



## 30TH - 3RD APRIL

# WHY WORK EXPERIENCE?



Provides knowledge of the local job market and starts students on the road to building a network of business contacts.



An opportunity to impress local business people – in a few years' time there may be the opportunity to go back to the same manager seeking employment!



Valuable experience to add to a CV or Personal Statement.



Many employers are happy to offer a reference, which students can use when applying for jobs, either while they are still at school or later on.



# WORK EXPERIENCE THIS YEAR: IN BRIEF

All S5 students will be on work experience during project week.

(30<sup>th</sup> March -3<sup>rd</sup> April)

All forms regarding the work experience programme can be found on TEAMS. You and your parents are responsible to complete these forms according to the deadlines.

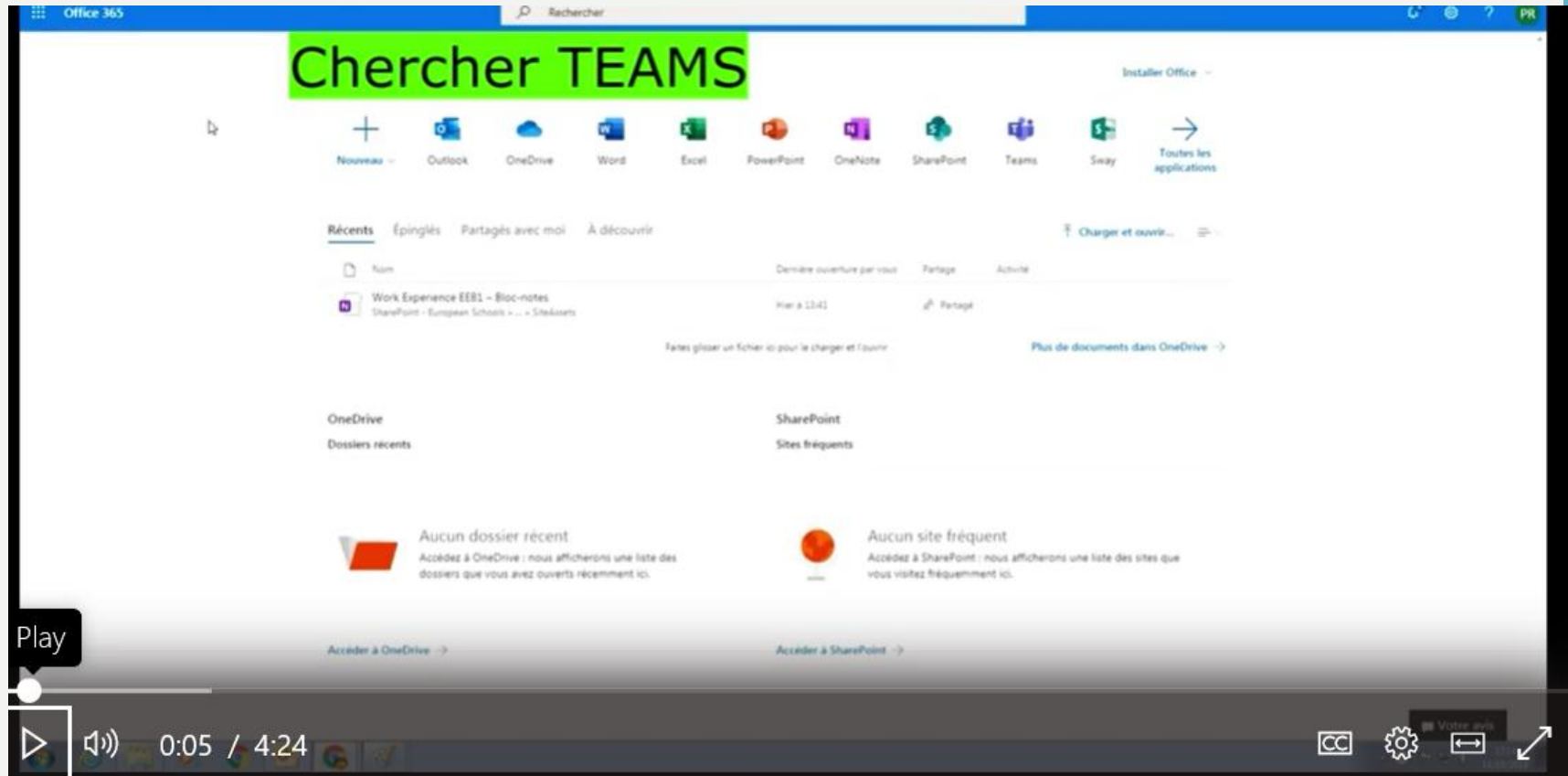
You are responsible for securing your work experience placement. The school will deal with all your paperwork and provide you with a certificate.

Get organised.

Go to TEAMS, complete the online forms  
write a letter of application to employers that interest

Speak with friends and family to gain contacts  
**DO NOT** wait until the last minute!

# WATCH THE STEP BY STEP VIDEO LINK ON THE FOLLOWING SLIDE



# WORK EXPERIENCE: HOW IT WORKS



## Step 1:

Log on to TEAMS,  
watch the video

<https://web.microsoftstream.com/video/df7caf64-9f8e-44ab-8bc5-bd79f4f94bf5>

## Step2:

Complete the work  
experience;

- parents consent
- acceptance of code of  
the perfect trainee

## Step 3:

Create a student CV  
and motivation letter.

Send your CV and  
motivation letter to  
the companies that  
you are interested in  
completing your work  
experience.

## Step 4:

Once you have had a  
work experience  
placement accepted by  
the company,

- complete the work  
experience company  
details;
- make sure all your  
documents in order.

# HOW TO ARRANGE A WORK EXPERIENCE

- ❖ Prepare a CV and motivation letter. (templates are available on TEAMS)
- ❖ Research options, select a potential employer.
- ❖ Speak to friends and family, they may have good connections and can introduce you.
- ❖ Send your CV and letter to the employer. Send it to more than one company to increase your chances.
- ❖ Employers need to comply with certain criteria in order to be 'passed' as a suitable provider.
- ❖ Once the placement has been agreed, the company details need to be completed and uploaded to TEAMS.
- ❖ REMEMBER- work experience is where you work like in a normal job, it is not a sport or cultural programme.





Be ready to work, work safely and within company rules.



Good time keeping – be punctual.



Follow instructions and ask if you are unsure of anything.



Ask questions, it shows you are interested!



Discuss any concerns as they arise with your supervisor.

# WHAT DO EMPLOYERS EXPECT FROM STUDENTS?

# WHAT DO WE EXPECT FROM STUDENTS?



REMEMBER THAT  
YOU ARE AN  
AMBASSADOR FOR  
THE EUROPEAN  
SCHOOL, OUT IN  
THE LOCAL  
COMMUNITY  
WHERE PEOPLE  
KNOW WHO YOU  
ARE AND WHO WE  
ARE.



BE SMARTLY  
DRESSED,  
PUNCTUAL, POLITE  
AND WELL  
BEHAVED.



WORK HARD AND  
MAKE AN EFFORT  
TO CONTRIBUTE,  
ASKING QUESTIONS  
WHERE YOU NEED  
TO – YOU ARE  
THERE TO LEARN  
AND TO  
EXPERIENCE!



COMPLETE YOUR  
WORK EXPERIENCE  
DIARY.



THE FOLLOWING  
WEEK, WRITE A  
THANK YOU EMAIL  
OR LETTER TO  
YOUR EMPLOYER.





Miss Whyte will be available for support and specific questions,

Thursday T101 10.35-10.55

Mr Hazan will be available for support and specific questions,

Tuesday Villa office 10.35-10.55



# QUESTIONS