

Careers

at Barnwood



12

Careers

at Barnwood

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.

Careers

at Barnwood

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.*

Careers

at Barnwood

Important dates

Work Exp. Week is:

6th July – 10th July 2025

Sign off Deadline

Secure a placement and complete online form by

Monday 13th April 2025

Careers

at Barnwood

How to find a Work Experience Placement?



Careers



at Barnwood

- 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 online portal paperwork and have it signed off by the employer, parent/carer and you (student). It will then automatically be sent to School for final sign off.

Things to remember when contacting a company...

Careers

at Barnwood

By phone, in person or by email
always

Be Polite

Careers

at Barnwood

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?

Careers

at Barnwood

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.



Careers

at Barnwood

Yes or no

- Which ever it is Remember to be polite

If no, say something like...

"oh that's a shame, thank you for your time. Goodbye"

– give them a chance to respond before putting down the phone.

If yes, Say something like...

"That's great, thank you. I have an online form that will need to be filled in and signed off by you. We will need a few bits of information, What is the best email address to send this request to?"

You will then log their details on the new online system and the sign off request will be sent to them for filling in and signing off.

Careers

at Barnwood

Work Experience Sign Off

WE ARE GOING DIGITAL

Sign off is going to be all done online - Online portal with [CAREER THREAD](#)

- **In readiness for you to log your placement on the system, you will need to obtain the following information:**
 - Company Name
 - Contact email address and phone number
 - Contact Full Name
 - Student's Supervisor's name – if different to contact person
 - What your role will be whilst at the placement.
 - Full Address and Postcode

Help with activation....



Go to this document on the work experience section of the Barnwood Website
Y10 Work Exp - Career Thread - How to Activate.pdf

Activate your Work Experience account



RESPECT | AMBITION | DETERMINATION | SUCCESS



Careers

at Barnwood

Other ways of applying

- Application form
- CV and covering letter

[Barnwood Park - CV Guide](#)

Careers

at Barnwood

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

Careers

at Barnwood

Barnwood Park - Work Experience

Careers

at Barnwood

Any
Questions?