**GUIDANCE ON WORK EXPERIENCE**

**Why do work experience?**

Doing work experience will:

* give you an insight into the way organisations operate and the challenges they face
* increase your skills and knowledge
* provide you with networking opportunities – for example this can be useful for college projects
* help you to understand a particular job or industry.

The benefits can include:

* the company might be able to act as a referee for you in future job/ apprenticeship/ college applications
* attendance at in-company training courses – for example at KREMPEL everyone gets an in-house Health and Safety induction

**First things first**

* Lots of companies and organisations offer work experience in all sorts of things but not many will advertise them
* Don’t just think companies will offer one type of work experience e.g. most students come to KREMPEL for engineering work experience but we’ve had people in doing work experience in HR and IT.
* There will be restrictions on what work you are allowed to do and some companies will have working at the very bottom of the pile!
* You might be interested in a particular type of work or a particular company or type of organisation but it helps if you’ve done some research on the company

**Application letter**

* Keep the letter short, to the point, and most importantly – accurate and honest. Never, ever lie on any application letter, application form or CV
* Always double-check to make sure you’ve got the right address and name, and don’t forget to edit it for each organisation you send your letter to - work experience letters addressed to the wrong person/ company won’t impress anyone!
* Emails are fine to use if you know the correct email address

**Make sure it is clearly laid out**

* The lay-out of your letter gives the first impression even before somebody reads it.
* Do not use fancy fonts because it distracts from the content – Arial or Calibri are fine

**Make sure you include your contact details either at the top of your letter or at the end of the letter/ email**

* Name, address, contact telephone number and email address
* Think about the telephone number you use – it should have a suitable voicemail message or can you rely on brothers and sisters to take accurate messages at home?
* Use a professional sounding e-mail address – babemagnet123 will not cut it!

**Who are you, and what are you looking for?**

Give the employer a brief outline of who you are, what you’re doing and explain what you’re looking for.

**Example:** *I am a Year 10 student from XXX Academy in YYY, studying GCSEs in Maths, English, and Science, alongside my chosen subjects of Textiles, Graphics, Geography, and Art.*

*I’d like to enquire about a potential work experience placement at AAA Ltd which I will be available to carry out for one/ two weeks, from Date X-Date Y.*

Try to put across a **genuine** interest for your chosen company and field of work

Remember many local organisations receive a large number of work experience requests, so some enthusiasm about wanting to go to specific company helps but don’t be too gushing as this can come across as being insincere

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**Example 1 Too gushing!:***I’m keen on gaining some practical experience in a creative environment, as this is the field I’m looking to pursue a career in in the future. I’m particularly interested in working for Fashion Retail Company LTD – being an avid fan of your products (having used many of them myself). I also feel you provide excellent service and the atmosphere is positive and welcoming whenever I visit the store.*

**Example 2:** *I’m keen on gaining some practical experience in a creative environment, as this is the field I’m looking to pursue a career in in the future. I’m particularly interested in working for Fashion Retail Company LTD as the atmosphere is positive and welcoming whenever I visit the store.*

**Why are you suitable for the placement? This is your chance to sell yourself.**

The examples can be from any area of your life (work, or outside activities), but it’s important that they accurately reflect what you have done.

**Example 1:***I’m a motivated hard worker, with a creative mind and an excellent attention to detail. This can be shown in my most recent assignments for Textiles and Graphics, where I used both creativity and attention to functionality to create an children’s dress and an interactive board game – achieving an A\* for each.*

**Example 2:** *In my spare time, I volunteer at a local dance group, where I help to look after 10 children alongside a qualified dance teacher. This demonstrates my leadership skills, and ability to work well with others.*

**Ending the letter**

Keep this section short (one or two lines max),and abide by the standard letter rules when you sign off (*yours sincerely* if you know the person’s name, *yours faithfully* if you don’t).

**Example:**  I would be very grateful to be considered for a work experience opportunity at Retail Fashion Company LTD.

I look forward to hearing from you soon.

Yours sincerely,

[Your name]

**Avoid errors**

Ask someone else to read your letter – everyone can become a bit word blind reading from a screen. Somebody else can pick the little mistakes out.

**Even if you’re sending your letter by email try to print out your letter**

Does everything still line up and check it still looks good this way?

**Are you all ready?**

If you’re email your letter save the result as a pdf, this way nobody can change it anymore. It looks way better as well. Use a practical name e.g. A Brown KREMPEL Work Experience

**AFTER THE WORK EXPERIENCE**

For each work experience reflect on the experience:

* **What did I enjoy?**
* **What did I dislike?**
* **What surprised me?**
* **Do I still want to work in the industry?**
* **Would I apply to work for the company?**
* **What sort of work experience do I want to do next?**
* **Has the work experience helped me to study harder for what I want to do?**
* **Has the work experience helped me to decide what I what to do next – 6th Form, College, Apprenticeship, University, Job etc.**

Being able to reflect on each work experience will help you to write about it and so use it as part of your CV or next application

# What you need to do next:

* You need to submit an application letter explaining why you want to come to KREMPEL for your placement, which area you would like your placement to be in and the dates you would like to come on placement
	+ We can offer a variety of placements including Engineering (specific and general areas), manufacturing cycle, IT and HR
	+ Please be aware that there are restrictions on what we can physically allow under 16s and under 18s to do
	+ The working hours will be 7.45 a.m. or 8 a.m. Monday to Friday until 4 p.m. Monday – Thursday and 12.30 p.m. on Friday
	+ The company provides safety equipment such as safety shoes where required
	+ Send your letter by email to Shona Endean, Senior Specialist HR at s.endean@krempel.com or to KREMPEL, Clovelly Road, Bideford, EX39 3EX
* You will then be invited for an interview and a factory tour
* If your interview goes well the placement will be confirmed and you will be sent further information about the placement
* Everyone on placement will have a Health & Safety induction before starting, and an end of placement of review so we hear about the placement from your point of view.
* If you are interested in considering an apprenticeship please contact us