



# Work Experience

Your guide to trying out your 'dream' job



## First Contact Template

Please feel free to use this template to email an employer, you will need to edit accordingly.

Dear [their name],

My name is [your name] and I attend Dene Magna School. During year [year], students are encouraged to find work experience for a week, which will help us think about our career choices.

I am writing to see if it would be possible to carry out my work experience at [place name] as I am very interested in a career which involves [type of career]. I would love to experience [what do you hope to take part in], and hope you can help me.

My school places a high value on work experience and will release me to take a week off school any time between now and next July so the placement can be at a time that suits you. I am currently [age] years old. I am keen to spend time in your industry so will take time off as necessary and catch up school work later. I hope that by being flexible you may be able to offer me a work experience placement at your convenience. I will of course comply with any procedures required to keep everyone safe.

If it is possible for me to undertake my work experience with you, please let me know if this could be arranged, dates you would prefer and what the next steps will be.

I look forward to hearing from you.

Yours faithfully  
[your name]

## Getting the best out of your week

To make the most of your placement, stay alert, listen, observe and participate. You are there to get a taste of the world of work, so in addition to being professional, polite and punctual, be curious. Ask questions so you can really understand what a career in that industry would require. Remember, many companies are looking to offer support to the 'right' student after the placement (whether weekend work, mentoring or even apprenticeships) so impress them! Also, take pictures to remember your time and email them to Mrs Rich (check permission first).



# Investing Time

Work experience during school years is so valuable. Your family can almost certainly tell you about their work experience, as it is so memorable. At Dene Magna, we value work experience because it not only gives you a chance to try out your ideal career, but it develops responsibility, maturity and independence. Students often return with a new understanding of the world of work, and are motivated to continue with their studies in order to open doors for their future. For many, it confirms their chosen career path, helping to steer choices for Further Education, Apprenticeships or University.



As work experience is so important, Dene Magna allows students to take a week out of school during term time in order to offer flexibility to an employer and secure the most beneficial placements. Yes, you will need to catch up, but quality employers respond positively to keen students who can be flexible. If you don't want to take time out of term, you can conduct your week during holidays, or if in Year 10, during timetable table suspension week in July when year 10 social events are planned. **It's time to start thinking and planning** one of the most significant weeks of your life. With the school's backing, you can access the best jobs and career experiences. Go for it!

## So where do you want to go?

- Use the internet to find a company that offers the career you're interested in. Do some research to understand the kind of job they offer and the work they do. What would you like to experience?
- Try to find the name of the person to contact. This can be done by calling or emailing a general contact and asking for the details of the best person to contact regarding work experience.
- Use your contacts. Whilst it's better for you not work with immediate family, it is a great idea to ask family or friends if they know people who work in your chosen career. Staff have lots of connections too including Mrs Rich.
- Learn something about the different ways to get into that industry, in case you're asked. Search for Job Profiles on Unifrog or here: <https://nationalcareers.service.gov.uk/explore-careers>

# Step-by-step Checklist

## 1. Make contact

Email or write to the business to request work experience. There is a template on the back to help you get started. If you're willing to take a week off school, tell them that you are flexible (within the approved dates so you don't clash with coursework or field trip dates) and are keen to spend work experience with them and are committed to catching up work. Tell them what you hope to achieve and which department(s) you would like to experience. Maybe spend time in more than one department during the week? Also, think about practicalities! You'll need to get to and from your placement. Can you use public transport, or maybe get a lift for the 5 days? You will have to cover transport costs yourself.

## 2. Liaise with subject teachers if taking time off school

If your placement is during term time, you must catch up after returning. Each teacher needs to be informed at least a week before the work experience dates so that guidance or resources can be provided.

## 3. Log your Placement with Unifrog

Log into your Unifrog Account. Click on the Placement icon and select + new placement. Fill out the form as required. Please select Mrs Rich as the Placement Co-ordinator. In the time commitment section please state your start and finish time. Once you have completed the two tick boxes, click Add placement. You will receive an email confirming that the form is complete.

## 4. Await Confirmation

The employer will be emailed with instructions to complete their form and your parent/carer will be emailed for their consent. It is important that you have input their email addresses correctly. Mrs Rich will then do the relevant checks and confirm permission.

## 5. Remind them you're coming

Once you have an email confirming your placement is approved Email or phone your contact a few days before starting, to confirm the arrangements. Double check location and arrival times, lunch arrangements or clothing.

**Go and have a great time!**

## 6. Complete your online Journal on Unifrog

You will need to complete a journal and don't forget to catch up on work missed too! Share your thoughts and photos by emailing [j.rich@denemagna.gloucs.sch.uk](mailto:j.rich@denemagna.gloucs.sch.uk) – we'd love to hear about your experiences.