

## Lord's School Work Experience Programme

Lord's School is proud to offer a comprehensive work experience programme for our Year 10 students. This initiative is designed to provide students with valuable exposure to real-world working environments and help them transition more smoothly from school to employment.

### Year 10 Work Experience

In Year 10, students have the opportunity to spend five working days immersed in a professional setting. This hands-on experience is invaluable in giving students a clear insight into the day-to-day operations of various industries and professions, so our students gain diverse and enriching experiences.

### Benefits for Students

- **Insight into the World of Work:** Students gain a practical understanding of workplace dynamics and expectations.
- **Skill Development:** The programme helps students develop essential skills such as communication, teamwork, and problem-solving.
- **Career Exploration:** Exposure to different fields aids students in making informed decisions about their future career paths.

### Encouraging Initiative and Independence

We strongly encourage students to take the initiative in finding their own work placements. This process not only builds communication skills but also empowers students to take charge of their professional development. By seeking out placements, students learn to network and present themselves confidently to potential employers.

### Virtual Work Experience Opportunities

In addition to traditional work placements, we advocate for students to participate in virtual work experience opportunities. These can be pursued in their own time and are particularly beneficial for exploring areas related to their intended fields of study or future careers. Virtual opportunities offer flexibility and can often be more specific to students' interests.

### Virtual Experience Resources

Here are some links to platforms offering virtual work experience opportunities:

- Platform 1: **Future First** [https://futurefirst.org.uk/services-and-products/?gclid=EAlaIqobChMI2LPHxfLV-gIVDOrtCh0WpQB0EAAYAAEgKgKfD\\_BwE](https://futurefirst.org.uk/services-and-products/?gclid=EAlaIqobChMI2LPHxfLV-gIVDOrtCh0WpQB0EAAYAAEgKgKfD_BwE)
- Platform 2: **Springpod** <https://www.rbhs.co.uk/Work-Experience/#:~:text=The%20process%20for%20work%20experience,in%20the%20world%20of%20work>

By participating in these programmes, students can enhance their learning and better prepare themselves for the demands of the modern workplace. We are committed to supporting our students every step of the way in their journey towards career readiness.

## **Benefits of Students Contacting Employers Directly**

Encouraging students to reach out to potential employers on their own offers several advantages, both for their personal development and for the impression they make on employers. Here are some key benefits:

### **Communication Skills**

When students contact employers directly, they have the opportunity to practice and refine their communication skills. Effective communication is crucial in any professional setting, and students can gain confidence in articulating their thoughts, asking relevant questions, and presenting themselves professionally.

### **Independence and Initiative**

Reaching out to employers independently demonstrates a student's ability to take initiative. This independence is a valuable trait that employers look for, as it shows the student can operate without constant supervision and is proactive in seeking opportunities.

### **Organisational Skills**

Contacting an employer requires planning and organization. Students must research the company, prepare their resumes or cover letters, and decide on the best method of communication. This process helps them develop strong organizational skills that are essential in both academic and professional environments.

### **Enthusiasm and Genuine Interest**

By taking the step to contact an employer, students show genuine enthusiasm and interest in the opportunity. Employers appreciate candidates who are eager and willing to engage, as it suggests they are motivated and likely to contribute positively to the workplace.

### **Building Professional Relationships**

Direct communication with employers allows students to start building professional relationships early in their careers. These connections can be invaluable for future job searches and career advancement, providing networking opportunities and insights into the industry.

### **Real-World Experience**

Finally, the experience of contacting an employer mirrors real-world job-seeking scenarios. It prepares students for future job applications and interviews, making them more competitive candidates when they enter the job market.

In summary, encouraging students to contact employers themselves not only fosters essential skills but also sets them on a path toward successful professional development.

### Whilst on your work experience week

- *Arrive on time.*
- *Appropriately dressed.*
- *With everything you need.... money, bus pass/fare, packed lunch etc.*

Be realistic about the type of duties you will be given. Hair salons will not let you cut hair, but you may be asked to shampoo a client's hair, sweep up or make refreshments for the clients. Retail organisations will not let you deal with money at the pay point, but you may be asked to help wrap/bag purchases. If there is a brew rota you will be expected to take your turn but if you are given brewing up as your only job -then this isn't acceptable and as long as you handle it correctly it can be rectified very easily. Turn up every day eager to learn, keen to work and friendly and polite to other staff members and customers and you will have a great work experience week. The keener you are the more varied and interesting activities you'll be given to do.

### EMAIL EXAMPLE

To whom it may concern,

I hope this email finds you well.

I am emailing in the hope you can support me by allowing me to come and work within

[YOUR COMPANY] for my work experience, between [ADD DATES].

I am currently studying for my GCSE'S and aspire to work [AS A/WITHIN JOB ROLE/CAREER].

I am a hardworking, organised and driven student and I am extremely keen on gaining experience within [CAREER AREA].

I would be most grateful if you would consider me for work experience in July, so I can acquire and develop the skills needed within [CAREER AREA].

Should you have any questions, please ask. I look forward to your reply.

Kind regards,

YOUR NAME

## How to Support Your Child in Securing Work Experience

Parents and guardians can play a pivotal role in helping their children secure meaningful work experience. Here are some ways to assist:

- **Discuss Interests and Preferences:** Talk to your child about the subjects they like and dislike. This can provide a clearer picture of potential career paths they might want to explore.
- **Utilize Online Tools:** Use the National Careers Service webpage tool to explore and generate job ideas. This resource can offer guidance and broaden your child's understanding of various career options.
- **Consult a Careers Advisor:** Encourage your child to speak to their school's careers advisor. These professionals can provide personalized advice and support tailored to your child's aspirations.
- Use the [National Careers Service](#) webpage tool to explore and generate job ideas
- **Networking:** Pass on any contacts who could help your child secure a placement. Personal connections can often lead to opportunities that might not be advertised publicly.
- **Start Early:** Encourage your child to begin their search for a placement early. This proactive approach can increase their chances of finding a placement that aligns with their interests.
- **Self-Arrangement:** Ensure they try to arrange their own work experience. This process teaches responsibility and initiative, valuable skills in any workplace.
- **Communication Skills:** Rehearse telephone calls they may need to make to an employer. Practicing these conversations can build confidence and improve their communication skills.
- **Professional Correspondence:** Proofread emails they send to employers. A well-written email can make a strong first impression.
- **Logistics:** Think about the location of the placement and how they will get there. Planning transportation in advance can alleviate stress and ensure punctuality.

By providing support and guidance, you can help your child maximize the benefits of their work experience, setting them up for future success in their chosen career path.