



TIBSHELF COMMUNITY SCHOOL

Work Experience Guidance



For more placement ideas, please visit <http://safetymeasures.work-experience.co.uk>

username: tibshelfstudent

password: Tibshelf2324# (must be a capital T)

Engineering



Overview: 'Engineering' can cover a wide range of jobs, e.g. car mechanics, electrical, manufacturing, or bigger projects in Civil Engineering.

You could be in a workshop or out on site depending on the type of placement. You might find some work repetitive, because there is a limit to the tasks a business can give at your age, but you can learn lots by showing interest and asking questions!

Employers want students who are reliable, follow health and safety rules, and can communicate well. You need to pay attention to detail, be interested in solving problems and willing to be hands on. This can be a noisy work environment at times due to the machines and equipment used, and you will probably need to wear safety clothing – sometimes provided by the employer but talk to school if you need to borrow anything.

For more inspiration about engineering careers: <https://www.tomorrowengineers.org.uk/> & <https://www.autocity.org.uk/index.php/explore-job-roles/> & <https://www.theengineer.co.uk/careers-engineering-first-steps>

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Catering & Hospitality



Overview: The term 'Hospitality and Catering' refers to providing food and accommodation services. This can include many roles including professional cookery (Chef / kitchen assistant), baker, butcher, barista, restaurant and hotel work including front of house.

Most placements in this area are very customer service focused to create a positive experience for all customers and visitors. You could be in a kitchen preparing foods and helping the chef to get meals ready, taking food or preparing drink orders and serving customers in a restaurant / café.

You might find some work repetitive for example pot washing, food preparation, cleaning the workplace surfaces and facilities because there is a limit to the tasks a business can give at your age, but you will gain practical skills and should be prepared to work hard and try a variety of tasks. You may need to wear a uniform depending on your role.

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Manufacturing/ Warehouse



Overview: Manufacturing and Warehouse work has a key purpose to create and distribute products. Manufacturing and warehouse placements can be linked to your areas of interest for example car parts and production, or food and clothing.

This work could include anything from operating basic machinery, collecting or building items, packaging items ready for delivery, storing items, quality testing and maintenance of the equipment.

Most placements in this area are practical and hands on, and you could be in a factory or warehouse. You might find some work noisy due to the machinery in the workplace and some tasks can be repetitive.

However, each task completed on a production line helps to get the job done making it a big team effort.

These workplaces can feel a busy work environment. Warehouses and manufacturing plants can be large and you may be asked to work in one or a variety of different sections on your placement.

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Health



Overview: Health related placements may include working in a local pharmacy, local hospital placements, physiotherapy, hospital IT and administration, or dentistry. There are lots of medical and non-medical support roles that can be undertaken in health professions. Some of these placements may be very limited in number, or restricted to over 16-year-olds, so you may need to be flexible about how far you travel, and maybe look at back-up ideas if your first choice of placement is not available.

Health related placements may enable you to watch and observe how different medical professionals carry out their health assessments. Placements in this area are communication based, putting people at ease and making them feel comfortable often through asking questions and listening carefully to their responses.

There may be limits to what you can do due to the personal and confidential nature of some healthcare but a positive attitude and being willing to listen, learn and complete tasks asked of you can really make a big difference even if you feel you may not be doing a lot. You may be able to help with some admin tasks and learn about different medications.

Employers want students who are responsible, good communicators willing to talk to different clients and customers politely. You must follow health and safety rules and remember that confidentiality is essential as you may be around personal, sensitive information that cannot be shared. You may also be required to wear protective clothing like an apron, closed toe shoes and dress smart.

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Education



Overview: Secondary School placements enable you to work with young people aged 11-16 years. Often placements are in a particular subject department for example PE, Music or Languages, so are a chance to use your interests.

Work will often be classroom based but there may be some practical lessons outdoors i.e. PE classes or educational visits, so a willingness to get involved is important. You may be asked to help the teacher set up lessons and equipment, collect resources needed, make informative display boards, and you may be able to help plan and prepare some lessons.

If you are confident then you may be able to lead part of a session too. You will be expected to help students stay on task in lessons so there will be lots of observation. Some tasks may seem repetitive as there are limits to what you may be able to assist with.

You will not be left unsupervised. You may prefer a school setting like primary school (children 5-11 years) which would also involve helping students with key subject areas in the classroom including Maths and English. You will help the teacher set up lessons and you may be able to help plan and prepare some lessons.

You will need a mature attitude as you will be acting as a role model. You will respect rules regarding the personal information the employer holds about each student (data protection), follow health and safety rules, and will need to communicate well with teachers, parents and the students of different ages. Working with children requires patience as they may display challenging behaviours so you must remain calm and professional at all times.

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Working with young children

Overview: Your work will involve helping to supervise children to ensure their safety, supporting them with fun and educational activities and you will be expected to actively participate in activities with the children, so communication skills are very important.

You will not be left unsupervised with the children, but you will help support their learning and activities.

Employers want students who are responsible, will respect rules regarding the personal information the employer holds about each child (data protection), follow health and safety rules, and can communicate well with colleagues, parents and the children. Working with children requires patience as they may display challenging behaviours.

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Hair & Beauty



Overview: Hair and Beauty can be carried out in different work settings including local salons, and in some retail stores e.g. make up counters in Boots.

Careers in this sector can involve Hairdressing/barbering, beauty therapy, make up artistry and salon management.

Employers want students who are practical as you will be asked to help keep the salon clean and tidy (mopping, sweeping floors and wiping surfaces). Good hygiene is essential. Good communication skills will help you to meet and greet clients, politely talk to them, and answer the phone when people want to book appointments.

Each salon placement will be different regarding how much or how little hands-on practical work you may be able to do there.

You may be taught some styling and cutting skills and how to do some nail / beauty treatments, however there will be limitations on what you can do on real paying clients so be prepared that these placements may involve a lot of time spent watching the professional at work. But this is a great opportunity to ask lots of questions and discuss your creative ideas with them.

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Animal Care



Overview: Animal care placements could be in kennels, rescue centres or sanctuaries. Some animal care work can take place on farms, in stable yards and in local vet practices. Many of these placements are in the countryside so you will need to think about how you will get there.

Duties can be varied and can range from grooming and exercising animals, preparing food, cleaning out, to answering queries from colleagues, visitors and pet owners. Most placements in this area are practical and hands on, so be prepared for some physical work indoors or outdoors.

You may need to wear old clothes as you must be prepared to get your hands and clothes dirty.

Employers want students who are hardworking, have a genuine love of animals and can communicate well as you will need to be a team player to work well with your co-workers and the public.

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Sport



Overview: Sport related careers can include Sport Science roles (Nutrition, Psychology, Anatomy and Research), Sports Coaching and Health and Fitness (Fitness Instructing/Personal training, Leisure Management) to name a few examples.

Most placements in this area are practical, and you could be in school helping to teach, or in a leisure centre / gym based environment taking part and motivating clients in fitness and exercise activities. You may be able to help leaders plan sessions, safely use/ set up and take down equipment or you may be able to lead part of a session with supervision if you feel confident to do so. You might also get involved in some office-based tasks to organise events or take phone calls.

The more enthusiasm you demonstrate, the more you will get from such a placement. You might find some work repetitive, because there is a limit to the tasks a business can give at your age.

Employers will expect a willingness to get involved in a variety of tasks, follow health and safety rules, and good communication skills to work with colleagues and customers. Being polite and friendly to customers is essential in this type of work.

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Care



Overview: 'Care work' means helping vulnerable people to be as independent as possible. Placements could be in a care home, or in community-based projects supporting people with disabilities (e.g. Day centres).

Communication is a big part of the job. You could be sitting with clients, listening to their stories, and taking part in activities. You won't be expected to get involved in personal care.

A positive attitude and being willing to interact and take part in activities like games and crafts can really make a big difference. You may be able to help with some admin tasks in the office, support with mealtime and get to observe different health professionals (speech therapists, physiotherapist etc.) who may be visiting. You may be required to wear a uniform or apron for certain duties.

Employers want students who are caring, good communicators and are willing to engage with a variety of clients of different ages and capabilities.

You must follow health and safety rules and remember that confidentiality is essential as you may be hearing personal, sensitive information.

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Construction



Overview: 'Construction' can cover a wide range of jobs, including trades- painting and decorating, carpentry, bricklaying, plumbing, electrical trades and plastering.

It can include the design and planning roles, property sales (including estate agents) and management. Most placements will have some practical tasks, you could be in a workshop or out on site in different weather conditions.

Your work may involve fetching and carrying equipment, you may get to use some light tools and learn some trade skills but this is not guaranteed. You might find some work repetitive, because there is a limit to the tasks a business can give at your age due to health and safety rules, however watching skilled employees can help you learn a lot about construction work.

You may support with admin duties including using the computer to helping order materials and looking at costs.

Employers want students who are sensible and can follow health and safety rules. It is important to have a mature attitude to work and a willingness to be flexible to different tasks.

The ability to work well with others and communicate effectively with colleagues is essential. Team work is very important in these job roles to get the tasks done and for safety. Old clothes or protective clothing may be required including high visibility jackets, steel toe capped boots and helmets (if onsite).

You will be supervised at all times on placement.

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Retail

Overview: Retail means shop work, helping customers and selling products - from clothes shops, DIY stores, phones and gadget shops to food stores / supermarkets.

Future careers can lead to merchandising, becoming a Retail Buyer and Store Management.

Most placements will involve serving and advising customers, helping with displays and unpacking deliveries. You may need to help keep the store clean and tidy and, on some placements, you may be able to take payments using the till.

You might find some work repetitive, because there is a limit to the tasks a business can give at your age but these skills are very transferable for future employment.

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Outdoor Work



Overview: Outdoor work can include landscaping gardens and parks, working in garden centres or council maintenance services.

Most placements in this area are practical, usually working as part of a small team. If you enjoy building and repairing things e.g. fencing, garden furniture, making things look presentable like potting plants, digging or tidying outdoor spaces, then this placement area could be for you.

Employers want students who have a good work ethic to get involved and get the job done. This work can be very practical and physical, may involve lifting and carrying materials for the job and helping with stock deliveries.

Listening and following instructions is essential on this kind of placement to ensure the health and safety of you and others. You might be dealing with customers or answering the phone so good communication skills are helpful.

Suitable clothing will need to be worn (things that you are happy to get dirty) and sturdy footwear will be needed. The employer may provide you with some uniform pieces i.e. overalls/apron depending on the employer.

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Arts



Overview: A passion for the Arts may include working in performing arts/drama, theatre roles (including stage, lighting, and sound), music and art. Most placements in this area are limited so applying early is key. You may also need to be prepared to travel a bit further to open up more options.

Your placement may include music / art shop, photography / tattoo / recording studio, local radio or theatre setting, gallery, school department or being creative out in the community working with different ages.

You may be helping to carry / set up equipment, prepare activities, and help with cleaning/tidying. There may be an element of customer service in your role including answering calls and face to face enquiries to deliver good customer service and to help sell products.

Employers want students who have a genuine creative interest, will participate in practical tasks set or join in workshop sessions and ask questions to further their learning. You may have time to build on your own creative skills for example designing business logos and resources/creating tattoo designs.

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ICT & Computing



Overview: With a passion for IT and computing you could consider many roles including- Software Developer, Applications Programmer, Networks, Computer Sales Support and IT Technical Support Officer.

Depending on the employer, there may be opportunities for you to learn technician skills to fix computer systems and laptops, be creative with website and application design, input data or create reports and design marketing resources like posters and leaflets for the business.

You are likely to be based in an office environment and be asked to work on some tasks independently. This may be a quieter working environment due to the high level of concentration often needed. Some tasks may be repetitive as there may be limitations to what you can do due to confidentiality of some of the data stored on computers.

Employers want students who pay a high attention to detail, can demonstrate some problem-solving skills, experience of using a range of ICT / computing packages would be an advantage but not essential.

If you are interested in computing and IT linked to software development and design roles – you may need to travel a bit further to larger businesses.

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Business & Public Services



Overview: Business and Public Service work can include law, accounts, library services and local council placements. Business administration is important in all careers and can include jobs like finance, human resources, planning events and management. These placements are normally in an office setting. You may be supporting admin duties (answering calls, organising and filing documents, photocopying and typing information) dealing with clients and customers, or possibly out on visits to other locations e.g. a solicitor may take you to observe a court case. You might find some work repetitive, because there is a limit to the tasks a business can give at your age and especially due to the sensitive data information that these services may be working with. Keeping information confidential on these placements is very important.

Employers want students who are hardworking, are well organised, can work independently on some tasks with initiative to get involved in the opportunities available. The roles will require you to communicate well with colleagues and/or the public, delivering good customer service, e.g. in a library you may be on the front desk collecting / issuing books, helping people with questions.

Accountancy placements may require good numeracy skills and you may be communicating face to face or over the telephone with different clients. If you are interested in legal placement, there may be opportunities for this, but you may need to travel a bit further. These placements can be challenging to get, due to the highly sensitive personal information that is processed in law careers, but employers will seek those who display confidence, are good communicators and resilient.

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