

# Central Berkshire Education Business Partnership

## 2010 Work Experience Guidance For Students

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Work Experience is your opportunity to work with an employer and gain an insight into the world of work. You will have the chance to develop and learn new skills, and identify your own personal strengths.

We encourage all students to find their own work experience placement by approaching companies directly and by using your network of friends and relatives. Please ask your school co-ordinator for an Own Placement form. **Remember**, many companies will only consider those students who apply to them directly.

### Completing the Application Form

It is vital that you complete the form in as much detail as possible, as this will allow us to match you up to the most suitable placement. Complete all sections titled 'To be completed by student'. Try and include as much information as you can, and show your enthusiasm!

**Remember**, many placements are very limited, and the work experience team will have to decide which forms/students get matched with the best placements offered. Filling in this application form will be good experience for when you have to complete application forms in the future – for a Driving Licence or University Application for example.

COMMUNICATION

INFORMATION TECHNOLOGY

IMPROVE OWN LEARNING & PERFORMANCE



APPLICATION OF NUMBER

PROBLEM SOLVING

WORKING WITH OTHERS

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### Skills

Employers are now seeking workers with *Soft Skills / Transferable Skills* – these are qualities people have that can be applied to many different job roles, such as *Listening Skills*, which are important in careers such as Teaching, Child Care, Customer Service, Retail, Police Force etc.

The examples given are an indication of skills required for different Work Experience placements:

Office – Team Working/ICT/Communication/Written/Organising and Planning

Retail – Communication/Customer Service/Problem Solving/Team Working/Working Independently

Automotive Related – Working with Tools and Equipment/Problem Solving/Team Working

Animal Care – Caring for others/Working with Animals/Team Working/Working Independently

Finance – Working with Numbers/ICT/Communication/Team Working/Problem Solving

On your application form you are asked to tick 6 Skill areas to allow us to identify a placement suitable for you.

You will also have the chance to detail more specific placement requests on the back of the form.

**Remember** that we may allocate you any placement we believe matches your skills and your travel areas.

When searching for a suitable placement for you, we will look at the skills you have identified and the supporting information on the back of the form. **Remember** you must complete the form in full, and double check it before handing it in to the school. Incomplete forms will be returned to the school, and this often means there will be a delay in finding your placement.

Please show your enthusiasm for work experience on the back of your application form, and remember whatever work experience you do, give it a real chance. employers are so keen on. And, of course, don't forget it will look good on your CV!

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