



# Tolworth Girls' School & Sixth Form

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## Work Experience Guidelines

Employers put time and effort into work experience. Students should appreciate the opportunity. Employers' feedback often states that they can teach skills but not attitudes (body language, tone of voice etc.) and therefore discussion around those skills may need to be had at home. Students are not just representing the school but also their parents/carers and themselves and should act accordingly.

- Students who find their own placement are more likely to take ownership and get more from it
- Start a CV - students will be supported in lessons to begin this. To ensure your daughter's CV is enhanced, ask them what they do in addition to their academic study. For example - Duke of Edinburgh Award etc.
- Volunteering helps to enhance any CV. The following website is useful - [www.do-it.org.uk](http://www.do-it.org.uk). Cadets, Brownies, Scouts and Guide groups, for example, are always looking for extra help
- The number of hours - negotiable but remember this is an experience of the real world
- Type of work - anything (as long as it is covered by the appropriate insurance and H&S)
- Anywhere - it is a chance to spread wings, scary though it may be (for parents as well!)
- Students should not have work experience where they are already in paid work and should not work directly with their parent/carer or family member
- Sometimes it is who you know!
- Use your own contacts
- All placements will be asked to complete a risk assessment and must have Employers Liability Insurance
- Students will have a further opportunity for work experience in Year 12 which will be more career focused and will be linked to education/career progression
- Talk to employers to find out exactly what the placement will entail
- Stay in touch with the employer once placement is confirmed

There are good and bad points in most work experience placements, but the experience is worth it.

- Teaching/Childcare - can mean just sitting and watching the class teacher with the rest of the class or can mean really hands on. We do not recommend it as it is the only environment most students have known so far and does not allow them to broaden their horizons. If they want to become teachers, the work experience available in Year 12 will be more valuable
- Hairdressers - some have a good structure and some can be very quiet. Students will not be able to cut hair but will be able to clean the salon and might be able to wash hair
- Office work - this could be seeing how various different departments work or just a lot of filing and photocopying
- Retail - can be repetitive and, in larger shops, students are unlikely to handle cash. Overall, a good way to develop customer service awareness
- Media, Art & Photography - potential to have their own project but could be a runner
- Medical - lots of observing but a chance to see the role from a different perspective
- Animal Husbandry - feeding and cleaning all week or lots of different tasks

