



Birmingham Ormiston Academy
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Year 10

Work Experience

Inside this booklet you will find:

- Guidance on seeking a placement.
- A template letter to employers.
- 'Create your own CV' Guidance.



Guidance Notes

Year 10 Work Experience

Where can I find a placement?

There are a number of employers who will be willing to offer you the opportunity to carry out a work experience placement within their organisation.

Remember to keep an open mind when seeking placements. The placement should be an opportunity to experience the world of work and to gain new skills; therefore, the placement does not have to be directly related to your pathway.

How can I find a placement?

Ask around! Remember to use links that you may already have. E.g. family, friends, and teachers.

Contact employers and research potential placements. You can use the letter template and CV pack to create your own documents to post or email to employers.

You will receive information on how to access the Work Experience Database. This can be used to research potential work experience providers.

See Miss.Rickard in Room 4-09 if the employer/organisation has asked for BOA to contact them.

What should I do if I am unable to secure a placement?

All students should take responsibility for seeking placements to develop your own skills. If you are struggling, remember to talk to people - your teachers and family may be able to help.

At BOA we may be able to provide you with the details of potential placement providers to contact. If this is required please visit Miss.Rickard, (Progression Officer) in room 4-09.

What should I do once I have been offered a work experience placement?

Once a placement opportunity is confirmed, you and your parents/carers will need to complete and return the work experience placement form to Miss.Rickard in room 4-09.

We will then arrange for health and safety checks to be carried out to ensure the placement is suitable.

The letter below is an example of what you could write to employers to express your interest in a work experience placement. You can change things to make it more relevant to you and add extra information.

Year 10 Work Experience
Letter Template

Your Name
School Address

Name of Company
Address of Company

Dear Sir/Madam **(or name of contact if known)**

In February 2018 all Year 10 students at Birmingham Ormiston Academy, where I am currently studying, have the opportunity to go on a one week work experience placement. I am writing to ask if you would consider letting me work in your **(company/organisation/school)** from Monday 26th February to Friday 2nd March 2018.

I am interested in a work experience placement with your **(company/organisation/school)** because...

(Include here: why you want to work there, and whether there is anything you would particularly like to learn new skills in. It might be useful to do some research about the company to support what you are saying)

At present I am studying for my GCSE's and a BTEC Level 2 Diploma in **(Pathway Subject)**.

(Include here: The subjects you are studying and enjoy. Include those which may help you on your Work Experience, such as your pathway subject, English, a foreign language etc.)

(You could also mention any extracurricular activities that that you do in your spare time which may help you on your work experience.)

I feel that I could learn a number of new skills through work experience with your **(company/organisation/school)**. I hope that you will be able to offer me this opportunity.

Please find my CV enclosed and I look forward to hearing from you.

Yours faithfully,

Signature
Name (in block capitals)



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CV Pack



What is a CV?

- Curriculum Vitae (CV) is a Latin phrase that means the story of your life.
- A CV should be an easy to read summary of your qualifications, skills, experience and achievements.



Why do I need one?

- Writing your CV gives you an opportunity to showcase your skills, most employers will request a copy of your CV in application for Jobs.
- You can send a copy of your CV with letters to work experience placements, voluntary work or employers to demonstrate your interest to them.

Are there different ways you can write a CV?

- Yes, there are many different ways you can structure your CV. This pack will give you an example of the traditional style CV.
- Other examples of CV formats can be found at www.nationalcareersservice.direct.gov.uk
- It is important to think about which style will show you in the best light. This may change over time as you gain more experience and it is always important to keep your CV up to date.

What should I include?

- **Contact Details**
(name, contact address/email address)
- A brief **personal profile** at the beginning which describes you and your personal skills and qualities.
- A section that outlines your **education and qualifications**
- A section that details any **employment or work experience** you have had.
- A section that describes your **skills and achievements**.
- Any further **interests**
- **References**

Create your own CV

Step 1

Your Personal Profile



1) Begin by mind mapping/listing your own skills and personal qualities. Some examples are provided below to help.



Hardworking

Good communicator

Ambitious

Confident

Creative

Enthusiastic

Punctual

Organised



2) Once you have identified your personal skills and qualities write these up into a few sentences about yourself focusing on the qualities that will be needed for the position your applying for.

Example:

I am a creative and computer literate young person with a varied portfolio and experience in illustrating a school magazine. I am enthusiastic and keen to learn new skills.



Create your own CV

Step 2

Your Education and Qualifications

- Write the name and location of your school, the dates you attended and the qualifications you got or are expecting to get. List this information with the most recent first.

Employment and Work Experience

- Give the names and addresses of the companies, the dates you worked for them and your job title.
- Describe or list the tasks involved and try to link them to the position you are applying for. Remember that skills and experiences are transferable between jobs. List this information with the most recent first.



Create your own CV

Step 3

Skill; and Achievements;

- Give brief details of your key skills and achievements. Remember to include any responsibilities you have held, awards you have received or any projects you have been involved in.

Interests;

- Give brief details of any interests or hobbies, especially those that demonstrate your dedication and ability to work well as part of a team. If you belong to any clubs, societies or organisations mention them here.

Here are some useful phrases to get you started:

I have achieved...

I have contributed
to...

I have a passion for...

I have a keen
interest in ...

Reference;

- Your first reference should be your Head of Year. Your second reference should be someone who knows you well enough to comment on your ability but is not a relative. E.g. a leader of any outside clubs, societies you are involved in or a previous work experience placement provider.
- You can either give the names and addresses of two people who have agreed to act as referees or write that references can be provided on request.

Harminder Bhamra

21 Larch Grove
Birmingham
B99 6BB
0121 111 2222
07000 111222
h.bhamra@provider.co.uk

I am reliable, hard-working and keen to learn new skills. I am also confident and outgoing and enjoy working with other people. I would like to find a job working with animals or caring for the environment.

Education and qualifications

Holly Lane School, Birmingham
September 2006 – June 2011

Subjects studied

GCSE English
GCSE Mathematics
GCSE Science
GCSE Business Studies
GCSE History
GCSE Art and Design
BTEC First Certificate in Performing Arts

Predicted Grades

B
C
C
A
B
C
Merit

Employment/Work experience**Animal Care Assistant
Birmingham Animal Shelter**

October 2010

I was responsible for feeding the animals, cleaning cages and walking the dogs. I also helped with office work, photocopying, dealing with post and answering phone calls from the public.

Skills and Achievements

I am confident using computers, including email and the Internet. My school attendance and punctuality records are excellent.

Interests

I have two rabbits and a dog that I enjoy looking after. I also enjoy using my computer at home for doing my homework and researching information on the Internet. I am a member of the school drama club and last year helped to organise the Christmas play.

Referees

Mrs K. Smith
Head of Year 10
Holly Lane School
Hollytown
Birmingham B99 2ZZ
Telephone: 0121 111 3333
Email: ksmith@hollylane.sch.uk

Trevor Macavity
Shelter Manager
Birmingham Animal Shelter
Canine Avenue
Birmingham B88 3BB
Telephone: 0121 222 5555
Email: trevorm@animalshelter.org.uk

Example CV Layout

Top Tips

Be positive

This is your chance to shine.

Be honest

Make sure that you can evidence everything you write, remember they could ask you about it at an interview.

Be professional

Make sure your email address and voicemail message are appropriate.

Be current

Make sure you update it as you gain experience and develop your skills. Don't forget to check your contact details are up to date.

Be presentable

- *Create in a Word document, check your spelling and grammar.*
- *Keep it brief (no more than two sides of A4)*
- *Have someone check it through with you.*