



W O R K
E X P E R I E N C E

24th – 28th March 2025



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Work Experience (WEX) - What You Need to Know!

What you need to know!

As part of your careers education here at Dormston you will be taking part in a one-week work experience programme. This will take place:

Monday 24th March 2025 – Friday 28th March 2025

Your work experience will contribute towards your work-related learning entitlement.

Planning ahead

You will need to think carefully about the type of work experience placement you would like, to ensure that you will be happy working there and the placement will 'interest you'. Think seriously about your decision, try and find a placement that will give you the experience you are looking for.

Sometimes it may not be possible for you to have your first choice of placement so be sure to have a 'back up' plan ready.

What's in it for me?

Work experience is a fantastic opportunity. It can help you choose a future career path or help you decide something is not for you. It can improve your skills; help you gain confidence, as well as expand your CV. The current job market is very competitive so any experience you have makes you more employable.

Responsibilities

It is YOUR responsibility to organise your work placement. It is also your responsibility to contact the company and secure your placement with them. You need to have arranged your placement and have returned the Work Experience Placement Offer form to Mrs. Evans no later than **Tuesday 5th November 2024**.

Support

You will receive support from Mrs. Evans, Dormston School's Careers Administrator. Mrs. Evans will process all the paperwork regarding your placement. It is important

that you communicate with Mrs. Evans and complete all paperwork in a timely manner. The **Careers Office** is located in **room D2**. Mrs. Evans is also available at both break & lunch times.

What paperwork?

Once you have found a placement and had it confirmed, you will need to arrange for your employer to complete the Work Experience Placement Offer form and return it to Mrs. Evans no later than **Tuesday 5th November 2024**.

Health & safety checks need to be carried out for **all** work experience placements to ensure that it is a safe environment and suitable for a school pupil. These checks take a long time so it is important to avoid any delays in completing and returning your paperwork.

How do I sort out a work experience placement?

- **Research** - Google local companies where you would like to work and contact employers. Search in areas you know you can travel to safely. This means deciding on how you are prepared to travel. The more flexible you are the more options you will have to find the right placement for you. If you are unsure about what is involved in certain jobs check out the videos on the **icould** website. Also, the **National Careers Service** website has lots of useful information and can also help you build a CV if you would like to include one in your applications.
- It is probably best to start off with a phone call to the company to find out the name of the person or department to address any letter or email enquiries to. However, you can contact companies by email, letter or telephone (see examples provided). You may have family or friends who work at a company that could offer you a placement. Don't be afraid to ask!
- Don't get discouraged - you will need to be persistent to be successful.
- Start now - the later you leave it, the harder it will be to secure a placement.
- Keep a record of all the emails and letters you send, and all the contacts and calls you make. This will help you keep track of who has replied to you and who you need to chase.



- You may find the placement you secure is not your ideal career, but you will still be gaining an invaluable work life experience and something to start off your CV. You will also be able to add this to your college applications in Year 11.

Deadlines

To get the best possible placement you have to start applying to companies **NOW!** Remember, it's not just you and your year group applying. Other schools in this area have the same Work Experience week as we do and will be competing for the same placements. The best and most popular placements will go first and often get booked 12 months in advance!

Included in this pack are examples and advice on how to make your applications. **Read all the information in the pack carefully and keep it safe. You will be using it throughout Year 10!** Your form tutor will be monitoring your progress.

If you are unable to find a placement (or if the placement is withdrawn for any reason), then you will be required to attend school where you will be completing a core subject and revision timetable.

With that said, good luck and we look forward to working with you!

Kind regards,

S. Froggatt

Miss S Froggatt

Careers Lead

V. Evans

Mrs V Evans

Careers Administrator



Important Parental Information

Year 9 Launch

The launch is timed to give your child the best opportunity to find quality work experience and to make the most of the summer break to make this possible. To avoid disappointment, if your child is interested in finding a placement with a popular employer (GP surgeries, theatres, vets etc.) they need to apply now, as some employers can be booked for work experience 12 months in advance. Please bear in mind competition for placements is high as we share our dates with other schools. Pupils may not be able to gain a placement in their preferred profession but any placement helps them gain valuable skills for the world of work and is beneficial to their CV.

Work Experience Offer Form

This is the form the employer needs to complete. This form tells us they officially agree to host the placement and is included in the pack your child has been given. Please ensure that the employer has listed their **Employers Liability Insurance** details as this is vital. Please note until this form is received by the school, the Health & Safety process is unable to commence. If the employer does not have Employers Liability Insurance or the Health and Safety checks are not completed in time, the placement cannot and will not go ahead. Your child will be expected to attend school as normal. An offer form with Employers Liability Insurance is still required by school if the placement is with close relatives (including parents/carers) and family friends.

Health and Safety Checks

These are undertaken for all placements and are completed by the Local Authority on our behalf. This can be a lengthy process so it is vital we adhere to their strict deadlines. Therefore, we request that all students have secured a placement and return the WEX placement offer form (completed by the employer) to school no later than **Tuesday 5th November 2024**. Health and Safety checks for placements within the Dudley borough are free of charge. Checks to take place in neighbouring boroughs may incur a charge payable by you, the Parent, via ParentPay. These charges are in place because the checks will be carried out by external agencies. Please see the below tables (*continued on the next page*) for charges. If a borough is not listed please contact Mrs. Evans to see if a H&S visit is possible and the charge this will incur.

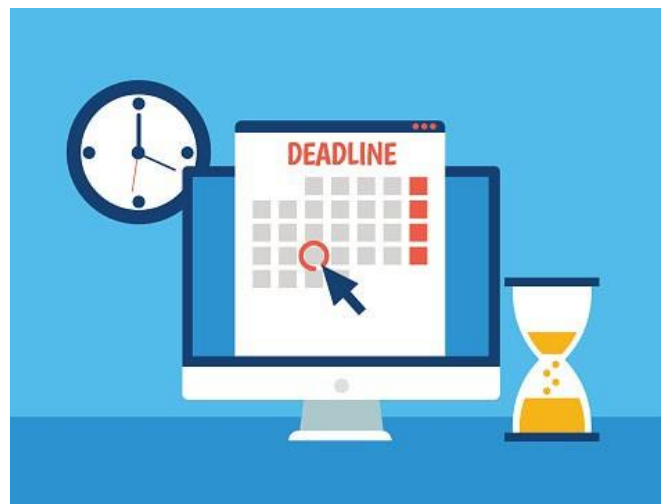
Borough	Cost
Birmingham/Solihull	£60
Coventry/Warwickshire	£75
Sandwell	£25
Shropshire	FREE

Borough	Cost
Staffordshire	FREE
Walsall	£35
Wolverhampton	FREE
Worcestershire	£30

Deadlines

The process from start to finish is very lengthy. Your help in ensuring your child adheres to the deadline dates for the return of the relevant paperwork is very much appreciated. The important ones to remember are:

- Work Experience Placement Offer Form: Return to **Mrs. Evans (D2 - Careers Office) by Tuesday 5th November 2024.**
- Work Experience Parental Consent Slip (sent to parents when Health & Safety checks have been completed): **Return to Mrs. Evans (D2 - Careers Office) ASAP.**





WEX Frequently Asked Questions

I don't know what to do or where to start?

Don't worry it's not as scary as you may think. Your pack is full of help and advice so keep it safe and use it. It contains the important form you need to give to your employer to complete once they have agreed to give you a placement. You will need to be proactive and take ownership about finding your own placement. This is YOUR work experience! If you need help see Mrs. Evans in the Careers Office (D2). Don't wait until the last minute, popular places (GP surgeries, theatres, vets etc.) get booked up months in advance. Make the most of the time you have in the summer holidays to secure your place.

What's in it for me?

You will get more out of this the more you put in. Some students have been offered a Saturday job during WEX, some have even been offered apprenticeships when they leave Year 11! You will learn if this is the career for you and what you need to work on in order to get there after Year 11. You may come to realise it is a career choice that is definitely not for you. If this is the case, you are still gaining important experience in the world of work and get an addition to your CV. The more quality work experience on your CV, the more employable you are. You will grow in confidence and probably surprise yourself with what you are capable of.

How do I find a placement?

Do some research, google local companies, make calls or pop in if you walk past. You are best off searching in areas you know you can get to. This means deciding on how and how far you are prepared to travel. The more flexible you are, the more options you will have to find the right placement for you. If you are unsure about what is involved in certain jobs check out the videos on <https://icould.com/>. Also, the National Careers Service website has lots of useful information and can help you build a CV if you would like to include one in your applications. Listed in this pack are useful websites full of hints and tips.

- You can contact companies by email, letter or telephone (see examples provided).

- You may have family or friends who work at a company that could offer you a placement. Don't be afraid to ask!
- Don't get discouraged - you will need to be persistent to be successful.
- Start now - the later you leave it the harder it will be to secure a placement.
- Keep a record of all the contacts you make. This will help you keep track of who has replied and who you need to chase.

How do I get there?

You need to make this one of the first things you think about. Will you walk, take the bus or be lucky enough to get someone to drive you? Remember you will be expected to arrive on time each day, so factor this into your choices. If you are using public transport, you will need to check your return journey is achievable every day. If someone is taking you and they work, does it fit in with their own journey?

What should I wear?

It would be a good idea to ask the employer about company dress codes. If the company does not have a dress code, dress smart casual or as appropriate if there is a chance of getting dirty. You will be expected to contact your employer **4 weeks** before your start date to discuss everything you need to know, ready for your first day. They won't think you are being a nuisance if you ask questions; they are more likely to be impressed that you are conscientious.

What hours do I have to work?

Each company's working hours are different so make sure you check the hours you are expected to work with your employer before you start. You must not work evenings (after 18:30pm) and weekends. You will be entitled to a lunch break. If you have difficulties with the times you are expected to work, start by explaining and talking to the employer.

What should I do if I am sick?

Please phone your employer first, as early as possible, then contact school as well.

Will I get paid?

Work experience is unpaid. You are gaining experience and the employer has to spend time showing you what to do.

What if I don't know what to do?

You will probably be doing lots of new things that you are unsure about but you will be given instructions by another member of staff. If you still don't understand, or think you are unable to carry out a task, don't worry about asking again. Your employer would rather you ask again and do a task safely and to the best of your ability. If you have finished a task, make someone aware and ask if there is anything else you can help with.

My friend is working less hours than me, that isn't fair!

Unfortunately, people work different hours. Judge your own experience from your point of view and try not to compare with other people. Most placements have advantages and disadvantages and they are certainly not all the same.

What happens next?

- Once you have a placement get the employer to complete the Work Experience Placement Offer Form in your pack and pass it to Mrs. Evans (D2 - Careers Office).
- Mrs. Evans starts the health and safety checks process. This takes a very long time and the placement cannot take place without it.
- Once the checks are complete, Mrs. Evans will send home a parental consent form for parents/guardians to sign. You must return the completed form to school.
- **4 weeks** before you start your placement you must contact the employer to make arrangements for your first day. They may ask you to attend a short meeting before you start to discuss this.
- Before you start your placement, you will receive a log book to record your experience. Take it with you every day and ask the employer to complete the report at the end of the week. This acts as a reference that you can use for future college, apprenticeship and job applications.

- While you are there school staff will call or visit your placement.
- Once you have finished your placement, write a letter thanking the employer for allowing you the opportunity to work with them. Bring your log book into school for your form tutor to review.

Remember...

Be professional. Turn up on time. Look the part – check on the dress code before you start, and if in doubt, go smart. Don't spend time on personal phone calls, messaging friends or social media. Don't take extended lunch breaks and make sure your behaviour is appropriate. You want to make an impression for the right reasons.

Be realistic. In an ideal world your placement would involve tasks that you love doing, however, work experience may well involve some routine tasks. Even routine tasks can develop skills such as attention to detail, communication, numeracy, organisation and team working. Prove yourself to be reliable and efficient, and more interesting opportunities may follow. Remember, it may not be practical for your employer to give you complex tasks.

Take everything in. You can learn from what you observe as well as from what you are invited to do. Take note of how your colleagues communicate with each other and with external contacts.

Build relationships. Be friendly, enthusiastic and receptive, but not pushy.

If you need to, ask. If you're unsure about what you're doing, it's much better to check than to guess. Colleagues prefer to take time to help you do things right, rather than have to pick up the pieces later.

Remember, it's a learning experience. However your work experience turns out, you can learn from it.





Useful Websites

<https://nationalcareers.service.gov.uk/>

Information and guidance (including CV building).

<https://icould.com/>

Videos of people talking about their career paths. Careers information and advice for both students and parents.

<https://barclayslifeskills.com/young-people/>

Information and advice to prepare you for the world of work.

<http://www.dgft.nhs.uk/work-with-us/work-experience/>

Apply for work experience placements within the NHS-Dudley Group.

<https://bwc.nhs.uk/workexperience>

Apply for work experience placements within the NHS-Birmingham Women's & Children's NHS Foundation Trust.

<https://www.midcounties.coop/our-communities/work-experience/>

Apply for work experience placements within all areas of Midcounties Co-op.

<https://www.westmidlands-pcc.gov.uk/careers/work-experience/>

Apply for work experience placements within the Police force.

<https://successatschool.org/advisedetails/506/Work-Experience-Ideas>

Tips on what to think about when choosing a placement

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

Browse different job roles and company profiles. This site is aimed at Post-16 careers but is a great start for WEX research.

<https://www.firstcareers.co.uk/>

Search through over 150 job profiles and discover career opportunities, inspiration and advice.



Appendix I: CV Template

William Shakespeare
1 Smith Drive, Sedgley, Dudley, West Midlands, DY3 9UZ
Mobile: 07123 456789
Email: w.shakespeare1564@gmail.com

Personal Statement

I am a highly motivated, hardworking person, currently studying for my GCSE examinations to be taken in May/June 2026. I am the perfect person to learn-on-the-job and would make an enthusiastic addition to your organisation. I enjoy working with others, and I am a good team player. In the future I would like to use the skills I learn during my employment to help me become a successful Electrician.

Key Skills

- Good communication skills, both written and verbal.
- Ability to use initiative and work well under pressure.
- Flexibility, whilst maintaining enthusiasm and commitment.
- Good attendance
- Ability to pay attention to instructions and make sure I complete them thoroughly, with as much detail as possible.
- Team player

Education

Dormston School, Sedgley

GCSE's (Final exams will be taken May/June 2025)	Predicted Grades
English Literature	5
English Language	5
Mathematics	5
Science (Double award)	5/5
Citizenship	6
Health & Social Care	L2D
History	6

Hobbies & Interests

I enjoy socialising, gaming and playing sports. I have previously played football as part of a Sunday league team and regularly attend dance classes. I also enjoy writing and I am looking at finding a book club to join. At school I like my science lessons, and hope to use the basics I have learnt to help me secure an Electrician Apprenticeship in the future.

References

Mr F Name (Head of House),
Dormston School,
Mill Bank,
Sedgley,
DY3 1SN.

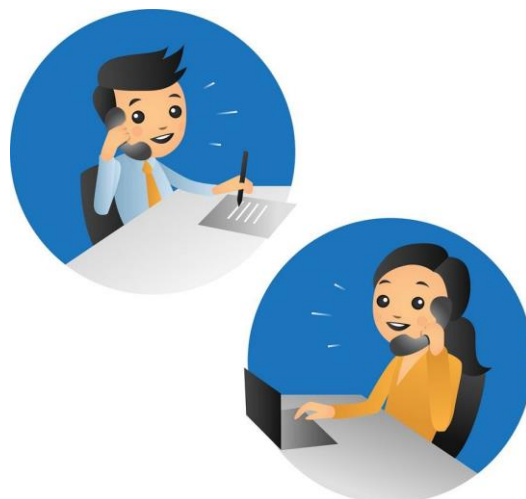
Appendix II

Making A Phone Call Enquiry

With a little careful planning a telephone call can be just as effective as a letter or email. Below are a few tips to help it go smoothly.

- **Stay Calm** - Making a call is not as bad as you may think as long as you plan ahead.
- **Plan** - Plan exactly what you are going to say, write it down if necessary. Also have a pen and paper handy during the call, as you will probably need to take down names, telephone numbers and/or email addresses from the person you are talking to.
- **Be Prepared** - You may not get to speak to the person you require right away, so be prepared to make more than one call. If they are not available ask when would be a convenient time for you to call back.
- **Practice** - Why not try role playing the call with a friend, family member or teacher beforehand. You may feel silly at first but this is the best way to gain confidence and plan what will work during the call.
- **Be Professional** - This is a professional call so be polite and use appropriate language and conversation. If you are unsure what may be appropriate ask someone who is used to making professional calls.

If you have any queries or need extra help or advice, come and find Mrs. Evans in D2. She will be more than happy to help you!



Appendix III: Placement Request – Letter Template

Your Information

Your Full Name
Your House Number and Road,
Town,
Full Postcode.
Your email address

Today's Date

Company Information

Full Name of Contact
Company Name,
Road,
Town,
Full Postcode.

Dear Sir/Madam/Name of contact,

RE: Work Experience Placement – Monday 24th March 2025 to Friday 28th March 2025

My name is YOUR NAME and I am a Year 10 student from The Dormston School in Sedgley, and currently studying for my GCSE's. I would like to enquire about a potential work experience placement with COMPANY NAME for the week beginning Monday 15th April 2024.

I would like to gain some practical work experience within CHOSEN FIELD OF WORK (E.G. ADMIN/TEACHING/MECHANICS) because... **Explain why you have picked this field of work. What do you like about it? Do you see yourself doing this work when you are older? What do you know about the company you are contacting?**

My interests and skills include... **Try to relate your interests and skills to the placement. Also mention skills you have learnt whilst taking part in awards you are working towards (e.g. DofE) and any clubs or organisations you may belong to such as Air cadets or sports clubs.**

At school I... **Mention any subjects you are good at and activities you are involved in, particularly where they relate to your placement.** In my spare time I... **Tell them about you! What do you like to do outside of school? Tell them about any awards you are working towards (e.g. DofE) and any clubs or organisations you may belong to such as art clubs or sports clubs.**

As an enthusiastic student with a keen interest in what your organisation does, I would be very grateful to be considered for an opportunity with COMPANY NAME.

Thank you for taking the time to consider my request and I look forward to hearing from you at your earliest convenience.

Yours sincerely, (if you know the name of the person you are writing to) **OR** Yours faithfully, (if you started with 'Dear Sir/Madam')

Your Signature

Your Full Name (Typed)

Appendix IV: Cancellation of Placement Request – Letter Template

Your Information

Your Full Name
Your House Number and Road,
Town,
Full Postcode.
Your email address

Today's Date

Company Information

Full Name of Contact
Company Name,
Road,
Town,
Full Postcode.

Dear Name of contact,

**RE: Cancellation of Work Experience Placement – Monday 24th March 2025 to Friday
28th March 2025.**

Thank you very much for offering me a Work Experience placement with COMPANY NAME. While it has not been an easy decision, I have chosen to accept a placement with another organisation, COMPANY NAME.

I am very grateful for the time you have taken in considering me for this opportunity and wish you and the COMPANY NAME team all the very best in your future endeavours.

Thank you again for your consideration.

Yours sincerely,

Your Signature

Your Full Name (Typed)