



CRGS

SIXTH FORM

Clitheroe Royal Grammar School
Founded in 1554

**Year 12
Work Experience
Handbook 2024**

YEAR 12 WORK EXPERIENCE

We are unusual in providing a Work Experience programme for all our students. Sixth Form Work Experience allows students to gain valuable insight into an area of work they may pursue themselves. At this age, it is a more mature and adult relationship with employers.

Prior to Covid-19, all Year 12 students took part in a 5-day programme of Work Experience. The pandemic has changed how many workplaces operate, and some employers now adopt a 'hybrid' approach whereby their employees are not solely office-based, but work from home (or elsewhere) for some of the working week.

A consequence of this is that traditional, face-to-face work experience might not be as easy to find as has been in the past. In recognition of this, the 2024 programme includes a number of options you can consider:

- Face-to-Face (in person) work experience with an employer in a workplace
- A blend of Face-to-Face work experience with an employer with some remote work experience

Students have some choice in the areas in which they wish to gain experience but, for those who are unsure, guidance and advice are given.

Dates

The school has one week set aside for all work experience options which is:

Monday 15th – Friday 19th July 2024

You may also arrange your work experience during any week of your holidays, for example,

Spring Half Term	Monday 12 th February – Friday 16 th February 2024
Easter Break	Friday 29 th March – Friday 12 th April 2024
Summer Holidays	Monday 22 nd July – Friday 30 th August 2024

If your work experience placement is in one of these weeks then you will have the official week as part of your holidays.

Preparation

This booklet gives you information and guidance on how to organise your work experience. Apart from the fact that many establishments prefer you to contact them rather than school work experience co-ordinators, many skills are gained from arranging your own placement.

To get started, decide on the areas you are interested in, and to help you a careers/occupation area information section has been included on pages 4 to 6. A useful website is www.prospects.ac.uk.

To find out more information you could use the school library, the internet or the schools Careers Office. Mrs Howard and Miss Parsons are available in the school Careers Office.

You can book an appointment with Mrs Howard through the Careers Office if you are either:

- unsure of the type of work experience you would be interested in or
- you need to know more details about the necessary requirements of work experience for your chosen career/degree.

Contacts

When you have decided on the type of work experience you are looking for you need to decide who or which organisation you are going to contact. A simple way to start may be to search on the internet, alternatively you may know someone, a friend or relative you can contact. You must **not work** directly with your parents.

Write letters or telephone to enquire about work experience placements. If it is a large company you are contacting, ask for the work experience co-ordinator or the department you are interested in i.e. personnel, finance etc.

You may be asked for an interview or to send your curriculum vitae. Make arrangements for interviews out of school time and ensure your C.V. is accurate and up to date.

Deadlines

1. Everyone must complete the Work Experience Form (WE1). You must put three different choices down for your placement, ranked 1, 2, 3 (1 being your most preferred) you will complete your WE1 online in your Skills and Choices session.

To access the WE1 form click [here](#)

Even if you are a little undecided on the career you are interested in please make a decision on the form. You can always change your mind at a later date and inform the Careers Office in school so that changes can be made.

2. If you intend to find your own placement and have indicated this on form WE1 you must complete form WE2 and hand it to the Careers Office no later than **TUESDAY 23rd APRIL 2024**.

To maximise your chances of a successful and rewarding placement, it is essential that you organise your work experience carefully and are flexible.

All work experience is good experience - it may well spur you on to achieving the necessary grades you need for a university course/apprenticeship, or pursuing a career in a particular field. You may find that it is not the right career for you, which saves time and gives you more time to consider other areas. Whatever your experiences you will be able to use them in the personal statement section on your university application form and it could well form the basis of a university/job interview.

CAREER OCCUPATIONAL AREA INFORMATION

Administration & Clerical

This area covers all types of work in offices including secretarial and opportunities to work in administrative roles in national and local government. Write to Lancashire County Council, Blackburn and Darwen Council (only if you live in Blackburn or Darwen) or any local firms.

Architecture & Surveying

This area covers all jobs within the construction industry including building design, architecture, surveying and planning. This is a very wide field of employment so make sure you are specific on your form.

Catering and Hospitality

If you wish to follow a career in hotel management make sure the placement gives you opportunities to experience all aspects of the establishment. Try contacting Northcote, Northcote at the Rovers (banqueting, conference and events at Blackburn Rovers FC), or James' Places which has wedding venues, hotels, pubs and restaurants, including The Shireburn Arms, Waddington Arms, Eaves Hall, The Emporium, Mitton Hall and Holmes Mill.

Computers and IT

There's hardly any kind of business these days that doesn't need a computer to keep it going, so IT is a huge industry that's growing all the time. With the launch of new technology comes different kinds of businesses, as well as some existing businesses finding new ways to expand what they do. Companies may offer placements in computer repair and maintenance, web development, programming and systems analysis.

Art & Design

This area provides ideas and information about design jobs using technical and artistic skills including craft jobs, fashion design, fine art, graphics and interiors. Placements in this area are very difficult for the school to provide and as a consequence you will need to seek your own placement. Remember many large companies will have a graphics department. You could contact publishers for illustrators etc. Manufacturers of textiles/wallpaper will also have design departments.

Education and Training

This area covers everything to do with education and training with people of all ages from young children to adults. If you wish to pursue a career in teaching it is preferable to have had work experience in a school. Most schools are happy to have students and CRGS has links with many in the area. Go to a different school than the one you attended yourself e.g., if you went to a small rural primary school, try a town centre school.

Engineering

This area covers all aspects of engineering including jobs in the agriculture, aeronautical, marine, chemical and electrical industries. Make sure you write to companies that deal in the area you are interested in.

Environmental, Animals and Plants

This group covers agriculture, landscape, conservation, fishing, forestry, horticulture, veterinary services and animal care. If you are interested in veterinary work you must have completed a variety of work experience placements with animals e.g., sheep, dairy, stud farms, abattoirs and possibly zoos. Remember research departments of universities for specific areas. Placements may be found at Horticultural Colleges e.g. Myerscough. Try the Environment Department of your local County Council and United Utilities.

Conservation is an increasingly popular area. There are a wide variety of courses available. BTCV is one voluntary conservation organisation, also National Parks, the Forestry Commission or the Forest of Bowland AONB (Area of Outstanding Natural Beauty) are other organisations you may wish to consider.

Financial Services

Financial services are all about helping people and organisations to make the most of their resources. Many banks, building societies, insurance agents, accounting firms and stockbrokers are willing to offer placements. Don't forget that most companies have a finance director that you can contact.

Hair and Beauty Therapy

This area incorporates a wide range of personal service jobs and includes beauty care, hairdressing, image consultant etc. Placements can be found by writing to local beauticians.

Healthcare

This is a very wide-ranging group including, medicine and surgery, alternative/complimentary medicine, nursing, paramedic, ophthalmic, dental and pharmacy services and environmental health.

Students applying for medicine/dentistry need a variety of work experience placements. Medics need to have completed some voluntary work and have spent time in a residential/nursing home.

Dentists also need a variety of similar placements. You must have had experience of a dental practice and if possible in the laboratory and dental department of a hospital.

For other careers you must contact the specific department at the hospital e.g., Physiotherapy department, Radiography department. Placements may also be found at local pharmacies and opticians.

Languages, Information and Culture

This area introduces occupations where languages can be used as well as those concerned with history and culture. These are diverse but include archaeology, interpreting and translating, journalism, museum and gallery work and librarian.

Museums and Art Galleries can be found through searching the internet. Be adventurous; contact Manchester Science Museum, Tate Gallery (Liverpool), The Platform Gallery, Clitheroe Castle Museum, and The Fusilier Museum (Bury).

Legal and Political Services

This area covers the full range of legal and political jobs including barrister, solicitor, MP and coroner etc. Solicitor's offices and Magistrates Courts can sometimes offer placements for those who wish to pursue a career in law.

Leisure, Sport and Tourism

Tourism is a difficult area as most travel agents are unwilling to give placements because they find it difficult to give students tasks to complete. Local Tourist Information offices and tourist attractions may be able to offer placements.

Sport and Leisure placements are available at local football clubs and leisure centres e.g. Blackburn Rovers, Burnley Football Club and Roefield Leisure Centre.

Marketing and Advertising

Careers in advertising, marketing and PR are genuinely fast-paced and exciting. The general objective of each different area of the industry is to develop and enhance public interest in a brand,

organisation, person or product. Roles exist working 'in house' or for independent consultancies or service providers. A variety of job roles exist, from those that focus on planning and strategy to those that are more creative.

Performing Arts

This area covers everything to do with performing arts from being a performer such as a musician or actor to support jobs such as stage manager or wardrobe assistant. Local theatres e.g. The Grand Clitheroe, Thwaites Empire Theatre, Bolton Octagon, The Grand Theatre Blackpool, the Lowry Centre Salford and The Palace at Manchester are all worth writing to. Look on the internet and contact any others mentioned. Placements are available with national orchestras such as Halle and the BBC. You must write in plenty of time for those placements.

Retail Sales and Customer Services

This job family covers the occupations where you will be selling directly to the public. It includes specialist jobs e.g. bookseller as well as general roles such as checkout operator and store manager. Large department stores such as Marks and Spencer or supermarket chains (Booths, Tesco, Sainsbury's, Aldi and LIDL) are also worth writing to. Contact the HR/Personnel Manager.

SEQUENCE OF WORK EXPERIENCE

Assembly December 2023

Introduction to Work Experience and you will be able to access the Work Experience Handbook in your Unifrog locker



Discussions with parents/friends/teachers to decide on your work experience ideas and the area you are interested in researching. Use the handbook to aid your research.



Completion of your **WE1 ONLINE FORM**, in your Skills and Choices session



Route 1

If you are finding your own work placement
Contact or write to organise your placement.



Complete your **WE2 FORM**

by 23rd April 2024



Once your placement is authorised you need to put your placement on to Unifrog



You will then be responsible for ensuring the Agreement forms are signed by the employer and your parent/carer on Unifrog. These are very important and must be filled in and signed by your parents and the employers **immediately** and **before** you begin your work placement.

The Careers Office will then review your Unifrog form and you will receive email confirmation that your placement has been authorised. **Only at this point can your placement go ahead.**

FINALLY



You **must** contact your work placement two or three weeks before you start to check the arrangements are in place.

PLAN OF ACTION

DATE	TASK	TICK IF COMPLETED
December 2023	<ul style="list-style-type: none"> • Work Experience Assembly • Read the handbook 	
December/January 2023-2024	WE1 Microsoft Form completed	
Feb/Mar/Apr 2024	<p>Research Work Experience Placements</p> <p>Which companies/individuals have you contacted?</p> <p>1. Names..... Address..... Tel Number.....</p> <p>2. Names..... Address..... Tel Number.....</p> <p>3. Names..... Address..... Tel Number.....</p>	
23 rd April 2024	WE2 Form handed in for students organising their own placement.	
Summer term	<p>As soon as your placement has been authorised.</p> <p>If you have organised the placement yourself you need to add the placement to your Unifrog account and ensure that the employer and your parent/carer complete the placement agreement forms.</p>	

	<p>If the Careers Office has given you the details of a placement you will have been given a placement information sheet. Please contact the employer to introduce yourself and confirm the placement arrangements with them.</p> <p>Then add your placement on to your Unifrog account using the information sheet. You then need to ensure that the employer and your parent/carer complete the placement agreement forms.</p> <p>This must happen before the end of term/placement start date.</p>	
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Some important points to be aware of:

1. The employer may wish to interview you before you start your placement. This is usually an informal chat and enables your employer to get to know you a little and find out what you want to gain from your placement so that it can be tailored to your needs if possible.
2. Two or three weeks before your placement you need to ring your employer, reminding them you are coming. If they have not already done so they may wish to interview you at this time.
3. Once your Parent/Carer, your employer and the Careers Office have completed the forms you are authorised to undertake your work experience placement.
4. It is essential that all forms are signed and filled in correctly before you go on your placement. Please take responsibility for organising and ensuring that all forms are completed.
5. The careers staff are very helpful but they are also extremely busy so it is very important that you adhere to the guidelines given and the deadline dates are met. The WE1 form is [online](#). A copy of the WE2 Form can be found at the back of this handbook.
6. You may of course change your mind as to the work experience you have organised as the year progresses. If this happens you must let the Careers Office know.
7. Any arrangements you have made with employers must be changed or cancelled by you.
8. Occasionally students have organised placements and have not turned up. The employers have not been very pleased as staff have often organised activities and have invested time and effort on your behalf. Sometimes these placements have been lost and are therefore unable to be used for the benefit of future students.
9. If you are ill, you **must** contact the placement and the Sixth Form and explain that you will not be attending.
10. After your placement Unifrog will email the employer a feedback form. You will also have the opportunity to give your feedback on the placement experience.
11. Your Senior Tutor will also be able to access the employer feedback form so that it may be used for reference purposes.
12. If you take the time to organise, research and prepare for your work experience placement you will gain many skills. Your employers may even give you a part time job!

Finally, enjoy your work experience and good luck!

Mr J L Powell
CRGS Careers Lead

Ms G Clark
Assistant Headteacher

KEY DATES

WE1 – to be completed in your Skills and Choices session
– December 2023 & January 2024
WE2 – 23rd April 2024

WORK EXPERIENCE PLACEMENT (WE2) FORM 2024

FORM TO BE COMPLETED BY STUDENT **AND NOT** THE EMPLOYER

Name Form

WORK EXPERIENCE DETAILS

Date of placement

Contact Name

Company Name

Company Address

.....

Contact number

PLEASE REMEMBER:

The company must:

- Have employers' liability insurance
- Have more than one employee
- Be based in the UK
- Be able to host you for at least 4 days
- Complete the employer initial form on Unifrog before your placement begins.

You cannot work under direct supervision of your parents

DEADLINE FOR SUBMISSION

23RD APRIL 2024