



ORMISTON  
DENES ACADEMY

# **Student Work Experience Guide**

# Searching for a placement

This isn't too difficult providing you are motivated and well organised. But you will no doubt need to contact more than one prospective employer – don't be put off if the first one won't accept you, keep going and you will be sure to find a placement to suit you.

## Choose the type of placement you would like

- If you have a chosen career path, think about a placement that may be linked to it. It may be that you are unable to gain a placement in a chosen career, but other positions can still support you. For instance the Police Force are unable to take work experience students, but will recommend that a student gains work experience where they can enhance communication skills, ie in a care home or hospitality.
- Think about what type of work you would like to do, for example, office work, retail, child or adult care, hospitality etc. Also the sort of environment: school, shop, outside etc.
- Discuss your ideas with parents/carers. They will be able to support you, or even know a family member or friend that may be able to offer a placement in your chosen field.
- The websites [Gaining work experience \(thesource.me.uk\)](http://thesource.me.uk) and [Ways to get work experience | National Careers Service](http://www.nationalcareersservice.org.uk) can also help you.

## Find out what is available

Remember that students are responsible for finding their own placement. **The sooner you start to find one**, the more chance you will have of obtaining the type of work you want.

Things to consider:

- Ask family and friends, as many placements are arranged by people we know.
- Research possible organisations on the internet. For instance if you are interested in working in graphic design, research local graphics companies and obtain a list of contact details.
- The best form of contact is to visit prospective employers and ask about a possible position. The alternative methods are contact by telephone or email, although email would be a last approach as it is less personal. When speaking;
  1. Ask to speak to someone who can help you with work experience.
  2. Be smartly dressed, friendly and polite.
  3. Ask about possible work experience and tell them why you are interested in working with them (in that type of work etc).
  4. Remember to give the work experience dates and the school you attend.
  5. Have a pen and paper ready to write down any information they may provide. Also remember to write down the name of the person you have spoken to!
- An employer may wish for more information from you, may want you to write to them, or even to have a short interview. But don't be put off, these are all good experiences for you.
- If an employer is able to provide you with work experience, thank them and ask if they are able to complete the appropriate section of the self-placement form.
- If an employer is unable to help you, thank them for their time and move on to the next on your list.
- Don't give up, determination will find you a placement.

# When you have found a placement

The employer should complete their section of the self placement form, and parent/carers and yourself should complete the remainder of the form. The form then needs to be returned urgently to Mrs Richings at the academy.

## **What the academy expects from their students**

All Ormiston Denes Academy students are expected to behave appropriately outside of the academy. They are expected to show a pride in themselves and in their academy. You are young adults and will be treated as such by the academy and local employers. We will expect that you:

- Make contact with your placement and, if indicated by the employer, also arrange a visit prior to the start of the work placement.
- Ensure that you arrive at their placement at the shift start time and that, if necessary, you get up earlier to be able to travel to their placement.
- Adhere to the academy values of being Ready, Responsible and Respectful.
- Arrive at your work placement dressed appropriately (during their contact telephone call you should ensure you know the required dress code). Academy rules still apply regarding nail varnish, jewellery, make up etc.
- Are punctual and reliable. There will be a lot of trust placed in you to turn up and get the job done.
- Are committed to, and self-motivated in your work placement, even if it means working in an area you did not choose. The experience will still give an insight into the world of work.
- Are enthusiastic and prepared to ask sensible questions to help you with your work placement and rise to the challenge of work experience.
- Complete a survey before their work experience, followed by an evaluation form after their work experience has taken place.

# What the employer expects from the student

All employers participating in the work experience scheme are doing so because they want to give you the chance to gain an insight into the world of work. They know how difficult it is for you to adjust to the change from a school environment to a work environment. Therefore, they do their level best to guide you while in their care, to be understanding and supportive. In return they expect:

**CONTACT** - A telephone call from you to introduce yourself and, if necessary, to arrange some form of informal visit before the placement starts. This is the time to ask questions about anything relating to the work placement that you are unsure of, i.e., appropriate dress code, location, hours etc. If an informal visit is arranged, it will mean that you will get a chance to meet everyone and may have a short tour of where you will be working. you can then arrive on the first day knowing exactly what to expect.

**LISTEN AND ADHERE** You will be informed of the organisations rules and regulation regarding things like attendance, appearance, timekeeping, health and fire safety , disciplinary procedures etc, you will need to listen and abide by them.

**PUNCTUALITY** - If you should be at work by a certain time, then that is the time when you should be there - no excuses!

**COURTESY** - Good manners are important - if spoken to, people expect a reply in words, not a grunt!

**RELIABILITY** - If you are ill or unable to attend work you must telephone and let the employer know before the beginning of your shift. An employer takes time to allocate tasks for their work placements and if you do not turn up and neglect to inform the employer, the job does not get done, whereas if they know beforehand that you are sick, they can re-allocate the job. You must also contact the academy to inform us that they are unwell, as we still have to check attendance.

**INITIATIVE** - It is very easy to stand in a corner and do the bare minimum. It is far better to ask questions, show an interest in a job even if it is not a job that is particularly liked or enjoyable. If you see a job or task that needs doing - don't wait to be told - ask to see if it needs doing and get on with it.

**HOURS OF WORK** - Will be no more than 40 hours per week but standard to the job role that you are undertaking. Some jobs may include shift work or split shifts at various times of the day. The hours worked can vary between placements, you may work 30 hours and a friend may work 40.

**PHONES:** Should be not seen or heard in the workplace, just like in the academy. Photos or videos should also not be taken.