



Pittwater House

2017

Year 10 Work Experience

Monday 27 November to Friday 1 December 2017

Booklet 1: Introducing and Organising Work Experience

achieve a balance

co-educational campus | single-sex education

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Work Experience - 2017

"Work experience has a key role in preparing young people for the adult world. It is an opportunity to bring home to them the attributes, skills and knowledge they need to succeed throughout their working lives."

Time well spent: Embedding employability in work experience, CBI (2007)

Work experience provides you the opportunity to learn about an occupation or industry by observation and participation. Students can build their knowledge, develop their skills and networks to aid them to make informed decisions about their future study and career paths.

It is the responsibility of the student to source and organise your placement. Students will be guided through the process, however they are accountable for the organisation and follow-up. Not only is the actual work experience invaluable, but the process of organising your own work experience is incredibly beneficial.

Work experience can provide:

- insights into what a job involves
- structured, supervised, hands-on experience
- useful work skills that are recognised in the workplace
- confidence in your ability to learn and become competent at new tasks
- work/life skills, such as communicating effectively, or working in teams
- a chance to demonstrate how you can contribute in a work environment
- an understanding of the world of work
- a new found independence
- experiencing a new environment and people
- challenging yourself
- an opportunity to demonstrate commitment and reliability
- a new referee to add to your resume
- an employment opportunity

Students will have the following responsibilities in organising work experience;

- approach a business about the possibility of undertaking work experience at their company
- follow-up with prospective host employers
- attend work experience meetings at school
- email Mrs Murray when a placement has been secured
- return form promptly to school
- organise the host employer to return notes
- communicate with your parents about work experience
- ask if you need any help what so ever

Work Experience Process and Timeframe

DATE	ITEM	RESPONSIBILITY
Term 1, Week 8	Introduction of Work Experience and How to Organise a Placement	Mrs Murray
Term 2, Week 7	<p>Work Placement Confirmed</p> <p>Once you have organised your placement, by phone or email or my work of mouth.</p> <p>Email Mrs Murray with the following details:</p> <ul style="list-style-type: none"> • Your name • Your form class • Prospective Employer Name • Employer contact person name • Email and phone contact details for the contact person at employer 	Student
Term 3, Week 9	<p>Work Experience Form Completed and Submitted</p> <p>Skoolbag Permission Completed and Submitted</p> <p>There are 2 forms that need to be completed.</p> <p>The first is a Student Placement Form (SPF) that all parties involved in the placement must complete (school, student, employer and parent)</p> <p>The second is the Skoolbag permission form. The SPF must be fully completed by all parties and then your parent must give formal permission for you to attend work experience.</p>	Student, Employer and Parent
Term 4, Week 5	<p>Preparation For Work Experience</p> <p>Procedures</p> <p>Rights and Responsibilities</p>	Mrs Murray
Term 4, Week 7	Work Experience	Student, Employer and Mrs Murray
Term 4, Week 8	<p>Work Experience Debrief</p> <p>Thank you letters</p> <p>What have you learnt about the Industry and about yourself?</p>	Mrs Murray

Finding and Choosing Work Experience

ASK YOURSELF THE FOLLOWING:

What am I interested in?

What might I like to do when I leave school?

What do I want to find out more about?

Remember this does not have to be something that you definitely want to do when you leave school – it maybe something that you are interested in and want to investigate more such as: journalism, nursing, engineering, veterinarian, television, law, hospitality.

Ways to find companies:

- Google search the type of company and area eg. Engineering Sydney North
- find companies in the yellow pages
- research company websites online
- ask friends or relatives
- many companies have work experience programs – give them a ring and ask for the HR department (Human Resources Department)
- write or email the company an introductory letter or phone (see examples on following pages)
- have a look at Work Experience on Canvas

What do I need to think about when choosing a host employer?

- Am I really interested in this?
- What activities am I going to participate in?
- Do I need specific clothing
- How am I going to get there every day?
- Did the company seem excited about having a work experience student?
- Many companies have application closing dates. **If you are interested in television, science, radio or magazines you need to apply now.**

How to Approach Prospective Employers?

Phone, Email, Letter or in person are the ways to approach employers.

Keep these tips in mind:

- Make sure you have done your research before making contact,
- Know who you need to make contact with
- Know about the business, know your dates,
- Where do you want to work within in the business, or
- Are you happy to experience different departments?

You will need to find out who to address your correspondence to so make an initial phone call and find out who within the business deals with Work Experience placements, more often than not it is the Human Resource Department.

If you decide to email or send a letter, state that you will follow-up with a phone call in the following days. CC myself in your email correspondence.

If you do call, make sure to offer if there would be a more convenient time to talk, if they are too busy. Whomever you talk to, write down their name so you have a contact with whom you can follow-up with.

A personal phone call at some point in the organisation is the way to go. An email may initially break the ice – but you should follow that up within 48 hours with a phone call.

The following pages have information about how to make those phone calls, or write emails and letters.

If you need help or want to practice a phone call, come and see Mrs Murray.

Phone Calls

You can't rehearse a whole conversation, but you can be prepared.

- **Practice** your introduction – don't rush, be clear, be concise, be your engaging self!
- **Why** have you contacted them, why do you want to go there?
- Have a **connection** – you have read about their company, your parent knows someone there, a teacher, careers advisor recommended them etc.

Hello Susan OR Mrs White.

OR

I'm sorry, I didn't get your name?

OR

I'm sorry, to whom am I speaking to?

My name is Mellissa and I am a Year 10 student at The Pittwater House Schools in Collaroy.

And I was given your details by my Careers Advisor Mrs Murray.

OR

I read about your company in the Sydney Morning Herald.

OR

I saw your CEO interviewed.

OR

I know Brian Angels in the Marketing department.

I wondered if your company offer Year 10 work experience placements. My designated work experience week is Monday 27 November to 1 December 2017.

I am very interested in pursuing a future career in _____ and am looking to experience a range of opportunities within that field, especially _____

Would you prefer I ring back at a more convenient time, I could also pop in and talk to you about the possible placement.

Mrs White or Susan, thank you for your time today and for the information you have given me.

Use their name (if they didn't give one – ASK)

Be clear and speak slowly.

What is your connection?

If you use someone name, they must give you permission to mention them.

Purpose of phone call.

Give specific examples about the aspects of the business ie. Advertising, Graphic Design, Marketing, Educating Primary school age children etc.

Be polite and respectful.

Finish the conversation with thanking them for their time.

Make sure you write down people's names – you have to ring them back!

Sample Email - Requesting a Work Experience Placement

Please Note: A copy of this Sample Email will be on the Work Experience page of Canvas

To: (Email Address)

Contact person's Email Address

CC: mellissa.murray@tphs.nsw.edu.au

CC me into your Email.

Subject: Possible Work Experience Placement for Pittwater House Student

Dear (Contact person eg. Mrs Mace,)

Make sure you know the person you are emailing.

My name is (Your Name) and I am a Year 10 student at The Pittwater House Schools in Collaroy.

Introduce yourself and where you go to school, and the purpose of the email.

I wanted to enquire about the possibility of a work experience placement at The State Library of New South Wales and/or the Mitchell library. I am very interested in library and information services and would like to investigate all that the State and Mitchell libraries have to offer.

Give information about any experience you have had, or your interests and subjects that you study or are going to study in Year 11.

I have already completed a work placement in my holiday time at my local library, Manly council library. I thoroughly enjoyed my time there and now would like to experience the varied and vast resources and experiences that the State and Mitchell Libraries undertake. I am particularly interested in the curation of historical documents in which the Mitchell library specialises.

Mention some personal characteristics about yourself

I am more than happy to provide a resume and my school Careers Advisor, Mrs Mellissa Murray is happy to act as a referee and answer any questions you may have concerning the placement.

Let them know they can ask questions.

The School's designated week is from Monday 27 November to Friday 1 December 2017.

State the week.

Thank you for taking the time to consider my request for Work Experience. I will telephone in a week's time to find out if you are able to offer me a placement.

Thank them for their time and that you will follow-up with a phone call.

Warm regards,

(Your Name)

(Your Email Address eg. john.smith@students.tphs.nsw.edu.au)

(Your Phone Number)

Type your Name, your Email Address and your Phone number.

Sample Letter - Requesting a Work Experience Placement

Please Note: A copy of this Sample Letter will be on the Work Experience page of Canvas

(Your Name)	<i>Make sure you give your contact details, including phone number.</i>
(Your Street Address)	
(City, State, Postcode)	
(Your Phone Number)	
Date (Day-Month-Year)	
(Contact Person)	<i>Know who you are writing to.</i>
(Title/Position)	
(Company Name)	
(Street Address)	
(City, State, Postcode)	
Dear (Contact person eg, Mr Smith) or Dear Sir/Madam	<i>Address the person who you are writing.</i>
I am a Year 10 student at The Pittwater House Schools and I am writing to enquire if your company would be able to offer me a work experience placement. I would like the opportunity of working in the _____ industry and finding out about the types of work available.	<i>Introduce yourself, where you go to school, and the purpose of the email.</i>
I am (mention some of your characteristics)	<i>Mention some of your skills and qualities.</i>
My work experience commences Monday 27 November and concludes on Friday 1 December 2017.	<i>State the dates.</i>
Thank you for taking the time to consider my request for Work Experience. I will telephone in a week's time to find out if you are able to offer me a placement.	<i>Thank them for their time and that you will follow-up with a phone call.</i>
Yours sincerely,	<i>Leave enough space for your signature.</i>
(Sign your name)	
(Print your name underneath)	

