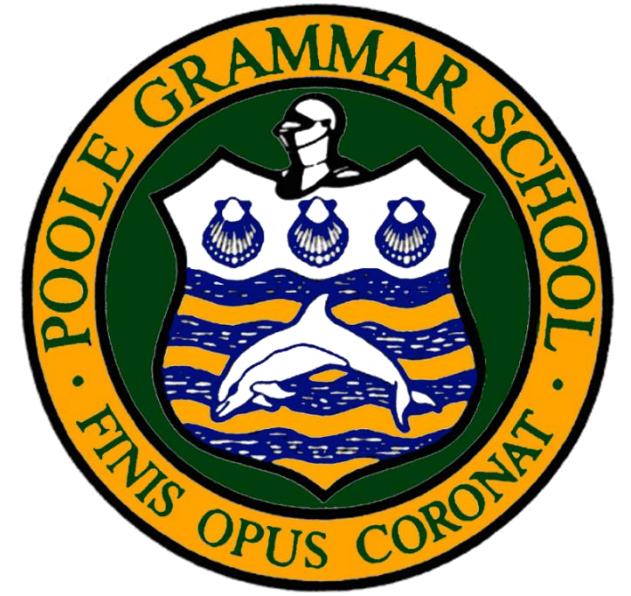




Registered Professional



# PGS Careers

**Twitter:** @PGSCareers

**Facebook:** [www.facebook.com/pgscareers](http://www.facebook.com/pgscareers)

Mr Mark J Hannington, **Careers Advisor**

**Introduction and welcome:** Mr S R Jenkins,  
**Deputy Headteacher**



## Aims of today's session:

- To introduce the **expectations of students**, with **support** from their **parents**, as well as us here at school
- To cover important changes to work experience this year
- To offer information about the work experience process –
  - this year it's **Monday 15<sup>th</sup> to Friday 19<sup>th</sup> July 2025**
- We now have compulsory Year 12 work experience
- To think about the importance of planning for the future
- Help? Where to get it!

# Quick re-cap on Careers Education & Guidance

- **Year 7** - introductory session on goals and career planning in general
- **Year 8** - 2 x sessions on skills and how they're acquired and why relevant in career planning
- **Year 9** - 3 x sessions on options choices and how to make them; why they're important for the future, as well as using careers education and guidance software in the form of Kudos to give ideas to those with no ideas, or to add back-up plan options / new ideas to those already with ideas or plans in mind



# Where to get help from Mr Hannington?

Where? Behind the drinks and desserts servery, next to the kitchen . . .



3 computers with large screens, a phone to call employers from, & space for more students.

# Work experience (14<sup>th</sup> – 18<sup>th</sup> July, '25) deadlines

- 10 choices form to MJH: Friday 20<sup>th</sup> September
- Applications out / in before: Fri 8<sup>th</sup> Nov 2024
  
- Local = Friday 23<sup>rd</sup> May, 2025
- **Out of area** = Friday 18<sup>th</sup> April, 2025
- **London** = Friday 21<sup>st</sup> March, 2025
- Cannot guarantee ability to “confirm” London or Out of Area placements before start date of placement after deadlines too.


# Since your consent letter our provider, CSW, changed . . .

- 1<sup>st</sup> day of this half of term . . .
  - CSW announced they're probably pulling out of work experience on 3<sup>rd</sup> June
  - 2 weeks after we'd sent you the consent letter dated 20<sup>th</sup> May
- To plan effectively we had to make a decision
  - Unifrog
  - Own database
  - Own checks & methods to protect from risk
- We decided to mirror the approach to work experience operated for Year 12 and other local schools, dropping the CSW operated database but retaining the current contact details accessible to all, and using the Unifrog process.



The database – we **used to** use a CSW Enterprise who used Veryan. It **was** found here:

<https://dorset.learnaboutwork.org/index.asp>



Log In

Welcome

---

Welcome to Veryan Webview.

This site allows you to review work experience placements in Devon.

Select who you are from the list below to log in to the site:

- Member of school staff
- Student

Enter your name and PIN, then click 'Login'.

N.B. You must enter your name and PIN *EXACTLY* as they have been given to you by your teacher. If the school name is incorrect, click on it to change it.

School	Poole Grammar School
Name	<input type="text"/>
PIN	<input type="password"/>

Login Clear

Lookup your school name , then click 'Submit'.

School Poole Grammar School

Submit




# Database expectations?

- We are aware the database has some flaws
- It shows employers who may have chosen to not offer work experience since they were listed on there originally.
- Just because something is listed on there simply means:
  - a. That they offered it before;
  - b. They may have been checked for insurance / child protection before.




# A quick look at the **old** database... (my view on the left & student search view on the right)



You are logged in as E23B/Poole Grammar School [Log Out](#)

[Home](#) [Noticeboard](#) [Search](#) [Students & Bookings](#) [School Details](#) [Reports, Lists & Literature](#) [Own Placement Details](#) [Bulk Printing, Flags & Mailmerge](#)

School Home



You are logged in as E23B/Poole Grammar School [Log Out](#)

[Home](#) [Noticeboard](#) [Search](#) [Students & Bookings](#) [School Details](#) [Reports, Lists & Literature](#) [Own Placement Details](#) [Bulk Printing, Flags & Mailmerge](#)

Search

<b>You have 0 PENDING</b> <small>these placements have not been sent to CSW Enterprise</small>	<b>There are 0 Not Going Out</b>	<b>You have 181 Unbooked students</b>	<b>There are 0 Unplaced (with choices)</b>
<b>You have 0 Not Approved</b>	<b>You have 0 To be checked/follow up</b>	<b>There are 0 students Requiring PC/EA form</b>	<b>There are 0 Checked bookings</b>

Show me the record for  [Go](#)

Show me students whose status has changed since  [Go](#)

You are currently working with the **E23B/Poole Grammar School** batch, 181 students. [Select batch](#)

Please select from the options below, or enter the job number here: Job number  [Go](#)

Company  Telephone   
Town/Area  Postcode(s)  or  or

<input type="checkbox"/> Administration, Business and Office Work	<input type="checkbox"/> Financial Services	<input type="checkbox"/> Performing Arts
<input type="checkbox"/> Building and Construction	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Personal and Other Services including health and beauty
<input type="checkbox"/> Catering and Hospitality	<input type="checkbox"/> Languages, Information and Culture	<input type="checkbox"/> Retail Sales and Customer Services
<input type="checkbox"/> Computers and IT	<input type="checkbox"/> Legal and Political Services	<input type="checkbox"/> Science, Mathematics and Statistics
<input type="checkbox"/> Design, Arts and Crafts	<input type="checkbox"/> Leisure, Sport and Tourism	<input type="checkbox"/> Security and Armed Forces
<input type="checkbox"/> Education and Training	<input type="checkbox"/> Manufacturing and Production	<input type="checkbox"/> Social Work and Counselling Services
<input type="checkbox"/> Engineering	<input type="checkbox"/> Marketing and Advertising	<input type="checkbox"/> Transport and Logistics
<input type="checkbox"/> Environment, Plants and Animals	<input type="checkbox"/> Media, Print and Publishing	<input type="checkbox"/> <b>ALL</b> All Categories

Classification

Restrict search to Industrial Cadet places only  [Search](#) [List](#) [Export](#) Approved only

# What we have now . . .

The screenshot shows an Excel spreadsheet with the following data:

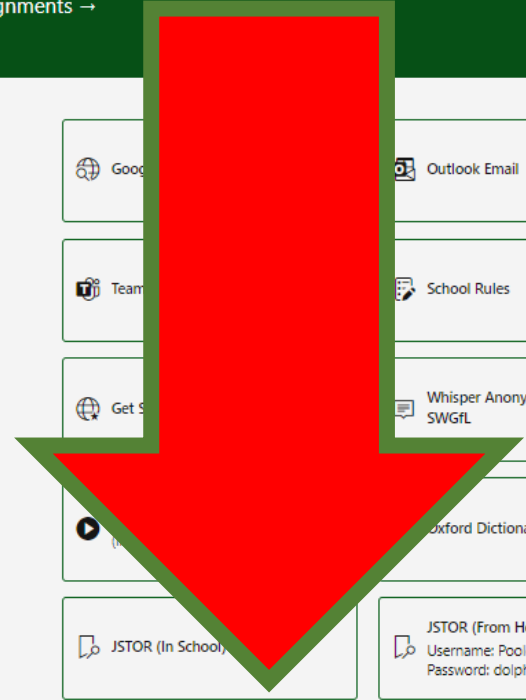
1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W			
1	List 1 contains:	A	Administration, Business and Office Work			B	Building and Construction		C	Catering and Hospitality		D	Computers & IT		E	Design, Arts & Crafts		F	Education & Training		G	Engineering		H	Envi	
2	Org. Name	Org. Address	Add 2	District	Town	County	Postcod	Phone	Fax	Email	Websit	Busines Type	Contact name	Cc	First na	Contact last n	Contact	Contact Phone	Job	Job Titl	Classification	Ri	Supervisor			
3		1476 1476 Wimborne Road		Kinson	BOURNEM	Dorset	BH10 7AS	01202 574260		N/A	N/A	Hairdressing	Ms Amanda Café	Ms	Amanda	Café	Owner	01202 574260	58466	Assistant	IC - Catering and d	M	Ms Amanda C			

- The data behind the screens shown earlier, but in Excel format
- Can be organised in various columns, for example can filter by County, though when filtering for Dorset, for example.
  - I have already done this for you & added **tabs** that only contain **Dorset** listings.
  - There are **2206** listings for **Dorset** alone.
- Other relevant searching / searchable columns:
  - Organisation Name
  - Town
  - Postcode
  - Business Type
  - Classification
  - Job title

# PGS Home

Good afternoon HanningtonM

OneDrive → Outlook Email → My Classes → My Assignments →

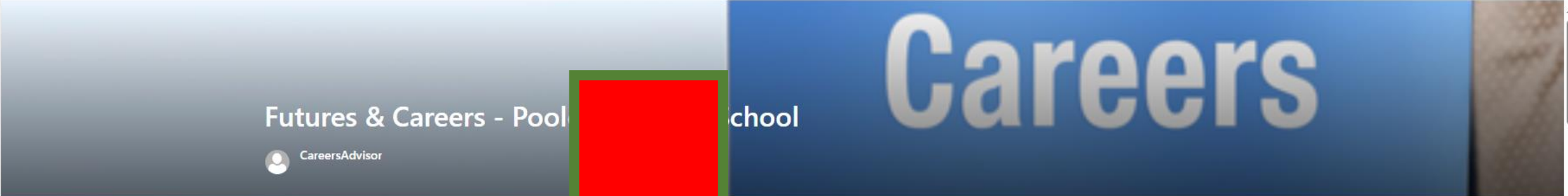


Good	Outlook Email	Office 365	PGS Moodle
Team	School Rules	SIMS Student	CEOP Safety Centre
Get S	Whisper Anonymous Reporting   SWGfL	Computer Room Booking (In-School Only)	WiFi Instructions (In-School Only)
	Oxford Dictionary	Reading Cloud	PGS Website
JSTOR (In School)	JSTOR (From Home) Username: Poolegrammar Password: dolphin6		

### School Essentials

Anti-Bullying	Careers	Sixth Form	EPQ	Exams
---------------	---------	------------	-----	-------

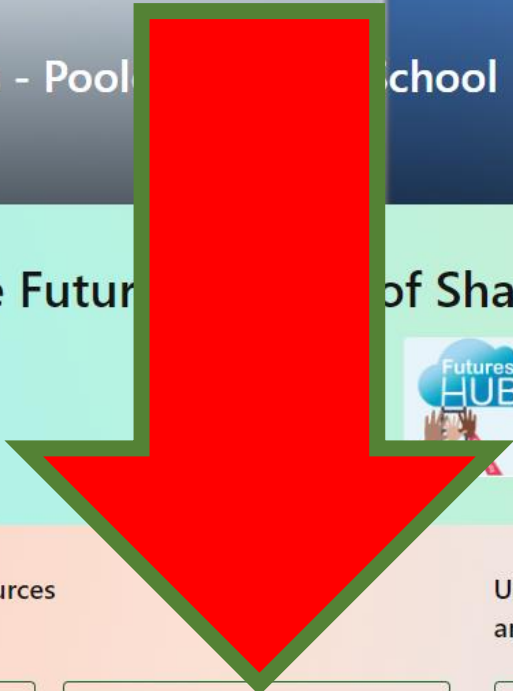
### Extra Curricular & Activities



Futures & Careers - Poole Grammar School

CareersAdvisor

Welcome to the Futures & Careers Hub of Sharepoint



PGS Futures & Careers Resources

Medical, Dental & Veterinary Applications

Oxbridge

Year 9 Careers PSHE Files

Work Experience Journey! Year 9 & 10 PSHE & Wex Docs










Useful Futures and Careers Links, including apprenticeships and graduate careers information

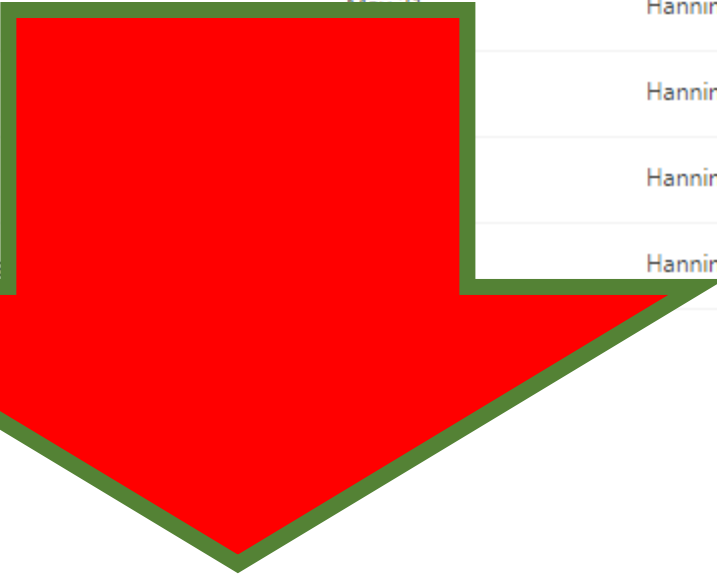
The Times Top 100 Graduate Employers 2021-2022



The Times Top 100 Graduate Employers 2022 / High Fliers...

The Times Top 100 Graduate Employers 2020-21

Rate My Apprenticeship Top 100

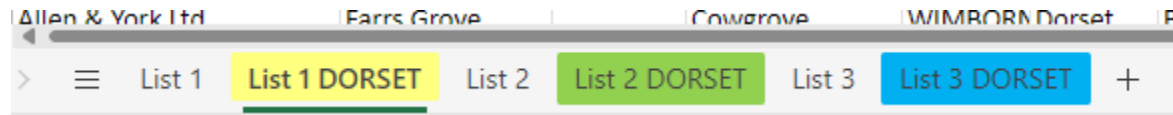
 Name	Modified	Modified By
 Assemblies, briefings and other notices	May 21	HanningtonM
 Cover letters & letter writing	May 21	HanningtonM
 CV writing	May 21	HanningtonM
 Database matters	Yesterday at 4:45 AM	HanningtonM
 Diary & logbooks	May 21	HanningtonM
 Forms		HanningtonM
 Letters home		HanningtonM
 Life Skills Careers Les		HanningtonM



 Name	Modified	Modified By
 Work Experience Database 2024-2025.xlsx	Yesterday at 4:48 AM	HanningtonM



# Lists organised by tabs:



- List 1: (one on one tab)
- List 2: (on another tab)
- List 3: (on final tab)

- Administration, Business and Office Work
- Building and Construction
- Catering and Hospitality
- Computers and IT
- Design, Arts and Crafts
- Education and Training
- Engineering
- Environment, Plants and Animals

- Financial Services
- Healthcare
- Languages, Information and Culture
- Legal and Political Services
- Leisure, Sport and Tourism
- Manufacturing and Production
- Marketing and Advertising
- Media, Print and Publishing

- Performing Arts
- Personal and Other Services including health and beauty
- Retail Sales and Customer Services
- Science, Mathematics and Statistics
- Security and Armed Forces
- Social Work and Counselling Services
- Transport and Logistics
- ALL All Categories

You're adding a Placement for [redacted]. This is normally done by students themselves, though by completing the form below you can do it on Morgan's behalf.

[Manage](#)

[redacted] @poolegrammar.com

[+ comment](#)[+ interaction](#)[summary ^](#)

Form name: B (2028)

Form teacher: walkerm@poolegrammar.com

Tags: geog.corfe 23 b, hist.corfe b

Classes:

No classes have been selected by the student, or assigned by teachers.

USA Teacher recommenders:

No USA Teacher recommenders have been selected by the student, or assigned by teachers.

Notes Viewable by all teachers

[edit](#)

Notes Viewable by all editors only

[edit](#)

[Overview](#) [Recording](#) [Locker](#) [App materials](#) [References](#) [Applications](#) [Placements](#) [Courses](#)

Daily feed for [redacted]

[Placements](#) [Courses](#)[+ Add placement](#)

\* In person or Virtual

---- select ----

**Placements tool or Activities tool?** The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

**Virtual or In person?** If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

\* Placement coordinator

---- pick one ----

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

\* Name of placement business / organisation

eg Lottie's little bakery

\* Placement start date

-- day --

-- month --

-- year --

Placement end date

-- leave blank if

-- leave blank if

-- leave blank if

\* Describe the time commitment

eg Full time

\* What are your objectives for this placement?

Words: 0. 25 minimum recommended.

**We will show this to the employer, to help them plan a really useful placement for you.**

Consider:

- What skills you want to develop
  - What you'd like to observe and learn at the workplace
  - Any questions you have about the employer's work
- [See example](#)

\* Employer placement lead: name

eg Tim Cook

\* Employer placement lead: email

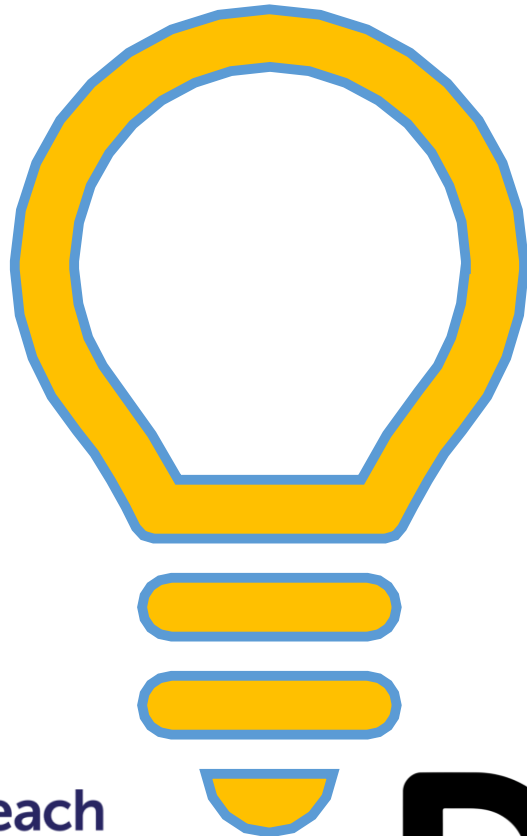
eg tcook@apple.com



**Important:** this must be correct, or we won't be able to progress the placement.

\* Employer placement lead: email (again)

eg tcook@apple.com

# Blank canvas approach to search . . .



- How to search for companies that might be willing to offer work experience?
  - Do they offer **apprenticeships**?  Apprenticeships
  - Do they offer **volunteering** roles?  VOLUNTEERING MATTERS
  - Is it a sector or type of work that **regularly recruits young people** regardless of experience levels?
    - Is it a sector where **work experience is required** before you're considered?
- They're more likely to be interested in offering work experience if they do any of these things.

# Old school speculative job search . . . "Search it up!"



Vets

BH17 9JU

Search

Log in

Home > Vets > BH17 9JU > Vets near BH17 9JU

## Vets near me in BH17 9JU

Sort by relevance

Vets in BH17 9JU on Yell.com will kindly care for your pet's health. So whether your pet has fur, feather... [Read more](#)

gp surgeries near BH17 9JU

All Maps Images Videos News More

Tools

Within 0.5 mi Open now Top rated

Results for **Poole BH17 9JU** · Choose area

### Places

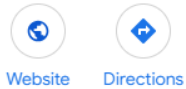
#### The Creekmoor Surgery

3.0 ★★★★★ (7) · Clinic

1 Borley Rd · 01202 659351

Open now

"... Very pleasant staff, and very good doctors."



#### Dr A J Newman, Dr M Shoebridge, Dr V ...

4.8 ★★★★★ (21) · Doctor

36 Parkstone Rd · 01202 338979

Open · Closes 6:30 pm

"Outstanding surgery. Dr Newman is the best doctor!"



#### The Surgery Oakdale

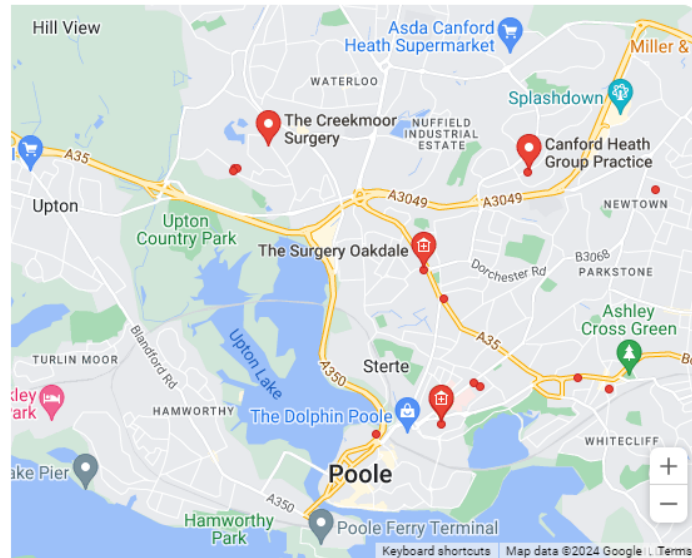
3.7 ★★★★★ (17) · Doctor

327 Wimborne Rd · 01202 672065

Closed · Opens 3:15 pm



More places →



#### Natterjacks Vet

Vets

Website

Call

720 yds | 2 Waterloo Rd, Poole, BH17 7LD

Open now Closes at 18:30

★★★★★  
3.5 (13 Ratings)  
[Write a review](#)

More info



#### Medivet Group Ltd

Vets

Website

Call

0.6 mi | Unit 7a Neighbourhood Centre, Culiford Crescent, Poole, BH17 9DW

Open now Closes at 18:30

★★★★★  
No Ratings  
[Write a review](#)

More info

#### Walton Lodge Veterinary Group

Vets

Website

Call

★★★★★  
No Ratings  
[Write a review](#)

# “Cultural capital,” what is that? **Who** you know...?

- *“Cultural capital is the **accumulation of knowledge, behaviours, and skills** that one can **tap into** to demonstrate one's **cultural competence**, and thus **one's social status or standing in society**”*
- It consists of **social assets** a person has that **promote social mobility** in a stratified society
- ... this accumulation is **used to reinforce class differences**, as historically and **very much still today**, different groups of people have **access to different sources and forms of knowledge**, depending on other variables like race, class, gender, sexuality, ethnicity, nationality, religion, and even age.



# “Cultural capital” – use it!

- The best placements are hard to get
- Over my 13+ years they’ve tended to come **via family connections**
- ***“It’s not what you know, it’s who you know!”***
  - STILL, sadly... but if you’ve got it, use it and flaunt it, and **if possible, share it**
- Exotic sounding London-based placements don’t come through me...
- This is a **good first life-lesson** in the **vitality of networking...**
- And how difficult it is without social capital
- But how **relatively easy** it can be to **build your own cultural capital**

# Who can you ask?

- Anyone!
- Parents
- Grand parents
- Uncles and aunts
- Cousins
- Neighbours
- Mum and Dad's colleagues
- Friends of all the above
- Share it on yours / your family and friend's **social media** that you're looking and what you're looking for
- Use **social media** in a **very positive way** to **influence** and **develop** your **social capital**

# Work experience – lessons to learn

- It's an opportunity to explore possible careers: yes
- **BUT ...**
  - a. We're limited by our **location** and what's available nearby;
  - b. We're limited by which employers are **willing** at the time students apply to host students – it costs them time and money;
  - c. Our students **compete** with other students in other schools for willing employers and placements – some employers will “cap” the number of students they can accommodate in any one year and may have periods when they simply won't or can't take students due to their business needs.
- Therefore, students are required to be **flexible** with what they hope to achieve with work experience.

# Why be flexible in your choices?

- Some experience is better than none.
- Getting used to longer hours with less breaks.
- What is acceptable and unacceptable in the workplace.
- Demonstrating positive attitude and reliability.
- Getting a reference.
- Summer or part-time work as a result of experience.
- Transferable skills.
- **Vital** examples to talk about in:
  - application forms;
  - telephone, video and other interviews, and
  - assessment centres and all forms of recruitment.

# Popular & successful places

1. Anything in **catering and hospitality** – 2023-2024: **31** students
  2. **Schools & pre-schools / nurseries** – 2023-2024: **25** students
  3. **Computer & graphics** – see next slide: – 2023-2024: **21** students
  4. Anything **active** – 2023-2024: **18** students
  5. **Retail** (volunteering / commercial) – 2023-2024: **15** students
- TOTAL:** 110 of 177 students in 2023-2024.



# Places to **avoid listing as choices?**

- **Banks** – only if you have a definite, secure contact already
- **Law firms** – ditto
- **Accountants** – ditto
- **Many IT firms** (often very small and busy and not enough staff)
- **JP Morgan** (unless one of their weeks fits ours – specific date and process to apply)
- **Sunseeker** – unless your child is seriously considering apprenticeship
- **Sports places** – often very popular and not huge availability

# Application process

- **Patience** – waiting to see me if queues (don't email please)
- **Attention to detail** – business letters; emails; CV, and application form
- **Multi-pronged approach** – phone calls; visit in person, not just letter and / or emails
- **More than 50%** will not be successful with their first application
- **Mirroring of real job application process** and to some extent the real job market
- **Getting help** at every step of the way from me / parents / siblings etc

# Keys to work experience – 5 x Ps and 1 R

- Positive – many students get holiday jobs later. Soft skills development and examples for future apps.
- Proactive – keep calling and visiting every week after your application. Don't just email – too easy to ignore!
- Pleasant – connect with them and make them want to help you. No money in it for them!
- Presentable – make them want to help you with the image of a “safe pair of hands” in their business.
- Persistent – help yourself and make your own luck!
- Resilient – don't be put off by silence or rejection. Keep going!

# Hard work?

- This is **not an easy task** – requires various skills & traits
- Applying for a job is often complex
- 30 / 180 students leave every year after year 11
- Students who stay in 6<sup>th</sup> Form sometimes struggle and leave after year 12
- 30-50 students don't progress to university after year 13 and some prefer to apply for apprenticeships or jobs.
  - Apprenticeships or jobs require multi-pronged application skills – see slide coming up
- Some “GAP year” students require job hunting skills as their GAP years extend indefinitely.
- Therefore 1/3 of all current year 9 may benefit from the level of maturity required from this process

Leaving career planning until after university is a short-sighted choice -

Stephen Isherwood, in *The Guardian* online, Chief executive of the Association of Graduate Recruiters, Monday 12 June 2017 07.00 BST

“... Getting **work experience** during **university** gives **graduates** an **advantage** ... Many bright students fail when applying for jobs after they graduate because they **don't understand the basics of the job they are applying for**. Employers ... expect them to demonstrate ... **understanding** and **motivation** for what they are applying for.... example, if you are interested in a career in **accountancy** ... help a **club, charity or association** ... And read **newspapers** ... finance-related stories ... If you enjoy budgeting and reconciling **your football team finances** or reading **industry publications**, all ... relevant ... **Work experience of any kind, even your weekend bar job, is relevant to an employer ...**”

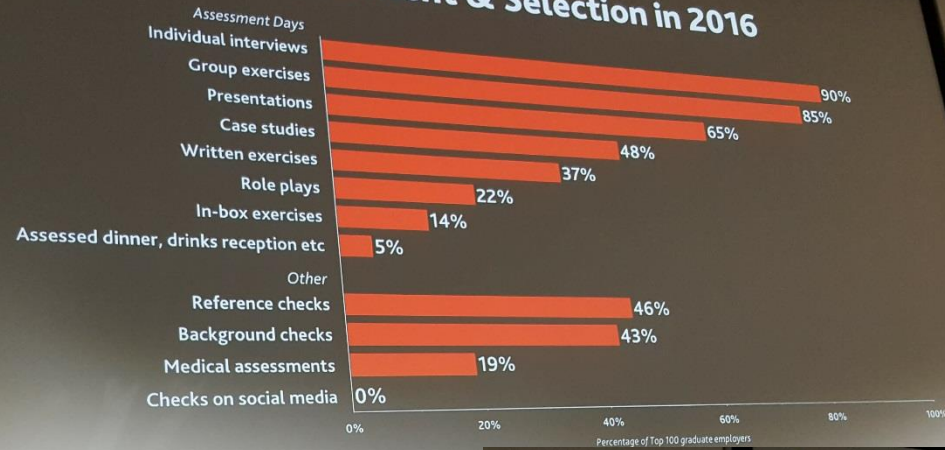


# Graduate Starting Salaries in 2022

By Industry or Business Sector

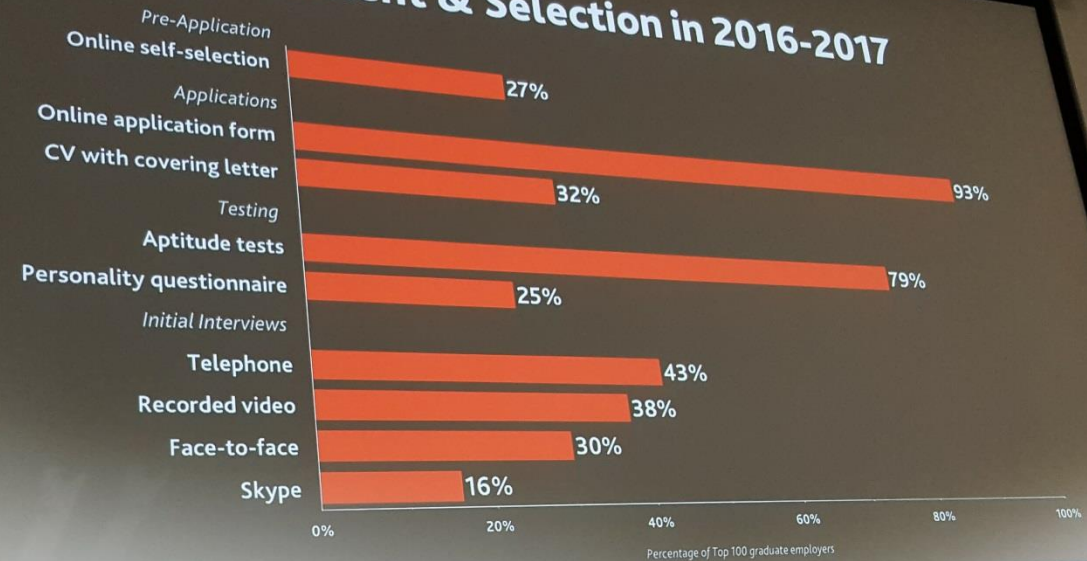
INDUSTRY OR BUSINESS SECTOR	MEDIAN
Investment Banking	£50,000
Law	£50,000
Consulting	£47,500
Oil & Energy	£40,000
Banking & Finance	£38,000
Retailing	£36,300
Armed Forces	£33,000
Consumer Goods	£32,000
Technology	£32,000
Accounting & Professional Services	£32,000
Media	£31,500
Chemical & Pharmaceuticals	£30,000
Engineering & Industrial	£28,500
Public Sector	£23,000
Charity & Voluntary Sector	£18,000

## Assessment & Selection in 2016



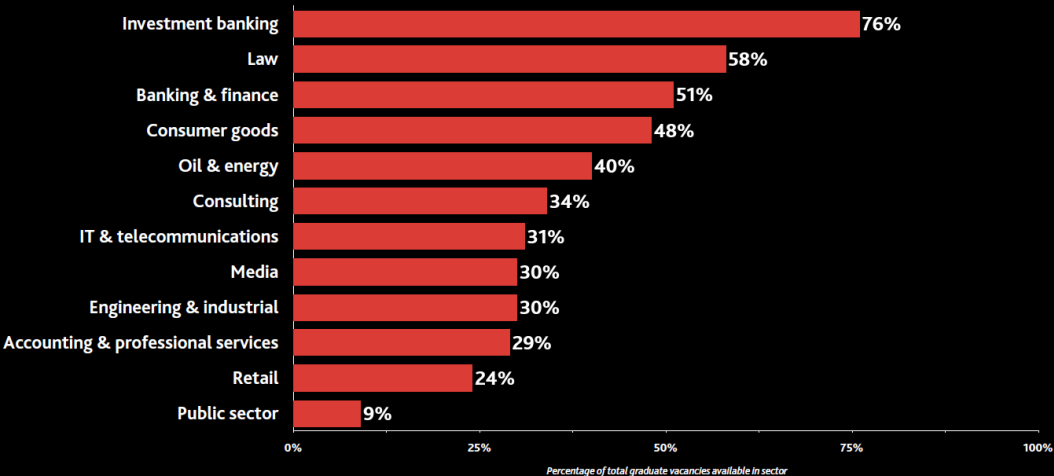
The Graduate Market in 2017

## Assessment & Selection in 2016-2017



Produced by High Fliers Research Limited

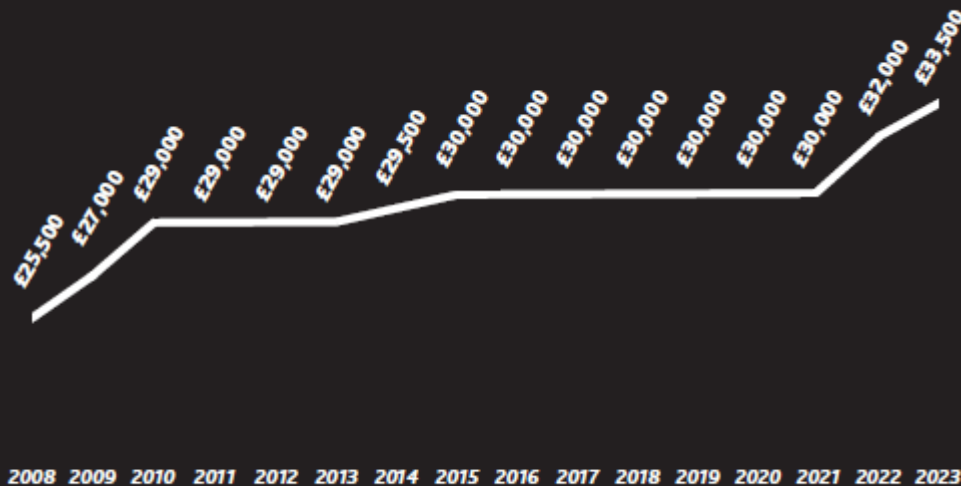
## Vacancies Filled by Graduates who had already worked for the Employer



Graduate Market in 2017

Produced by High Fliers Research Limited

Chart 3.1 Graduate Starting Salaries at the UK's Top Employers 2008 to 2023



Source - The Graduate Market in 2023

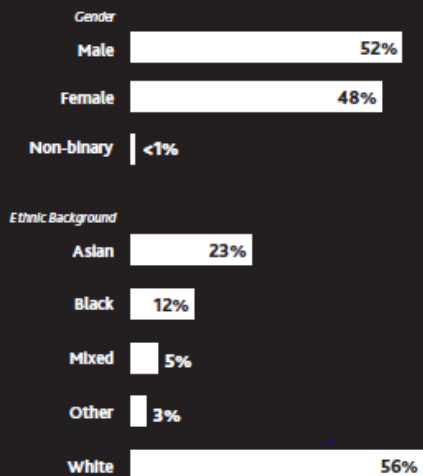
Table 4.6 Universities Targeted by Largest Number of Top Employers in 2022-2023

Ranking	University	Ranking in 'Good University Guide'*
1.	Manchester	24
2.	Nottingham	30
3.	Birmingham	20
4.	Bristol	15
5.	Warwick	9
6.	Leeds	23
7.	London University College	7
8.	Cambridge	3
9.	Durham	6
10.	Southampton	16
11.	Oxford	1
12.	London King's College	26
13.	Exeter	13
14.	London School of Economics	4
15.	Edinburgh	10
16.	Bath	8
17.	London Imperial College	5
18.	London Queen Mary	36
19.	Sheffield	21
20.	Glasgow	14

Source - The Graduate Market in 2023

\* The Times & Sunday Times Good University Guide 2023

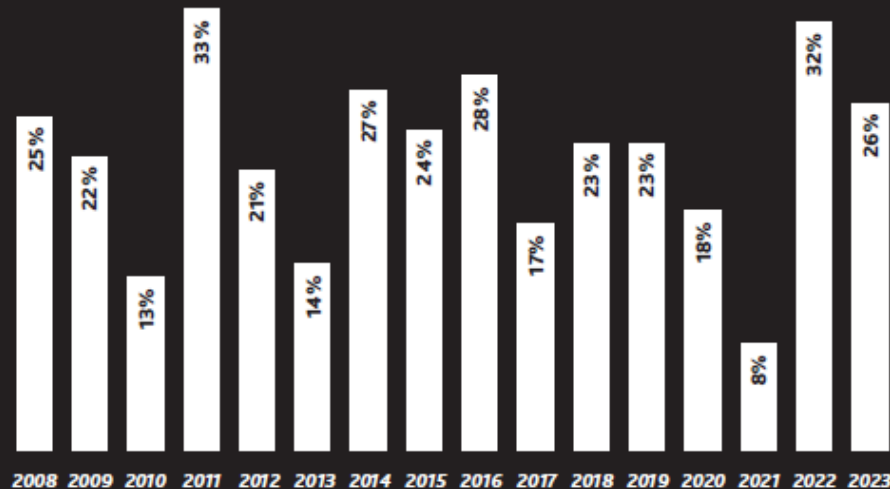
Chart 2.5 Diversity of Graduates Recruited by the UK's Top Employers In 2022



Source - The Graduate Market in 2023

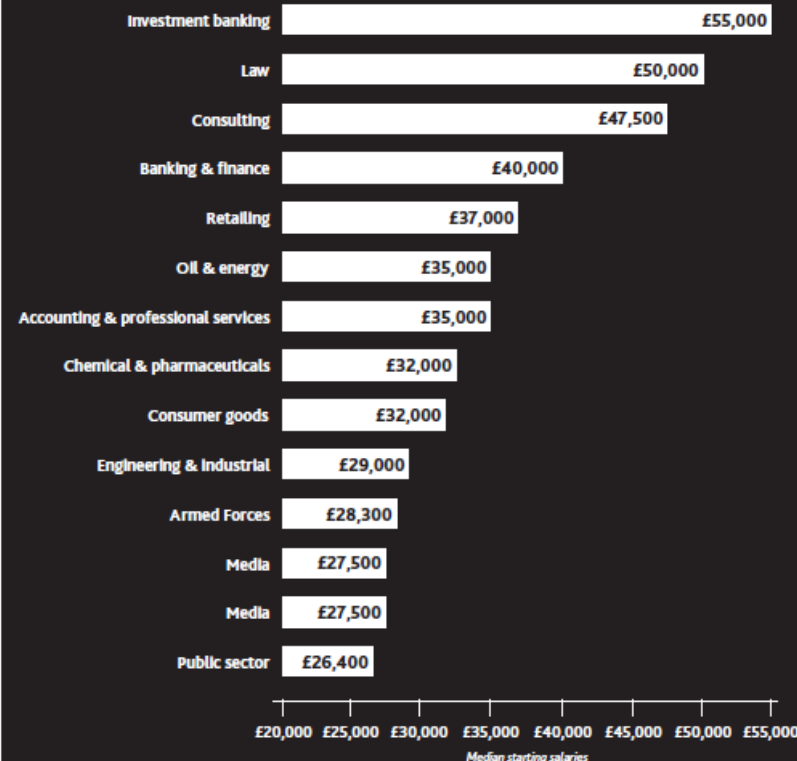
Percentage of graduates recruited by top employers

Chart 4.1 Employers with Increased annual Graduate Recruitment Budgets 2008-2023



Source - The Graduate Market in 2023

Chart 3.4 Graduate Salaries at the UK's Top Employers in 2023, by Sector or Industry



Source - The Graduate Market in 2023

Median starting salaries

**STUDENT WORK EXPERIENCE  
SELECTION FORM –**

Deadline Friday 20th September  
2024

(HINT: EARLY returns get PRIORITY!)

N.B. Work Experience Dates:- 14th – 18th July 2025

If you require help with this form, ask your parents;  
tutor, or, Mr Hannington.

\* Required

Your Personal Details and Consents

These are vital to continue to support you and your  
parents / carers throughout the the process as fully  
as possible. Please note that **contact details for  
your parents that apply for work experience** will  
be confirmed from **our records**. Your parents will  
have provided this data on admission to the school

Once you've looked at the  
database... 10 x choices form

here (on mobile, tablet or PC):

<https://forms.office.com/e/cd1BwGM3CG>

Deadline: **Friday 22<sup>nd</sup> September**  
(takes 20 mins)

**earliest get priority!**



Or, scan  
this QR  
Code:

Deadline: **Friday  
20<sup>th</sup> September  
(takes 20 mins)**

STUDENT WORK EXPERIENCE  
SELECTION FORM – Deadline  
Friday 20th September 2024



**earliest  
get  
priority!**

**<https://forms.office.com/e/cd1BwGM3CG>**

# Once I've received the 10 x choices forms?

- I act as filter and allocate for students to apply to.
- **Because . . .** If 10 x students applied to every single employer from every school . . . would you as an employer want to continue helping students?
- We (& others) do this every year for every student.
- We have a responsibility as stewards for the future of potentially willing employers.

# Applying!

- CV (32% grad employers)
- Cover letter (32% grad employers)
- **Application form** (*93% grad employers use **online versions***)
- All good practise
- Not to mention very simple “interview” chats (90% grad employers)

# What should a business letter look like?

Mr Hannington  
Poole Grammar School  
Gravel Hill  
Poole  
BH17 9JU

**Email:** [hanningtonm@poolegrammar.com](mailto:hanningtonm@poolegrammar.com)

**Home:** 01202 9\*\*\*\*\*

**Mobile:** 07877 7\*\*\*\*\*

Burger King  
Tower Park  
Poole  
BH12 4NY

Friday 28<sup>th</sup> June 2024

Dear Sir / Madam (if name not known, otherwise: Dear Mr Smith)

## **Application for Work Experience Monday 15<sup>th</sup> to Friday 19<sup>th</sup> July 2025**

Please find enclosed my application form [**and / or CV**] for work experience on the dates above.

Sentence(s) explaining why you're applying. Sentence(s) explaining why you're interested in that type of employer and that type of role. Sentence(s) or bullet points explaining why you think you're a good match for that type of role / employer. Sentence explaining that you'll be very grateful for help from this employer in helping you gain experience in an area relevant and of interest to you.

Yours faithfully [*if Dear Sir / Madam and name unknown*] **or** Yours sincerely [*if you've put the name of person you're applying to above*].



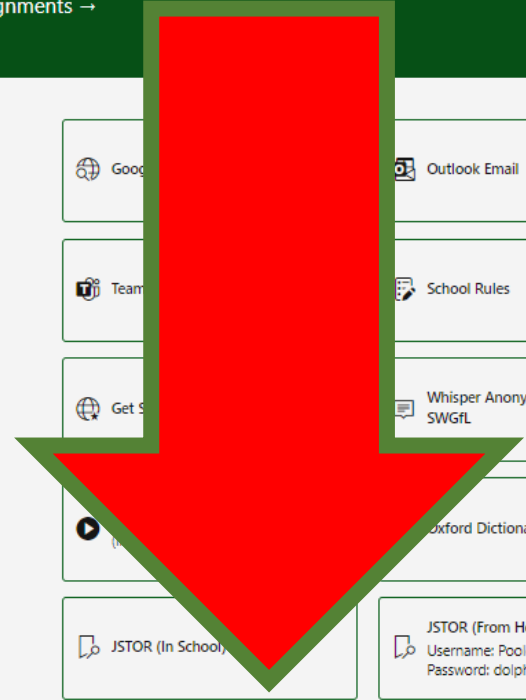
**Mark Hannington**



# PGS Home

Good afternoon HanningtonM

OneDrive → Outlook Email → My Classes → My Assignments →

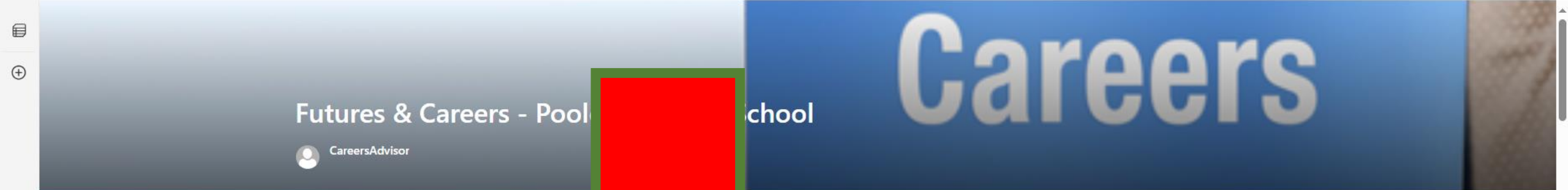


Good...	Outlook Email	Office 365	PGS Moodle
Team...	School Rules	SIMS Student	CEOP Safety Centre
Get S...	Whisper Anonymous Reporting   SWGfL	Computer Room Booking (In-School Only)	WiFi Instructions (In-School Only)
	Oxford Dictionary	Reading Cloud	PGS Website
JSTOR (In School)	JSTOR (From Home) Username: Poolegrammar Password: dolphin6		

### School Essentials

Anti-Bullying	Careers	Sixth Form	EPQ	Exams
---------------	---------	------------	-----	-------

### Extra Curricular & Activities



Welcome to the Futures & Careers Hub of Sharepoint

PGS Futures & Careers Resources

- Medical, Dental & Veterinary Applications
- Oxbridge
- Year 9 Careers PSHE Files
- Work Experience Journey! Year 9 & 10 PSHE & Wex Docs

Useful Futures and Careers Links, including apprenticeships and graduate careers information

- The Times Top 100 Graduate Employers 2021-2022
- The Times Top 100 Graduate Employers 2022 / High Fliers...
- The Times Top 100 Graduate Employers 2020-21
- Rate My Apprenticeship Top 100

Name	Modified	Modified By
Assemblies, briefings and other notices	May 21	HanningtonM
Cover letters & letter writing	May 21	HanningtonM
CV writing	May 21	HanningtonM
Database m	Yesterday at 4:45 AM	HanningtonM
Diary	May 21	HanningtonM
For	May 21	HanningtonM
Letters ho	May 21	HanningtonM
Life Skills Careers	May 21	HanningtonM



Name	Modified	Modified By
CV Template.docx	A few seconds ago	HanningtonM
CV wex b example 2020.docx	May 21	HanningtonM
CV wex template.docx	19 minutes ago	HanningtonM

# After allocation, creating a CV is one of the 1<sup>st</sup> tasks...

**CURRICULUM-VITAE**

NAME \_\_\_\_\_ DATE-OF-BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

ADDRESS \_\_\_\_\_

**PREVIOUS-EDUCATION**

DATES	SCHOOLS

**CURRENT-EDUCATION**

**QUALIFICATIONS-GAINED (Not necessarily academic qualifications)**

**CURRENT SUBJECTS STUDIED & FORECAST GRADES FROM SUMMER REPORT.....**

grade	→	→	→	→	→	grade

**EMPLOYMENT**

**HOBBIES-/INTERESTS-/CLUBS-/SOCIETIES**

**RESPONSIBILITIES-/ACHIEVEMENTS-&-OTHER-INFORMATION**

**[Your Name]**

[Street Address, Town, County, Postal Code] [Phone number] [E-mail address]

**Objective** [Describe your career goal or ideal job.]

**Professional Achievements**

→ [Achievement]

→ [Achievement]

→ [Achievement]

[Field or Area of Accomplishment]

→ [Achievement]

→ [Achievement]

→ [Achievement]

[Field or Area of Accomplishment]

→ [Achievement]

→ [Achievement]

→ [Achievement]

[Field or Area of Accomplishment]

→ [Achievement]

→ [Achievement]

→ [Achievement]

**Skills**

→ [Professional or technical skill] → [Professional or technical skill]

→ [Professional or technical skill] → [Professional or technical skill]

→ [Professional or technical skill] → [Professional or technical skill]

→ [Professional or technical skill] → [Professional or technical skill]

→ [Professional or technical skill] → [Professional or technical skill]

**Work History**

[Job title]	[Company Name], [Town, County]	[dates of employment]
[Job title]	[Company Name], [Town, County]	[dates of employment]
[Job title]	[Company Name], [Town, County]	[dates of employment]
[Job title]	[Company Name], [Town, County]	[dates of employment]

**Education**

[Degree]	[University Name], [Town, County]	[date of graduation]
----------	--------------------------------------	----------------------

**References** References are available on request.

**Application for work experience** (To be completed by the student. Please type the form and sign it off. Please save a copy and hand it to Mr Hannington for checking before sending. Please inform Mr Hannington of the date sent, if checked by someone else.)



A: Poole Grammar School, Gravel Hill, Poole, Dorset. BH17 9JU. T: 01202 606504 or 692132 ext 269 E: [careers@poolegrammar.com](mailto:careers@poolegrammar.com)

W: [www.poolegrammar.com](http://www.poolegrammar.com)

Personal details					
Mr / Mrs	Surname	First Name (s)			
Home Address					
Postcode	Telephone Number				
Email	Mobile Number				
Interests / hobbies out of school / college					
Responsibilities / achievements in school / college					
Any previous work experience (including part-time jobs)					
Any relevant health considerations					
Name of teacher/ tutor organising work experience					
Course of Study					
Level (Circle one or more)	GCSE	NVQ	A Level	AS Level	BTEC
Other (please describe)					

Subjects of Study		
Qualifications already obtained (if any)		
Details of Work Experience Requested		
Dates of Work Experience	From	To
Type of Work Experience requested		
Reasons for this choice		
Declaration		
I declare that to the best of my knowledge all details in this application are <b>correct</b> :		
Student Signature	Date	
Tutor Signature	Date	

© Poole Grammar School 2012-2022

With the  
CV all  
students  
must  
create an  
application  
form –  
because  
more  
common...

# How to address a business envelope?



W/C	Year 10 PSHE Sessions (structure)
11-Sep	Session 1: Choices Work Experience. (Computers). <b>10 choices DEADLINE – Friday 22<sup>nd</sup> September</b>
03-Oct	MJH to issue allocation of placements
17-Oct	Session 2: Application Work Experience. (Computers).
<b>Half Term</b>	
07-Nov	Session 3: Follow up application & response and what to do. (Computers).
<b>DEADLINE FOR APPLICATIONS TO HAVE BEEN SENT OUT BY: FRIDAY 12<sup>th</sup> November</b>	
05-Dec	Session 4: Cold calling and what to do? AND The importance of reflective practice. Power of persistence and resilience <b>AND</b> Thank yous <b>and</b> feedback. (Computers).
<b>Christmas</b>	
<b>Half Term</b>	
<b>Friday 22<sup>nd</sup> March – LONDON DEADLINE.... Easter</b>	
<b>Friday 19<sup>th</sup> April – Out of AREA deadline... Half Term ... Friday 24<sup>th</sup> May FINAL DEADLINE</b>	



# Poole Grammar School

Headteacher: Dr Amanda Smith BSc PhD

Gravel Hill, Poole, Dorset, BH17 9JU

Tel: +44(0)1202 692132

[www.poolegrammar.com](http://www.poolegrammar.com)

[pgsoffice@poolegrammar.com](mailto:pgsoffice@poolegrammar.com) [headteacher@poolegrammar.com](mailto:headteacher@poolegrammar.com)



Monday 20<sup>th</sup> May 2024

Dear Parent / Carer

## Work experience placements in the 2024 / 25 academic year – Important Details

Poole Grammar School is committed to enabling students to engage in meaningful work experience placements to prepare them for future careers. The school runs a compulsory work experience system where students carry out their placement at the end of Year 10. The period set aside for this is **Monday 14<sup>th</sup> to Friday 18<sup>th</sup> July 2025**.

**The school will be hosting a briefing meeting about work experience for all Year 9 students and their parents / carers in the Main Hall at 6pm on Monday 24<sup>th</sup> June 2024.**

We ask that you complete a brief online form to confirm you have received this letter and confirm whether you will be able to attend the presentation with your child. At the same time, we also require consent for your child to take part in the planned compulsory work experience process in Year 10, and accept the terms and information following this letter.

The aim of this letter and the briefing meeting is to help you and your child navigate the work experience process effectively and efficiently, so that they can secure a confirmed work experience placement as quickly and easily as possible. We know that students with parental / carer support fare much better in this process than those without it.

## Next steps

Please complete to the [consent survey](#) to confirm:

1. Your availability to attend the presentation with your child and ask any questions arising from this letter and the presentation;
2. Consent to your child taking their work experience placement(s) in school time, as well as confirming all contact details and medical conditions are fully updated and accurate;
3. Your acceptance of the terms and fees contained in this letter.

Confirmation and consent should be provided no later than **12.30pm on Monday 17<sup>th</sup> June 2024**. The school will be grateful if you can respond promptly, as work experience will not be able to proceed for your child without your consent.

We look forward to welcoming you to school on 6pm Monday 24<sup>th</sup> June 2024.

Yours faithfully

Mr M J Hannington  
Careers Advisor

## Work experience terms and information

The school subscribes, through the CSW Enterprise, to a database of local firms who could possibly provide work experience placements for your child. As the placement is to take place in school time, the school is statutorily required to carry out health and safety and insurance checks using CSW Enterprise, which do incur a fee (see below).

## Responsibilities and Costs

A list of possible CSW Enterprise database placements will be available online. In Summer 2024 students will be issued with a PIN code to enable them to access the database, which contains information such as the location of the company and a job description. This PIN code can be found in the Year 10 work experience section in the Careers area of the school's intranet site. All employers are vetted to ensure that they conform to health and safety regulations and have employer's public liability insurance cover.

Your child should pick a company from the database and write to them (with follow-up calls, not emails) asking for a work experience placement. Sometimes the company may not be able to offer a placement, for example if the company's employees who run the placement are not available during the dates specified. If this is the case, your child should apply to an alternative company from the database. Support and guidance on choosing placements and writing to companies to ask for a placement will be provided as part of the Year 10 'Life Skills' programme and via Mr Hannington, Careers Advisor.

The details of all agreed *local* placements (*local* being companies located in Bournemouth, Poole, Dorset, Wiltshire, Somerset, Swindon, Bristol, Bath & NE Somerset, North Somerset and South Gloucestershire) must be passed to CSW at least 7 weeks before the placement i.e. by Friday 23<sup>rd</sup> May 2025. There are earlier deadlines for placements in London (16 weeks before): Friday 21<sup>st</sup> March 2025, and for non-London placements out of the CSW area (12 weeks before): Friday 18<sup>th</sup> April 2025. If your child does not meet the applicable deadline, a late placement administration fee up to £35 will be required before the placement can be confirmed.

Instead of using the CSW Enterprise database you may wish to use your own contacts to organise a work experience placement for your child. For these, and *non-local* placements taking place within term time, not organised using the CSW database, an additional fee to cover statutory health & safety and insurance checks will be charged, this fee is £50. The fee is payable when we receive the completed out of database form and without payment the placement will not be confirmed.

If your child wishes to have 2 placements (which together must make up 5 days) rather than one placement of 5 consecutive days, there will be a charge of £35. The charge applies for any part thereof – so, if your child has one placement for 1 day and another for 4 days, two placement check fees will be charged. That charge may occur even if the placements are in the same company but on different sites or the same site but different roles. Equally, all additional placements requiring checks carry the £35 extra charge. Charges for additional placements become due on receipt by us of the completed paperwork, and if the fee is not paid the placement will not be confirmed. Please note that work experience placements occurring during school term time cannot be undertaken in foreign countries.

All these fees must be paid by the parent / carer of the student engaging in the work experience placement before that placement is allowed to take place.

## Other Important Issues

Some students have requested to return to their first or middle school for a work placement as a classroom assistant. In order to provide a more varied experience, we suggest that students with an interest in a school-based placement choose a school that they have not previously attended. If students are working with vulnerable adults or children on a placement, they may have to be DBS checked, which may incur an additional fee.

The Letter &  
Consent  
Form – you  
should  
already have  
received this  
and all  
replies  
should be in  
already.





Students cannot, by law, receive payments from the work experience provider, but some companies do provide expenses to cover travel and lunch. Students under 16 are not entitled to benefits under the National Insurance (Industrial Injuries) Act (1946), and those under 18 in full time education are unlikely to be entitled to benefits. Parents / carers may wish to independently take out personal accident cover for students whilst undertaking a work experience placement, as well as ensuring that any company providing an independently organised placement has its own public liability insurance.

It is important that students take any health and safety guidance seriously whilst on a work experience placement. Please note that emergency contact details, medical conditions and dietary requirements that apply for work experience will be confirmed from our school records. You will have provided this data on admission to the school and updated it as necessary since. Please check the data we hold via SIMS Parent and inform us if any changes are required. If we do not hear from you then we will take the information we hold as complete and up to date. If you have not yet signed up to SIMS Parent, please contact the school and we can arrange access.

#### **Approximate timeline of events:**

##### **SUMMER HOLIDAYS / AUTUMN TERM 2024** – Selection of placement from CSW database

In selecting a placement, students and their parents/carers should pay particular attention to the job description and the location of the company, which will have transport implications.

The fact that a company is on the database does not mean that they are necessarily able to offer a placement. Students are advised to select a shortlist of between 5 and 10 companies from the database. Once all students' shortlisted choices have been submitted to the school, Mr Hannington will allocate placements. Please note that allocated placements are still subject to confirmation by the company in question, so an allocation is not a guarantee of the company confirming a place.

Students are responsible for selecting their placements, although advice and guidance is available throughout the process from Mr Hannington and Year 10 Tutors. The selection process largely takes place in tutor periods, although students are strongly encouraged to undertake some of this work at home.

##### **AUTUMN TERM 2024 / SPRING & SUMMER 2025** – Preparation for application, application, and making it work for you.

If the deadline for the selection of placements has been met, students' allocations will be sent to the companies in question via CSW in the second half of the spring term. Sometimes students do not receive a prompt response from their chosen company. In these instances, students should contact the company to chase up their placement request, as if that placement is not confirmed, the student will need additional time to make a second selection from the database. Once a placement is confirmed, students should contact the company to arrange a pre-placement visit and to get placement agreement forms signed. Completed employer agreement and parental consent forms (available from Mr Hannington), should be returned to Mr Hannington as soon as possible, and until received by him, no placement is confirmed.

##### **JULY 2025** – One-week placement

Work placement takes place Monday 14<sup>th</sup> to Friday 18<sup>th</sup> July 2025.

##### **SEPTEMBER 2025** – Reflection and debriefing

Students are expected to complete a work experience logbook, which will lead to the award of a certificate, if requested.

##### **Looking Ahead** – Careers Support in Year 11

Students will have a one to one Careers interview with Mr Hannington to discuss their post Year 11 options; parents / carers are welcome to attend the interview. Further details will be provided in the next academic year. Where known, we will also share information on local careers conventions.

Consent was required by not later than: 12.30pm on Monday 17<sup>th</sup> June 2024. (Takes 2 mins).

**12** remaining. Likely none of you here today, though!

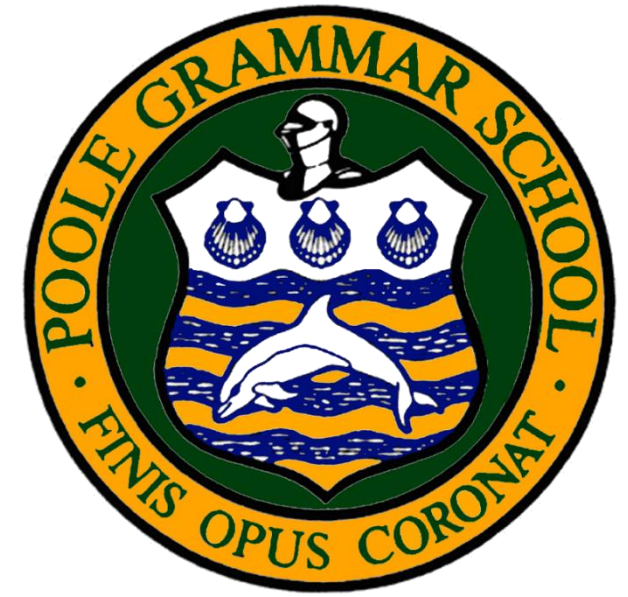
**Thank you all so much for being here, and having already consented!**

Today we covered:

- The **expectations of students**, with **support** from their **parents**, as well as us here at school
- Important changes to work experience this year
- Information about the work experience process –
  - this year the dates are: **Monday 15<sup>th</sup> to Friday 19<sup>th</sup> July 2025**
- **Compulsory Year 12 work experience**
- The importance of planning for the future
- Help? Where to get it!

# Questions?

- Ask now please
- **Call me**
- Please don't email for a quick response
- If you email, please use: [hanningtonm@poolegrammar.com](mailto:hanningtonm@poolegrammar.com) **not** my [careers@poolegrammar.com](mailto:careers@poolegrammar.com) (**external**) email address! Thanks...



# PGS Careers

**Twitter:** @PGSCareers

**Facebook:**

[www.facebook.com/pgscareers](http://www.facebook.com/pgscareers)

Mr Mark J Hannington, **Careers Advisor**

