



Wisdom is Strength

NORLINGTON SCHOOL and 6TH FORM

A SPECIALIST MATHEMATICS AND COMPUTING SCHOOL

Thursday 28 April 2022

REF:AE/RK

Dear Parents,

Re: Year 12 Work Experience

I am writing to you so that you are aware of arrangements for your son/daughter and to seek your help and encouragement in supporting him/ her in securing a work experience placement.

The objectives for this placement in Year 12 can be found below;

- To allow students to understand how commerce and industry operate
- To help students to see the relevance of school subjects to the world of work
- To help students gain greater self-confidence and maturity
- To enable students to find placements that are related to the career/ university course they are considering and also to their A level subjects and hopefully, increasing their motivation
- To allow them to prepare for their personal statement for their UCAS form for university applications / CV for the workplace.

Relevant work experience is increasingly viewed as an essential part of any good application for higher education and the world of work. For candidates equally good on paper applying for courses / jobs, it could well be the work experience which tips the balance in favour of one candidate over the other. This is the case more than ever, nowadays, given the greater competition for places in Higher Education and for the job market. Indeed, more and more universities are offering work experience years as part of Higher Education courses and many graduates owe their jobs to such placements. Work Experience matters!

Students who plan to go into medicine, dentistry, teaching or law have already been advised to secure some form of regular work experience because of the importance given to this in university applications and interviews.

Of course, there are many other activities and experiences that a student can engage in to make him or her a more 'rounded' applicant e.g extra-curricular activities, clubs, sports, volunteering, gap year plans – all very important strings to a student's bow. However, the school strongly recommends that Year 12 students engage in some sort of career-related or course-related work experience.

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10 YEARS ON
10 YEARS ON



Department
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Students are encouraged to find their own placements and the school will give them guidance as to how to do so. Your son / daughter may have a very clear / vague or no idea at all of the area of further study / work they may wish to go into so this will affect what – and when - they apply for work experience. Either way, we hope that they will apply for a placement as early as possible and we would ask for your support and encouragement with this. If you know the area you wish to pursue, then our advice is to try and find work experience as soon as possible.

On completion of their work experience, students may like to ask the employer to produce a short testimonial which they can give their tutor in order to inform the reference-writing process for UCAS or a future employer.

Important dates:

- A shortlist of companies / work places by Fri 13th May
- Contact the company / employer by Fri 20th May
- Not everyone will say yes, you need to have agreed a placement with a company by Fri 27th May
- We will then write to the company to confirm the placement.
- You need to call the company the week before the placement begins to confirm arrangements for your first day by Fri 1st June

All Year 12 students had a presentation in assembly devoted to both the importance and the practicalities of organising work experience. They will receive guidance and support throughout the whole process by their form tutors, the careers advisor and the sixth form team.

Should you have any queries, please feel free to contact me via email on aesen@norlington.school.

Yours sincerely,

Mrs Aysel Esen
Head of Careers