

Careers

at Barnwood



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# What is Work Experience?

It's a chance for you to experience,  
first hand.....



- Your potential future career
- Something you have been curious about
- Being in a professional environment
- Meeting and interacting with new people
- Finding out if what you want to do is what you want to do
- Finding out what you don't want to do.

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# What's in it for you....

- Find out more about yourself and what inspires you.
- *Helps with career ideas and an opportunity to try them.*
- Discover new strengths, skills and qualities.
- *Meet new people and expand your network.*
- Gain experiences to help you in life and to add to your CV.
- *Identify any reasonable adjustments you may need.*
- Can be used as a referee for a job reference in the future.
- *Potential of landing a job with them now or in the future.*

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# Important dates

Work Exp. Week is:

30<sup>th</sup> June – 4<sup>th</sup> July 2025

Paperwork Deadline

Secure placement and hand in form by

**Monday 24<sup>th</sup> February 2025**

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# How to find a Work Experience Placement?





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- Decide on what you want to do, which industry, type of job and company you want to experience.
- Google to find businesses in the area who do this line of work.
- Research which companies you want to contact.
- Contact each of these companies - asking if they are able to offer a work experience placement.  
Companies prefer it when you (the student) contact them about a placement, either in-person, via email or telephone call.

Parents, form tutors and Miss Dallimore are here to support you if you are not sure how – just ask.

- If no, try another company.
- If yes, and you want to go there - fill in the paperwork and have it signed off by the employer, parent/carer and you (student). And hand it in to Miss Dallimore.

Things to remember when  
contacting a company...

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By phone, in person or by email  
always

**Be Polite**



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# Examples of conversations

- On the phone or in person, Remember to **Say Hello**, don't just launch into asking.

Example greetings.....

- Hello, I'm Yr 10 student and I'm looking for a work experience placement for next July. I'd really like to do a placement with your company. Do you offer work experience placements?

OR.....

- Hello, I'm Yr 10 student and I'm looking for a work experience placement for next July. Who would be the best person to speak to about a placement?

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# Tips for before a phone call....

- Write a script or notes of what you want to say.
- Practice .... Out loud.
- Before the call, take a couple of calming breaths, maybe wiggle your shoulders – get rid of any nervous energy.
- Sit up straight or stand up
  - - To sound and feel more Confident
- Have notes in front of you
- Smile before you speak
  
- These can also be used for in-person meeting.



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## Yes or no

- If no, say something like... oh that's a shame, thank you for your time. Goodbye

If yes, Say something like... that's great, thank you. I have a form that needs signing by you. What is the best way for you to fill it in and sign it off.


- Arrange for the form to be signed.

# Work experience form

- Make sure – it's all filled in correctly
- Remember the insurance number
- 3 signatures – Employer, you, your parent/carer

## Another form.....

- Careers Office
- Reception
- Admin
- Download from website.



### WORK EXPERIENCE PLACEMENT

School: **BARNWOOD PARK SCHOOL**  
 Contact: **Miss C Dallimore - Careers Lead** Telephone: **01452 530389**  
 Email: **cdallimore@barnwoodpark.co.uk**

Student Details	Title	First Name	Surname	Address & Tel. No.
Date of Birth				
Day	Month	Year	Year Group:	
Start Date			Finish Date	

**EMPLOYERS DETAILS**

Company Name : \_\_\_\_\_ Student's Supervisor : \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Student's Job Title : \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address : \_\_\_\_\_ How student will travel : \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_

*This is a provisional offer of a placement. The student should have contacted the employer already and agreed the final arrangements. The required Health & Safety checks will be completed to ensure it is a suitable placement.*

**EMPLOYER**

As a representative of the above employer I agree to the student named above working on my premises and acknowledge my responsibilities under the Health and Safety at Work Act.  
**Certificate of Employers Liability Policy Number:** \_\_\_\_\_ Name: \_\_\_\_\_  
 \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Position: \_\_\_\_\_  
 Work Experience Job Description : \_\_\_\_\_ Signed : \_\_\_\_\_  
 Hours: \_\_\_\_\_ Lunch arrangements: \_\_\_\_\_ Date : \_\_\_\_\_

**STUDENT**

As the student named above I agree to take part in this work experience scheme and confirm that I have read and understood both sides of this form. I also agree to hold in confidence any information about the Employer's business which I may obtain during this work period and not to disclose any such information to another person without the Employer's permission. I also agree to observe all safety, security and other regulations laid down by the Employer and made known to me either by the Employer's representative or by displayed instructions.

Signed : \_\_\_\_\_  
Date : \_\_\_\_\_

**PARENT / CARER**

As Parent/Carer of the student named above I confirm that I have read and understood both sides of this form and agree to them taking part in this scheme and undertake that they will observe the conditions set out. Name: \_\_\_\_\_  
 In the interest of my child I confirm that :  
 \*(1) They do not suffer from any medical condition which could result in an unnecessary risk to their health or safety or to the health or safety of another person. (Should you be in any doubt please consult the teacher responsible before signing this form.) Signed \_\_\_\_\_  
 \*(2) They suffer from the following medical condition which should be conveyed to the Employer. (Please attach details to this form) Date : \_\_\_\_\_  
 \* Please delete as appropriate

**In signing this, the school assumes you are the person with parental responsibility.**

**The Special Educational Needs and Disability Act 2001 (SEND Act or SENDA):**  
 Under the terms of this Act is your child classified as being disabled? YES / NO (If "YES" please attach details.)  
 Does the Student receive Free School Meals? YES/ NO

Please attach details of any information that the School feels the Company should be aware of (use separate sheet)



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Other ways of applying

- Application form
- CV and covering letter

[Barnwood Park - CV Guide](#)



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# Reputation

## – Who are you representing?

- Yourself and
- The school and
- All students who come to Barnwood Park
  
- This applies to when you are Applying for a placement as well as when you are on the placement.

- Reputations spread..... *- a long way -*



More details on our website



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Any  
Questions?

CV guide

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# Barnwood Park - CV Guide