

*“Sixth-form students benefit from teaching that is closely tailored to their needs.”*



Taverham Sixth Form  
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# Year 12 Work Experience Launch Assembly

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Monday 13<sup>th</sup> January 2025

# Why work experience?



Employers, Apprenticeship providers and Universities are all highly interested in students who have **experience**.

When a potential employer sifts through a mountain of applications, those who demonstrate practical work backgrounds and evidence of internship experience are prioritised.

By attaining first-hand exposure to work in the real world, you maximise your understanding of your chosen profession, showing employers that you're passionate about starting your career and that you exude a strong work ethic.

# Benefits of work experience



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- It allows you to get an insight into a job role or career that you may be interested in
- You can get personal experience that will directly support a post 6<sup>th</sup> form application.
- You develop transferrable skills that employers and university admission tutors find valuable.
- It provides you with specific examples of experiences that can be discussed in a personal statement, job application or interview.
- It develops your confidence and self-esteem.
- It gives you the edge compared to other applicants for similar roles.
- It is vital for highly competitive courses.

Examples being:

- Medicine
- Veterinary Science
- Dentistry



# Key dates



Launch assembly

Monday 13th January 2025



Placement organisation deadline

Friday 14th March 2025



Work experience dates

Tuesday 6<sup>th</sup> May – Friday 9<sup>th</sup> May 2025

- Work experience is compulsory for all **YEAR 12** in the Summer term.
- If you do not organise work experience you **WILL BE IN SCHOOL** completing experience tasks.

# What you need to do



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1

Decide on a field you would be interested in experiencing.

2

Research as many companies related to that field as possible

3

Contact as many companies as possible, politely requesting work experience opportunities during the correct dates.

4

When you have confirmed with a placement that they can facilitate this, complete your placement information on Unifrog.

## unifrog

You will be sent a letter which explains the work experience process.

You need to find your placement and put the details on Unifrog by the **DEADLINE of Friday 15<sup>th</sup> March.**

You will need to complete the Unifrog application using the work experience tool. Time will be given on a Tuesday form time to do this.



## Tips for finding a placement:

- In the first instance, your best resource for finding work experience **ideas is online**.
  - Start your search by looking for **companies in your local area** that do the kind of work that you would like to try.
  - A general **Google search** should give you enough information to get you started.
- Speak to **family & friends** to see if they could help.
- Speak to **Year 13 students** to see where they went.
- If you are struggling to find a placement speak to your **school careers advisor Mrs Warwick**

## Tips for contacting a placement:

- You could **call** or **visit** the business first to get a direct contact email for the person responsible for work experience.
- Use your **sixth form** email address
- Give the email a **clear subject heading** e.g. Work experience enquiry.
- Use **formal language** when writing your email.
- Check your email for spelling, punctuation and grammar.
- If you do not hear back, send a polite follow-up email. Remember, businesses and people are busy.

# Previous Placements



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Previously, students have gone to:

- Abbey Transport
- Anglian Water
- Anglian Windows
- Anteros Art Foundation
- Ashleigh Primary School
- Attleborough Surgery
- Aviva
- Barclays
- Bowthorpe Surgery
- Break
- Brigstock Primary School
- Broadland District Council
- Castle & Costa
- Catch 22
- Central School of Dancing
- Chapel Green School
- Christine Goldspink Kennels
- Coastal Partnership Practices
- Countrywide Legal Indemnities
- Cre8 Futures Ltd
- Drayton Community Infant School
- Drayton Junior School
- East Bilney Coachworks
- East of England Ambulance Services
- Easton Gymnastics Club
- EPOSNow
- ERA Accountancy
- Falcon Junior School
- Finance Shop
- GC Mole
- Ghost Hill Infant & Nursery School
- Gilson Bailey Estate Agency
- Heritage Will Writers
- Heritage Window Company
- High Altitude Trampoline Park
- IC Travel
- Kier
- KLM Engineering
- KonectBus
- Langley Prep School
- Largo Plant Services
- Larking Gowen
- Leisure-net Solutions
- Lovewell Blake Chartered Accountants
- Maddermarket Theatre
- Nansa
- Nielsen Brandbank
- Norfolk & Norwich Hospital
- Norfolk Museums
- Norwich Accountancy Services
- Norwich City FC
- Open Youth Trust
- Orchidale Nursery
- Panks Engineers
- PetsAtHome
- Pottergate Motors
- Pro Box Norwich
- RDM Gregg screen printers
- RG Carter
- Right Angle Events
- Roarr! Dinosaur Adventure
- Rose Project: Magdalene Group
- Select Cakes
- Selesti
- Skyplane Worldchoice
- St Augustine's Catholic Primary School
- St Edmunds Society
- Stower Grange Hotel
- Taverham Junior School
- Taverham Veterinary Surgery
- The Gallery Haircutters
- Uniquely Magazine
- Virgin Money
- YM Group Ltd





## ***1 - What if the company can't offer me a placement during that week but they can another time?***

Try to arrange this work experience during a school holiday or speak to Mrs Robertson if it needs to be during term time.

You will need to find another opportunity for the week in June, but the more work experience you have, the better.

## ***2 – Can I work with a family member or family friend?***

Yes, although don't pick this as the 'easy option', find something that will be useful for your future.





### ***3 – Why can't I just work a week of shifts for my part time job?***

Because it is illegal for those in full-time education to work full-time hours in paid employment. This is not broadening your current experience.

You can get experience in jobs that are at a higher skill level than you can be employed for as an under 18.

### ***4 - What if I don't find a placement at all?***

You will be registered in school and be expected to complete our virtual work experience booklet.

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