



St Bede's
Sixth Form College
Serving Families in North West Durham



Getting Started

Year 12 Work Experience

Monday 7th July- Friday 11th July 2025

- Use SACU Student Career Quiz to start the process of discovering your career journey.

[SACU QUIZ](#)

- Start researching the skills you need for the career you want- check out.
 - National Careers Service job profiles-[NCS.Gov](#)
 - Prospects-[Prospects](#)
 - Look at University courses you may consider and see what skills or experiences they require-[Explore subjects](#)

(Look at **areas of employment** and **related careers** sections)

- Not sure where to start look at careers linked to school subjects and sectors on **Careerpilot**

[Subject link](#)

[Sectors link](#)

- Some careers or universities will stipulate the type and length of experiences required for subjects such as medicine/nursing/veterinary/teaching.



My Preparation Checklist for Work Experience

ACTION	✓
Register SACU Student -Complete Quiz and Clouds Share with your form tutor- you can do this online.	
Research Placements local/national- look at welcome day presentation.	
Shortlist possible placements	
Register NYBEP on-line Portal by	
Update/Create CV- Careers download library St Bede's website https://www.stbedes.durham.sch.uk/careers-download-library	
Create covering letter / e-mail for placement-see below	
Ring Company to find most appropriate person to send letter/ e-mail or to obtain a direct e-mail address	
e/mail or send letter to placements- see templates below	
Follow-up with phone calls Work out what you want to say. Have all info to hand including dates etc	
Complete forms / information requested on Portal.	
Make a list of what you want to see or do on placement- make it easy for the employer to create a really useful experience for you.	
Prepare yourself for interview – some companies want to meet you in advance. You could take a long <ul style="list-style-type: none"> • CV • Portfolio of work • Examples/photos of things you are involved in outside of school. • Ideas for what you want to do/achieve on placement. 	
<ul style="list-style-type: none"> • Remember to contact the employer before your experience begins to make sure everything is in place – companies sometimes have changes of staff 	

Work Experience can give you the opportunity to:


- Sample a working environment
- Try out career options
- Build your self confidence
- Develop employability skills
- Support your course of study
- Support your UCAS application


It is likely that your placement will be a mixture of different types of learning:

Skills & Attributes	<p>Competency Based</p> <p>Work Experience</p> <p>(e.g. NVQ/ Btec/ Applied A Level)</p>	<p>Personal & Social Development</p> <p>Work Experience</p> <p>(e.g. to gain confidence and employability skills- resilience, self-esteem, communication skills etc.)</p>
Knowledge & Understanding	<p>Curriculum Based</p> <p>Work Experience</p> <p>(Linked to a subject you love History, Life Sciences, Art etc.)</p>	<p>'World of Work'</p> <p>Work Experience</p> <p>(e.g. shadowing a member of staff or trying out a career area you may be interested in such as Medicine, Law , Engineering)</p>
	Vocational/Academic	Personal/Social

What do you hope to gain from your Work Experience?

The Process of finding & attending a work experience placement

Month	Documentation	Action
September	<ul style="list-style-type: none"> Work experience preparation presentation 	Take SACU Quiz and create Career Clouds Short list possible areas/employers
November	<ul style="list-style-type: none"> Y12 Presentation outlining process with W/EX Provider Work Experience Letter to parents Students Sign-up to NYBEP Portal- Final Date TBC 	Outlines the process and informs deadlines. Sign Posting to Template letter/ e-mail for contacting placements.
November-February	<ul style="list-style-type: none"> Students look for an own arranged placement and complete documentation on Portal 	This informs school and Health & Safety provider about the placement ready for checking placement. Placements must have Employer Liability Insurance to ensure you are safe. Check this when approaching companies.
December	<ul style="list-style-type: none"> Ideas Generator 	Lunch-time drop-ins to support students when choosing appropriate placements to support future careers and university courses. Partner organisation Careers professionals to support students who need ideas /links to move forward with their search for placements. Mrs Jukes available Tuesday -Friday lunchtimes for support
February	Deadline for registering Placements on Portal FINAL DATE TBC It is important to comply with this deadline. The Health and Safety checks take some time. Late registrations run the risk of not having the necessary safety checks in place and therefore cannot proceed.	
February- July	Placements checked Initial contact made by Health & Safety company Medical Information checked Unendorsed Placement letter to parents for signature	Any issues/ problems are fed back to school This will be sent out if a placement is outside the area for Health & Safety Checks
February - July	Students to update CV & covering letter	Students may be asked to interview or complete placement's own paperwork.

	<p>Examples on careers section of St Bede's website St Bede's Careers</p>	<p>A CV should be presented to placement providers before or during the placement-template on Careers Section of St Bede's website</p>
	<p>Students to create a plan of what they would like to see/do on work experience</p>	<p>This ensures that this is not a passive experience. Employers are only too happy in most cases to accommodate students requests to ensure that they have the best experiences.</p>
	<p>Job Descriptions for placements will be distributed via portal</p>	<p>Student to contact employer. Some may invite students for a visit/interview. It's a chance for students to introduce themselves and check information on the job description. They can also discuss what they would like to get out of the placement .</p>
<p>May/June</p>	<p style="text-align: center;">Health & Safety in The Work Place Presentation</p> <div style="text-align: center;">  </div>	
<p>July</p>	<p>Issue Work Experience Journal via Portal</p>	<p>Students to keep a log of skills and activities that can be used in the future for applications for University or Jobs/ apprenticeships</p>
<p>July</p>	<p>A few days before placement begins- contact employer</p>	<p>Check information given is still correct. Confirm first day arrangements</p>
<p>During placement</p>	<ul style="list-style-type: none"> • If you are ill or unable to attend your placement you must ring the employer and school • Share the Work Experience Journal to your placement and ask if they can complete the Evaluation section before you leave. • Show the employer you CV and ask for feedback. 	
<p>After placement</p>	<ul style="list-style-type: none"> • Send Thank you letter to employer- you never know when you may need them for reference or help in the future. Some students have gained part-time work or apprenticeships from their work experience in the past. • Complete a job profile Poster to help inform other students about this type of placement 	

Work Experience Letter/ e-mail example

5. St Bede's Street
Lanchester
Dh7 ORD
1/11/24

Intellectual Property Lawyers LTD
Westgate Chambers
North Street
Eastwich
EW1 9RT

Dear Mr. James

I am a sixth Form student currently studying at St Bede's Catholic School and 6th Form College in Lanchester, Co Durham.

I am writing to inquire whether you have any opportunities for Work Experience Placements within your organisation.

As part of my agreed study programme I have the opportunity to undertake a **period of Work Experience during the week of 7th-11th July 2025**

I am currently studying the following subjects with the view to going to university to study History, followed by a Law conversion course after my Level 3 qualifications. I intend to work in an area of law relating to Intellectual Property in the future. I have attached my current CV.

Within my studies History has given me the confidence to question sources and check their validity; English Literature has allowed me to read and enjoy a range of texts but also understand the meaning and formulate answers to demonstrate my English Language skills. Studying French has also been of great benefit not only in enhancing my language skills but opening the possibility of working/ studying abroad at some point in my career.

I would particularly like a work experience placement with your company as I know that your reputation in this field is very strong and I could gain many skills and experiences that would prepare me for a future within this career pathway.

During work experience I would like to gain experience of working with a range of clients and understanding how you work with them to ensure I understand how current laws and regulations relate to their situations. I would also be very interested to know about different roles within your organisation and the skills required to carry out the associated duties.

My school is working with North Yorkshire Business Enterprise Partnership (NYBEP) to arrange for the necessary Health, Safety & Insurance checks to be made and someone from the NYBEP will be in contact if a placement can be arranged.

Please can you advise me if such a placement would be possible and I'll send the necessary NYBEP forms to you for signature?

Thank you; in anticipation of your reply. I hope that it will be possible to enhance my future career prospects within your organisation.

Yours sincerely,

A. Student

Andi Student

1) Who are you & why are you writing to me?

You must let them know this within the first few lines of your covering letter; otherwise it's unlikely that they will read any further.

2) Why are you looking for work experience?

Most companies will literally receive hundreds of letters and emails from students each year requesting work experience. As such, it's important that you explain why you are looking for work experience and what you think you could offer.

Employers will be far more receptive to your application if you have taken the time to read up on their business and show them where you think you could contribute.

3) Why should I offer you work experience?

If you are fortunate enough to get some work experience, the employer will have to take time out during your visit to brief you and monitor your progress. This takes time: time that could otherwise be spent on other pressing matters.

As such, it's important that you make it absolutely clear how and why you can benefit them. You have to build a case that makes somebody within the organisation stop what they are doing and take the time to consider your letter.

Conclusion

If you want to write an awesome cover letter for a work experience placement, you need to be concise and highlight any benefits that may come from having you around.

Remember that they get a lot of requests for work experience, so make it clear how you can genuinely offer them something!

Work Experience Letter/ e-mail TEMPLATE

Your Name & address
Date

Company Name & Address

Dear Sir/ Madam (*better if you know a named person to send to*)

I am a sixth Form student currently studying at St Bede's Catholic School and 6th Form College in Lanchester, Co Durham.

I am writing to inquire whether you have any opportunities for Work Experience Placements within your organisation.

As part of my agreed study programme I have the opportunity to undertake a period of Work Experience during the week of 7th-11th July 2025

I am currently studying the following subjects with the view to

(*Could mention & attach CV- see example above- CV Template in Careers Library School Website*)

Within my studies

I would particularly like a work experience placement with your company as.....

During work experience I would like to

My school is working with North Yorkshire Business Enterprise Partnership (NYBEP) to arrange for the necessary Health, Safety & Insurance checks to be made and someone from NYBEP will be in contact if a placement can be arranged.

Please can you advise me if such a placement would be possible and I'll send the necessary NYBEP forms to you for signature?

Thank you, in anticipation of your reply. I hope that it will be possible to enhance my future career prospects within your organisation.

Yours Faithfully (*if you do not know their name*)

Yours Sincerely (*if you know their name*)

Signature

PRINT NAME

Year 12 Work Experience- Your CV

As part of the work experience programme you need to produce a CV to present to your placement employer/organisation.

We would hope that they would also be able to give you some feedback/advice on what is currently required how to improve this for the future. Larger companies may also have **HR (Human Resource)** departments who see many CV's each year and can give you their views on who they employ based on their application. In smaller companies you may also have access to the person/s who look at applications.

The following resources can help you,

- There is a St Bede's CV template on our website- link below

St Bede's>our school>careers>download library

<http://www.stbedes.durham.sch.uk/careers-download-library>

National careers service help

<https://nationalcareersservice.direct.gov.uk/get-a-job>

- Other Advice from Employment agencies etc.

Monster

<https://www.monster.co.uk/career-advice/article/monster-cv-template>

Prospects

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv>

Reed

<https://www.reed.co.uk/career-advice/free-cv-template/>

Career Pilot

<https://www.careerpilot.org.uk/information/a-job-or-career/cv-builder>

Prince's Trust

<https://www.princes-trust.org.uk/how-we-can-help/tools-resources/finding-job/cv-tips>

Youth Employment UK

<https://www.youthemployment.org.uk/careers-advice-help/cv-advice/>
<https://www.youthemployment.org.uk/write-first-cv-tips-students-school-leavers/>

TOP TIPS FOR MAKING THE MOST OF WORK EXPERIENCE

1. FOCUS ON CONTINUAL IMPROVEMENT

Are you really going to make the most of the experience?

- Set some clear targets for what you want to gain from your experience
- Be clear about what is expected of you and how your performance will be measured
- Think ahead to where you would like to be in a couple of years' time and identify how your work experience can act as a 'stepping-stone'
- Think about and list the skills and experience that will make you employable in the future
- Make sure your work experience develops some of these skills and expertise
- Set yourself regular personal development targets, broken down into small manageable steps

2. INCREASE YOUR SELF AWARENESS

Work experience is an ideal opportunity to develop new skills and explore what you really want to do in your future career

- List your strengths and weakness. Use others to help. Continually update the list
- Actively seek feedback from colleagues, particularly people you respect
- Notice and write down experiences that really motivate you - and those that don't
- Make an effort to establish your values and underlying beliefs. You will not be comfortable if you do things that work against these values
- Be constructively critical and continually ask challenging questions of yourself
- Learn to learn from your feelings and intuitions

3. GAIN RELEVANT SKILLS AND EXPERIENCE

In today's world of work, it's crucial to seize every learning opportunity

- Volunteer for new projects or roles outside your remit
- Work with people across departments and try and learn from them
- Show willingness to develop and don't be afraid to ask for new opportunities
- Try to gain and recognise the skills from work in customer facing environments (e.g. retail, sales, services, reception)
- Make the most of work opportunities in small business where you may be given more responsibility and a wider range of job roles
- Get as much variety in your work as possible
- Stretch yourself and adapt to change and uncertainty in a positive manner

4. DEVELOP YOUR TEAMWORK SKILLS

Teamwork skills appear high on almost every employer's list of successful attributes

- Make a real effort to fit into your organisation - get involved with teams
- Understand the culture of your organisation (different values and personalities and how they like to operate and conduct business)
- Look at differing team roles - leading, managing, improving, promoting, developing, organising, producing, inspecting, maintaining and advising
- Find out the roles you prefer when working in teams, but also be flexible
- Develop the art of listening to other people's views
- Identify the characteristics of successful and unsuccessful teams
- Seek opportunities to work in a variety of team environments
- Get involved in social activities or perhaps organise some yourself
- Increase your awareness of office politics

5. BECOME INDISPENSABLE

The more value you add to your organisation the more indispensable you become. This may have a major impact on future salary levels and career prospects

- Be prepared to do the boring mundane tasks
- Make a positive impact - look to achieve an early success
- Take a broader look at the needs of your whole organisation
- Identify your organisation's priorities, such as changing customer needs, new products or services, emerging markets and competitors
- Become indispensable by performing a crucial role, developing invaluable expertise, or attaching yourself to growth areas
- Identify the best career development opportunities for you and plan how to reach them
- Look at ways you can 'free-up' your boss's time by offering to take on some of their tasks
- Take the initiative - don't wait to be told what to do

6. EXPLORE OPPORTUNITIES

It's important you position yourself to explore as many career avenues as possible

- Don't sit in your academic bubble - look at how you can transfer theory into practice (and vice versa)
- Explore as many career development opportunities as possible
- Regularly visit the careers service and keep up-to-date with changes in the graduate jobs market
- Don't be afraid to approach managers in other parts of your organisation for an 'advisory interview'
- Make sure you identify the things you 'absolutely don't want to do' in your future career
- Seize any opportunity for continual professional development, e.g. internal training courses

7. USE YOUR CONTACTS AND DEVELOP THE ART OF NETWORKING

We all need a helping hand to grow and develop, so it's vital to build a network of contacts through your working life

- Keep an up-to-date diary or log all the people you meet
- Look for role models who you can learn from
- Use every opportunity to build new relationships. Clients, suppliers, distributors, competitors, colleagues and organisations in related fields are all potential avenues for future career moves
- Know how, and who, to ask for help
- Keep your eyes and ears open for courses, training sessions, meetings and external events -they are all useful ways to expand your network
- If you leave your current position make sure you maintain links with your key contacts, if only through the occasional phone call, e-mail or Christmas card
- Build your contacts and don't be afraid to use them

8. BOOST YOUR SELF-CONFIDENCE

Believe it or not, you really can boost your self-confidence

- List all the achievements you are proud of - they'll be great for your CV. Make sure you don't undersell them
- Keep a file of any positive feedback, certificates or awards
- Step beyond your comfort zone, and be prepared to take small incremental risks
- Be proud of your achievements and value your own experiences - both good and bad
- Develop your assertiveness. Don't be pushed into working full-time hours for part-time pay

9. LEARN TO LEARN

Learning to learn from both your own and other people's experiences is a crucial skill for the 21st Century.

- Keep a regular log (even if it's a mental log) of everything you learn
- Learn from both successes and failures. If an experience is painful, turn it into something positive by learning from it
- Recognise your own reaction to failures and disappointments
- Identify, observe and learn from people who are competent in skill areas where you're weak and need help (e.g. excellent presenters, capable managers, good networkers)