

Year 12 Work Experience Interview Question Sheet Website.docx

Question	Response
<p>What are your plans after Year 13?</p> <p>What subjects are you taking now? Favourite?</p>	<ul style="list-style-type: none"> • University / Apprenticeship / Job / Gap Year / Other (please state) • What subject/Job area? • If don't know, offer a Careers interview with LW in the New Year <p>1. 2. 3. Favourite</p>
<p>Please note: No appointments should be made during your work experience week</p>	<p>You are expected to have 100% attendance Make sure any part time work is scheduled around your work experience and does not impact on your placement</p>
<p>What steps you need to take to organise a work experience placement</p> <p>The work placement should be linked to their future aspirations</p>	<p>Students should research companies to see if they offer work experience and apply with a CV</p> <p>Ask family / friends if they are able to arrange a placement where they work (under different supervision)</p> <p>Deadline for Heidi Haigh to receive placement details on Employer's Appendix Form 20th December 2018! to enable H&S checks to be carried out and authorise the external placements</p>
<p>Have you got an up to date CV?</p> <p>Have you got a part time job? (Careers to make a note of this). Remember to include details in CV</p>	<p>Yes CV prepared / No not got a CV If no, then please organise this asap!</p> <p>Template available on the home page of the Careers Website – show where if got computer access</p> <p>Work part-time at Where and What hours?.....</p>
<p>Formal applications only when applying</p>	<p>This includes either a letter of application or a formal email together with your CV – Dear Sir/Madam unless you have a name then Dear Mr for example. End with either Yours faithfully if no name or Yours sincerely if you have a name.</p> <p>Sample letter on Careers Website</p>
<p>Once you have a confirmed placement: Go to reception and pick up an Employer's Appendix Form. Complete the details and return to 6th form reception asap.</p> <p>A copy for your information will be sent by email to your school email and is also available on Careers Website home page</p> <p>Student to complete Employer details - do not have to hand to employer unless details unknown</p> <p>Important - check your emails for correspondence</p>	<p>Please note as soon as you have a confirmed placement details must be sent to Heidi Haigh</p> <p>Complete the Employer Appendix form, hand in at reception or email h.haigh@brighthouse.calderdale.sch.uk so that a letter of confirmation can go to the employer.</p> <p>No placement will be processed without the Employer's Appendix Form being completed.</p> <p>If waiting for details from Employer, email to Heidi Haigh that you have found a placement at and waiting for EAF to be returned</p> <p>Appendix form handed in Yes/No</p>
<p>DO NOT PUT ALL YOUR EGGS IN ONE BASKET!</p> <p>If you do not hear from an employer once you have sent your CV in do not wait and do nothing else.</p> <p>Chase your application up</p>	<p>If you have heard nothing after 2 weeks ring the employer up:</p> <p>Say you have sent in a work experience application. You wonder if they have had time to look at your application and make a decision</p> <p>PUT BACK UP PLANS INTO PLACE – APPLY ELSEWHERE</p>
<ul style="list-style-type: none"> • Calderdale or Huddersfield Hospital placements. this work experience is 15th – 19th July 2019 • Complete the two Hospital forms and ensure your Form Tutor, HOY or Science teacher completes the Teacher Comments. • You must live in a HX or HD postcode. These should be then handed to Heidi Haigh via 6th form reception • In the meantime explore alternative placements for the week 8th – 12th July 2019. If you are going into Medicine you will require further work experience • If you are interested in a placement at Bradford Hospitals, you must live in a BD postcode otherwise your request will be declined. • Research their website for details • (Please note Dewsbury Hospital is out of area and won't take students from BHS) 	<p>Hospital placement for Medicine or a Career in the NHS? Yes/No</p> <p>Give two forms: New Hospital Work Experience Application Form Yes/No New Hospital Candidate_declaration_form Yes/No</p> <p>You do not complete the Employer's Appendix Form for the hospital. If you have a further placement for the 8th-12th July this will be required</p> <p>We have 10 placements for students. You are not guaranteed a placement until you have completed a satisfactory interview. These individual interviews with hospital staff for these placements will take place in college 12th December 2018 between 12.00 and 1.15pm. You will only find out which hospital and where you have been placed two weeks prior to the placement date in July. You will be sent a contract by email so make sure the email address you put on the application form is accessible from home</p> <p>Heidi Haigh will send completed forms to the hospital in a batch so all returns to me</p> <p>Please indicate on Work Experience Application Form notes if handed forms</p>
<ul style="list-style-type: none"> • Students interested in Primary Teaching require at least 3 weeks work experience 	<p>As well as work experience week, students should organise an Extended placement around their current timetable ie every Tuesday afternoon from 12.45 until 4.00 pm (can help with after school events or preparations). They need to complete an Extended Employers Appendix Form and return to HH for the paperwork to be completed prior to starting. Students should keep a log of dates, times/hours completed and what they have done as they will need to evidence these in their Personal Statements when applying for University.</p>
<p>Any questions about the application process?</p>	<p>Any questions can be noted on the Work Experience form or students can email HH</p>