



Work experience  
May 20<sup>th</sup> – 24<sup>th</sup>



# Why do Work Experience?

- Gain insight into a career
- Gives a purpose to your education
- It can help you find a job
- It can help with your application to University
- You gain valuable skills for your development
- Adds value to your CV
- To gain a positive reference from an employer

# To get the most benefit

It needs to be an appropriate work placement based on:

- A possible career route
  - An area of interest
- Support a subject area or qualification

Popular placements fill up very quickly such as:  
Vets, Police, Sandwell Council, Major retailers,  
Theatres. (Get in early)

Do not choose a placement with:  
Sole Traders and places where you are already  
working part time.

# Shortage of employment skills

Work Experience provides an opportunity to show your potential

- Positive attitude to work, being polite
- Flexibility and enthusiasm
- Initiative - ability to think for yourself in the workplace
- Reliability – turning up on time
- Communication skills – confident to talk to people, willing to ask for help and a good listener
- Team worker – gets on well with others
- Literacy, Numeracy & Computer Skills

# Work Experience the process

The student writes a letter of application, enclosing SAE

- (see sample letter on line). Help will be available from your tutor
- Hopefully a positive reply is received from the employer:
- If you've not received a reply within 2 to 3 weeks then phone them.

(Don't be shy the worst they can say is No!)

# What you need to do...

Identify type of work you would like to do that matches your interests and abilities

Identify employers from a range of sources:

- a) Your own local knowledge
- b) Yellow Pages website [www.yell.com](http://www.yell.com)
- c) Thomson local website  
[www.thomsondirectories.com](http://www.thomsondirectories.com)
- d) Sandwell Council website  
<http://www.sandwell.gov.uk/workexperience>
- e) Local newspapers: Express and Star / Chronical
- f) Seek advice from tutors, teachers, Careers Manager, family and friends

# How to look for work.

- Write to local employers –  
example letter available to help.  
This could also be sent via Email  
or through company websites. Try  
and get the name of the person  
responsible for work experience.
- Call in direct and ask to speak to  
the manager.
- Telephone and ask to speak to  
the manager

# Sandwell Council Opportunities





When can I start  
applying for work  
experience

**NOW!**

Forms to be  
completed by  
Monday February 25<sup>th</sup>  
2019