

KING EDWARD VI COLLEGE

STOURBRIDGE

— EST. 1552 —

Where ambitious
minds thrive.

Work Experience Workshop

January/February 2023

Introduction

- All students should try to have an **'experience of the work place'** by the time you leave college.
- Ideally, students should aim to have completed a work experience placement during year 12, either during February half term or Futures Week (w/c 13th May) – some exceptions apply i.e. medical placements, teaching placements etc
- **There is no set amount of time** that you need to have completed- it can be a short work shadowing placement or an ongoing (unpaid) position that lasts all year.
- Ideally the experience of a work place should be in **addition to your part-time job.**
- If necessary the **work experience can be virtual** if you're unable to gain 'in-person' experience.

Examples of work experiences

- Work shadowing placement
- Online interactive work experience – with employer interaction
- Voluntary work – where you are completing tasks / gaining skills of a work place and meeting with a number of employees
- Running your own business

How can you find in-person work experience?

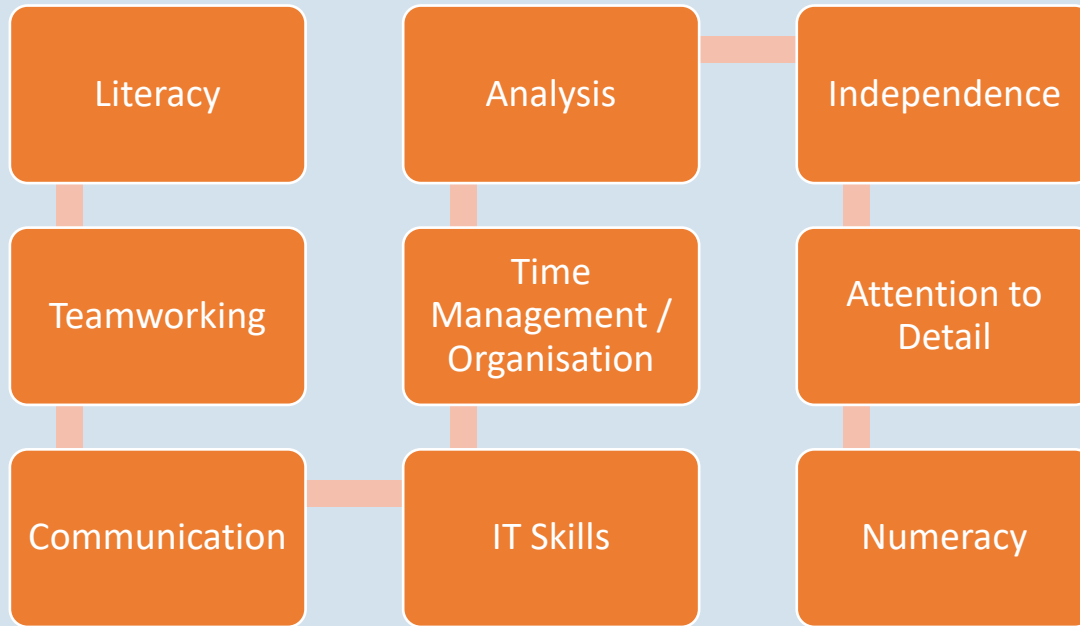
- It can be difficult to know where to start when looking for a work experience placement.
- Have you asked **family and friends** where they have done work experience, or if their workplaces would be willing to have you for your placement?

The downside of this is that what they do for a job may not be what you are interested in- however consider the skills you might develop!

- **Research will help** – look at skills required for your career area/ choice and try to find placements where you might be able to develop these skills more. Use the activity on the next slide to help with this!

Career Choice: Solicitor

SKILLS



Where can I get work experience to gain these skills?

- Charity Organisations – i.e Homelessness, Food Banks, Mental Health Support
- Citizens Advice Bureau
- Retail
- Human Resources
- Banking
- Accounting
- Insurance

Think “outside the box”

- You may want experience in specialist areas, or industries inaccessible to under 18s
- Do other companies have departments that work in that area?
- Do other employers/jobs utilise skills important to your area of interest?

e.g. Do larger companies have legal departments or accounts teams for law or accounting experience?

HR departments or social workers might offer an insight into areas of psychology?

Healthcare areas look for experience in care settings, care homes, working with the vulnerable?

Finding in-person experiences

- **First step – CV/ Cover Letter**
- Imagine you're an employer....
- Very busy
- 100s of CVs to look through
- Knows what skills/experience is wanted

CV – best practice!

- Keep it short, ideally one side of A4.
- Bullet points are good to show information.
- Clear, well presented, good spelling
- Make sure your skills are obvious, link it to the placement!
- Take a look at CV help on Prospects
- Include a brief cover letter / email – make it clear what you want & sell yourself!

Help with finding placements - did you know...?

You can use Unifrog to search for all kinds of opportunities and also find out the skills needed for your preferred career.

The Apprenticeship Tool

While you may not be looking for an apprenticeship just yet, using this tool to search for businesses to approach for work experience will give you an idea of the types of industries that are available in your area.

The Apprenticeship tool also shows you the businesses that you're interested in on a map so you can see how far away from home they are.

The careers Library

This can also be used to identify the skills and attributes required for each particular career / job role.

Once you know the skills needed, you can use this info to find jobs and work experience that help you develop these skills.

Apprenticeships Tool – how to guide..

Apprenticeships

You have 13 shortlists
[View shortlists](#)

Start >

1. Find the Apprenticeships tool on your Unifrog homepage

2. Search for industries by keyword, or choose from 147 Frameworks. Choose up to 10 of these at a time.

Any of these Frameworks interest you?

Select up to 10 at a time.

Search by keyword

Alphabetical Vacancies Salary Jobs Employment Hours Happiness

Accounting

Accounting Technicians

Activity Leadership

Adult Care Worker

Advertising & Marketing

3. Filter your results by the distance you're willing to travel for work experience using the tabs at the top of the page.

Rank ▼ Filter ▲ Search ▼

All distances 10 miles 20 miles 50 miles

4. Select the opportunities that interest you the most and they will change from grey to purple. On this page, the longlist, each selection will have the name of the apprenticeship, the name of the employer, and how far away from your house the workplace is.



KPMG360



KPMG

Distance: 4 miles

Work Experience Guide



Guide to Work Experience

Does your placement qualify as 'Work Experience'?

Have you identified the purpose for your placement and know what you want to achieve from it?

Will this help you understand careers and job roles available to you?

Will you be developing employability skills and will you be meeting a range of people in the work place?

Are you able to network and interact with other employees?

Will you be undertaking tasks and getting feedback from the employer?

YES – my placement is in person:

Add the experience to the **Unifrog Placement Tool**
(if your experience hasn't taken place yet)

Emails will be automatically sent to both employer and parent / guardian

Add the placement to CEDAR – *Individual Learning Plan: Work Experience*

YES – my placement is virtual:

Add the experience to the **Unifrog Placement Tool**
(if your experience hasn't taken place yet)

Input **Jane Edwards** in employer contact details on both Unifrog and placement organisation – jane.fedwards@kedst.ac.uk

Add the placement to CEDAR *Individual Learning Plan: Work Experience*. Use **college in address fields**

Is absence from college required for your placement? (Inc. virtual)

YES - Email careers@kedst.ac.uk with times/ dates for your absence from college

Authorisation will be required by the college and will be confirmed via email

NO - Await approval of your placement via Unifrog

AFTER YOUR PLACEMENT

Complete the Unifrog review form – emailed to you automatically on the last day of your placement

Complete your **work experience booklet**

Consider what's next and identify any skills gaps

NO – how can I find a placement?

Visit the **work experience page on website** for guidance

Use the **Padlet** and KE Pathways Teams Channels for opportunities

Check out **Unifrog – Work Experience Know How Guide** & labour market information

Support available

Book an appointment with the careers team for further help

Attend a **work experience workshop** – see **website events page**

Ask family /friends for contacts

Other useful websites

- **PADLET** – Work Experience Virtual Noticeboard. Check regularly for updates and opportunities
- **Indeed** – you can use this site to search for jobs that are available in your area and in jobs that you are interested in
- **Prospects** – is a Graduate site but has some great resources on how to ask employers for work experience plus much more
- **SpringPod & S4S Next Gen** – both sites have a lot of virtual work experience placements
- **National Careers Service**
- **KEDST Work Experience Webpage** – lots of useful info can be found here

What to do next:

- Keep a track of the employers / businesses that you are applying to – use the handouts given or your own notes (on phone / spreadsheet etc)
- Let us know ASAP when you gain a placement – by completing the **Placement Tool on Unifrog**
- Record any work experience placements you have completed on **CEDAR**.