

NORLINGTON
SCHOOL & SIXTH
FORM
NORLINGTON ROAD
LEYTON
E10 6JZ
TEL: 02085393055



Work Experience

HOW TO PREPARE!

16TH - 20TH JANUARY

SPECIAL POINTS OF INTEREST:

- If you are looking to get work ready, this is here to help
- This will help you to strengthen your skills
- For you to understand about the work place

INSIDE THIS ISSUE:

Skills & Qualities	2
The Interview	2
Top Tips	2
Parents Guide	3
Frequently Asked Questions	3
Support, Information & Guidance	3
Some words of Encouragement	4

The Step by Step Process

To ensure you enjoy and make a success of this opportunity

The whole experience is an opportunity to sample the way things are in the world of work. As in all circumstances, there will be challenges along the way....but its how you overcome them that counts!

1. Email or Telephone your employer.

You need to contact your company, introduce yourself and say why you are calling. Its probably best to ask to speak to the manager or the person in charge of Work Experience.

(Make a note of this name!)

If you are nervous, don't worry, everybody is, write down what you want to say beforehand.

2. Arrange an interview or a meeting. Some Companies will need this, others may not.

This is a vital piece of information which needs to be completed while you are at work. It ensures:

- You know where to go in case of emergencies.
- Who to see in case you need help.

This will be an opportunity for you to meet the people you will be working with and for the company to know a little more about you.



3. Print off the Job Description

This will ensure you know what you are actually going to do.

4. Make sure you know what to wear! Some jobs may need special clothing, high visibility jackets, black trousers etc.

5. Ensure you know the times you need to work and when your break times are.

Being at least 10 minutes early is an ideal way to prepare for the day ahead. It also creates a good impression.

6. Make sure you have the correct address and you:

- Know the route
- Know how to get there, buses, tubes etc.
- Know how long it will take to get there.

Use Google maps, Route Planner or TFL websites etc.

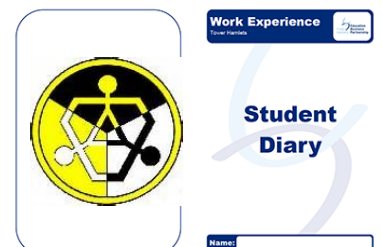
Your Work Experience Diary

It also keeps a record of your skills as they develop.

A member of staff will be contacting your work place in the first two days, to ensure everything is going to plan.

Some students will receive a personal visit from school staff.

All diaries will need to be completed and handed in back at school. This record is required



Hard work doesn't guarantee success, but improves its chances.
-B. J. Gupta

VERYBESTQUOTES.COM

NOTHING WORTH HAVING COMES EASY

"If you love what you do....you will never work a day in your life"

The Top 10 Skills & Qualities

Top 10 Work Ethics

- Attendance
- Productivity
- Character
- Organizational Skills
- Team Work
- Communication
- Appearance
- Cooperation
- Attitude
- Respect

How to nail the interview!

If you are called for an interview or an opportunity to meet your employer...treat this professionally. This means:

Arrive early. Being late badly prepares you.

Good Eye contact throughout

Look as if you are keen and you want to be there

Be polite and considerate

When you are answering a

question, back up your answers with an example.

Have a question ready of your own to ask the employer.

(Make sure this is a positive one!)

Mobile phone use is a big no no in the work place. Keep it out of sight and on silent.



Always take your Work Experience Diary!

Top Tips for a successful work experience

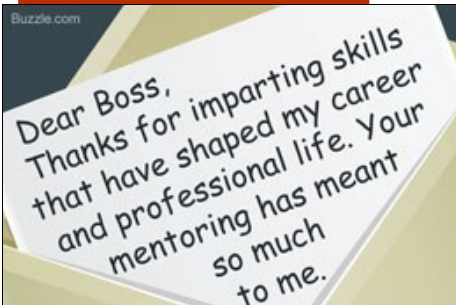
To make your work experience a success, attend every day and always arrive in plenty of time. Make sure you treat everyone with consideration and be polite at all times. Listening carefully to all the instructions and always ask if you don't under-

stand. Remember to think before you act and work safely.

If you have a problem!

Please talk with your supervisor. If you can't sort it out please call school when its convenient.

Leave a lasting impression.
You never know how this work experience may help you in the future. Sending a 'Thank You' letter/card/email afterwards will leave a positive impression.



The Parents Guide



The importance of work experience.

The graduate market 2015-16 clearly illustrates the importance employers and universities place on work experience. Nearly 50% of the UK's best known and most successful employ-

ers state their reluctance to employ any graduate or student who have no previous work experience. Employers increasingly expect job applicants to have relevant work experience as well as good qualifications.

Why do Work Experience?

Spending some time with an employer, doing simple tasks, work shadowing or watching an experienced employer at work can be hugely beneficial for your son.

The reasons for doing work experi-

ence include:

- Developing transferable skills, such as communication and teamwork
- Understanding how an organisation works
- Building confidence
- Could give them a 'foot in the door'- If they impress they may be asked back!
- Providing valuable content in a CV or a UCAS statement

“The best preparation for good work tomorrow is to do good work today” - Elbert Hubbard

Parents Frequently Asked Questions

What if the placement does not match my son's career aspirations?

Any work experience, irrespective of the occupation will provide your son with the opportunity to acquire transferable personal skills that will be useful for the rest of their working life.

What if my son falls ill and is unable to attend?

Students should contact their employer in the first instance to

explain their absence and state when they will return. The student must then contact school.

What if my son is unhappy?

Discuss the problem with your son and if following your advice your son is still worried then please call:

Ms. M McPortland

Work Experience Co-ordinator

Tel: 020 8539 3055

(Always encourage the resolving of problems in the first instance)



The BEP group placements chosen by your son have all been checked and monitored regarding the quality of their placement. All Own Placements have had checks made on the Health & Safety standards and on the Employers Liability Insurance.

Support, Information & Guidance

The hours your son will work depends on the usual working hours of the industry where they are placed. This is provided in your son's job description. Students will be given a work experience diary, which they will be expected to take with them daily and fill out. During the placement, a member of staff from the school may visit the employer to check on the welfare of the student and

to monitor any health and safety issues. Should the placement be too far for a visit, then the person will telephone to carry out similar checks.

How can I help them through the week?

Please ensure they arrive on time. As work days are longer than school days, make sure they have

a good night's sleep.

Talk to your son on a daily basis about their experiences.

Help your son to stay positive by focusing on the new skills they are developing. There will always be opportunities for further work experience during holidays, after Year 11 or during the 6th Form



Norlington School & 6th Form

Norlington Road

Leyton

London

E10 6JZ

Phone: 020 - 8539 - 3055

Fax: 020 - 8900 - 9661

E-mail: norlington@norlington.net

Work Experience Co-ordinator:

Ms. M McPortland

Work Experience Administrator: Ms A Moller

Wisdom is Strength



Norlington School has exceptionally high standards for every individual. We believe every student is capable of accomplishing remarkable things and we work intensely to ensure that each student has every opportunity to develop as leaders and gentlemen.

This work experience opportunity will build confidence, develop resilience and help students to overcome challenges.

We recognize the opportunities of linking the world of work with career aims and aspirations and strive to develop these skills which will allow him to choose the right path to take in life.



Some words of encouragement

The Comfort Zone

This January, around 100 students will be heading into work places ranging from legal firms, to sports centres, medical establishments and retail businesses. Some will be excited at the prospect of sampling life beyond school, while others will be nervous at the challenge ahead. This is perfectly natural, all people are a little anxious at doing something new and unfamiliar. This is not attempting to take you out of your comfort zone...its making your comfort zone bigger and making you prepared for a future ahead.

Our Experience

Good supervision and support is essential for all students and preparations are very well underway for this week. Over a third of students have found their own placements which shows an organized, highly

motivated and professional approach.

The benefits of work experience can be substantial and recent research has shown those students who participate in work experience at school in Year 10 go on to earn £900 a year more than those who did not.

A good placement provides a greater confidence and gives ideas of a future career pathway. It can also align skills with what employers are looking for. It also provides concrete evidence of perseverance, overcoming challenges and being able to adapt to a changing environment.

Good Luck to All

Finally the staff and myself at Norlington School and 6th Form wish you a fantastic work experience. Enjoy the opportunity and remember this is a real opportunity for you to grow and develop.

