



# Holy Family Catholic School



## April Careers Newsletter

Issue 8: Apr 2022

This Month's newsletter will focus on Work Experience

### Work Experience?

It allows us to gain knowledge of what it is like to work within an organisation outside of the school environment.

### What is Work Experience?

Work experience is any experience that a person gains while working in a specific field or occupation, but the expression is widely used to mean a type of volunteer work that is commonly intended for young people — often students — to get a feel for professional working environments.



Welcome to the next edition of the Careers Newsletter, this month we will look at Work Experience. This is something all students will undertake in year 11 & 12

### Why is it important to have Work Experience?

Work experience is a great opportunity to learn about a job or an area of work. You'll use skills that you might not even know you have and develop new skills that will help you work better with other people now and in the future. Finding your own work placement can be a good experience.

It is also about introducing you to the world of work which can help you to understand the work environment, choose future careers or prepare for employment. It can take the form of a short, or longer, placement with a placement provider (employer) where you will have the opportunity to observe and practice work tasks.



### What's in it for me?

Work experience can help you decide on your options after year 11 and beyond. You will also get the chance to develop and show evidence of vital skills such as self-confidence, communication, independence, and a variety of other skills.



work experience

### Reasons why you should do work experience:

Young people are more likely to be successful in their job hunt if they have done some good work experience.

If you haven't got a clue what career you want to do, work experience is a perfect way to sample some possible career options. It's a way of exploring different jobs without committing to anything.

If you do know what you think you want to do, it's the best way to get a real sense of your chosen industry. You'll get to speak to employees and ask them questions.

Doing work experience shows passion and interest. Evidence that you have done work experience shows the employer that you are motivated.

If you're not sure and aren't that bothered about your career or education now, work experience might just be what you need to motivate you. You might find something you are passionate about and get motivated.

WORK

Work experience gently introduces you to the world of work. You get to learn the dos and don'ts, get to know a workplace, and learn to cope in a working environment. It'll give you an idea of the skills you might need to thrive in the workplace.

It'll help you identify your own skills and perhaps even highlight the areas that you might want to work on and give you a good understanding of your strengths and weakness.

You might impress them so much that you'll manage to get yourself a part-time job.

It'll help you build up contacts and, you never know, they might even give you a future job or recommend you to another company.

And finally, if nothing else, work experience gives you something to put on your CV.



### Develop the following skills whilst undertaking Work Experience



#### Parents & Guardians

How can parents/carers help? Young people need to be motivated and determined if they are to benefit from the opportunities that a Work Experience Placement presents. Parents/carers should encourage their son/daughter to think of the type of placement that they believe they would like to have. For example, they might picture themselves in different industries such as catering, engineering, agriculture/horticulture, community care, clerical administration, or hairdressing. Personal preferences might also be considered such as working for large or small companies, working indoors or outdoors, dealing with members of the public or being part of an office team, using equipment like computers, telephones etc.

The Benefits of Work Experience (Wakefield & District Housing) <https://youtu.be/EwroK5ZvMTs>

Why work experience is so IMPORTANT, and how you can benefit from an amazing opportunity!  
<https://youtu.be/NcsyUCoUOKO>

NHS Work Experience  
[https://youtu.be/hBpB1O\\_psVA](https://youtu.be/hBpB1O_psVA)

## What are the Employers responsibilities during my Work Experience?

Under the law employers are responsible for health and safety management.

It is an employer's duty to protect the health, safety and welfare of their employees and other people who might be affected by their business. Employers must do whatever is reasonably practicable to achieve this.

This means making sure that workers and others are protected from anything that may cause harm, effectively controlling any risks to injury or health that could arise in the workplace. Employers have duties under health and safety law to assess risks in the workplace. Risk assessments should be carried out that address all risks that might cause harm in your workplace.

Employers must give you information about the risks in your workplace and how you are protected, also instruct and train you on how to deal with the risks. Employers must consult employees on health and safety issues. These also includes those who are undertaking work experience.



GET EXPERIENCE



## What are my responsibilities during my Work Experience?

Workers have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Workers must co-operate with employers and co-workers to help everyone meet their legal requirements.

As a worker, if you have specific queries or concerns relating to health and safety in your workplace, talk to your employer, manager/supervisor or a health and safety representative. You must ensure that you are on time and complete each of your tasks before their deadlines

You must take care of your own and others' safety. This applies for work experience students, whilst you are undertaking your work experience within a workplace, you are for that period an employee of the organisation and are expected to follow the rules of the workplace.

You are also required to report any absence you may incur, with both the employer and the school.

## Useful Websites

[law.pdf \(hse.gov.uk\)](#)

[Parents and carers \(hse.gov.uk\)](#)

[Students and young people \(hse.gov.uk\)](#)

[Are you an employee: Workers' health and safety \(hse.gov.uk\)](#)

[Your health, your safety: A brief guide for workers \(hse.gov.uk\)](#)

[How to write a CV | National Careers Service](#)

[Covering letter | National Careers Service](#)

[LifeSkills | Developing work and life skills \(barclayslifeskills.com\)](#)

### OUR CORE VIRTUES



Awakening minds



Achieving dreams



Serving others