITERATURE – studying English, History, Classics. Ethics, RS or similar or looking at career options using these subjects / interests?

Tyne & Wear Museums

<https://twmuseums.org.uk/volunteers/school-work-experience>

National Trust

<https://www.nationaltrust.org.uk/features/work-experience>

English Heritage

<http://www.english-heritage.org.uk/support-us/volunteer/about-volunteering/>

Theatre Royal

Contact: Kim.hoffman@theatreroyal.co.uk

The Sage Gateshead

<http://www.sagegateshead.com/about-us/recruitment/other-opportunities-at-the-sage-gateshead/>

Seven Stories – The National Centre for Children’s Books

Offer work experience during holidays and weekends only

Contact: Jayne Nicholson, Operations Manager (**0300 3301095 ext 303/201**)

Jayne.nicholson@sevenstories.org.uk

The Lit and Phil – the largest independent library outside London housing over 160,000 books

23 Westgate Road, Newcastle upon Tyne, NE1 1SE

Contact: Kay Easson (Head Librarian) email: keasson@litandphil.org.uk (0191 2320192)

Cogito Books

5 St Mary’s Chare, Hexham, NE46 1NQ

Contact: Claire Grint (01434) 602555 - Happy to take students but looking for engaging interested students only. Please contact by telephone initially

Waterstones bookstores – contact each Store Manager directly

Hexham Courant – DON’T OFFER WORK EXPERIENCE

Beamish Museum – follow the instructions at <http://www.beamish.org.uk/get-involved/work-placement/>

ENVIRONMENT, TOURISM, ECOLOGY, ARCHAEOLOGY

Northumberland National Park

Apply in writing by emailing dave.richardson@nnpa.org.uk (put “work experience” in the subject line)

Northumberland County Council – they may have some relevant opportunities (libraries, tourist information, ask them about conservation work too)

<http://www.northumberland.gov.uk/Campaigns/Working-for-Northumberland-County-Council/Graduates-Work-Experience-and-Apprenticeships.aspx>

Newcastle University – School of History, Classics & Archaeology. Contact Dr Jane Webster (0191) 2087575 or email: jane.webster@ncl.ac.uk

BUSINESS, ICT and FINANCE

Virgin Money – offer one week of experience visiting all the departments within the company. This is an excellent way to see how a large business operates and get to sample all the business functions to see which you may find interesting. All applications are done through Speakers4Schools and you need to register and follow the instructions - <http://www.s4snextgen.org/> Lots of other companies on here too!

ENGINEERING & MANUFACTURING

Egger UK Ltd – Egger will offer placements in all their departments (not only engineering) so get in quick if you would like to look at Finance, HR, Marketing, IT, etc... Send your request initially to Philip Maloney (Recruitment Co-ordinator) email: philip.maloney@egger.com

Vattenfall Wind Power - Vattenfall is one of Europe’s largest producers of electricity. Its main markets are Sweden, Germany, the Netherlands, Denmark and the UK and they have had an office in Hexham for the past 10 years. They are offering a number of students the opportunity to work with them for the week to specifically look at the renewable energy industry and engineering / environmental roles. Great opportunity! Please email Amanda Little – email: Amanda.little@vattenfall.com

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