



# Year 12 Work Experience

Monday 3<sup>rd</sup> - Friday 7<sup>th</sup> July



# What is the reason for Work Experience?

Helps you get a taste of a future career

Perfect your employability skills – dealing with customers, handling staff, management skills

Get a network of contacts – good for potential University Applications ■

You can practically experience the school subjects you like. ■





# What are the work experience options?

You choose your employer or organisation you want to work with and apply to them personally – previous employers:

10 Downing Street

London Hospital Heart Surgery

Marvel Comics

Bank of England



# The Placement is for one week (Monday 3<sup>rd</sup> to Friday 7<sup>th</sup> July)

Organise the placement so you will learn as much as possible (site visits/ customers interaction/ work with different departments/ attend board meetings)

Approach the employers professionally when organizing the placement – letter/CV etc,





# How do I choose my employer/placement?

Students are expected to find an employer  
Discuss with family, friends, local community  
network what types of work your are  
interested in.

Some placements are found locally but the  
larger employers have the best work  
placements and will have Human Resource  
departments to organize your 6<sup>th</sup> form  
placement. You can potentially work abroad  
but will need additional school consent.



# HOW IS THE WORK EXPERIENCE ARRANGED?

FILL IN THE 'OWN FIND' PAPER FORM AND  
COLLECT INFORMATION FROM  
EMPLOYERS and COMPLETE THE ONLINE  
FORM ON THE SCHOOL WEBSITE

THE SCHOOL WILL ASSESS YOUR  
ORGANISATION CHOICE & CONFIRM IT –  
YOU CAN GO ON THE WEBSITE TO  
CHECK THE IF PLACEMENT IS  
CONFIRMED



# What do I need to do?

The work experience does not start until 3<sup>rd</sup> July but you need to fill out an “OWN FIND FORM” ONLINE AT THE SCHOOL WEBSITE ONCE YOU HAVE COLLECTED THE INFORMATION ON THE PAPER FORM

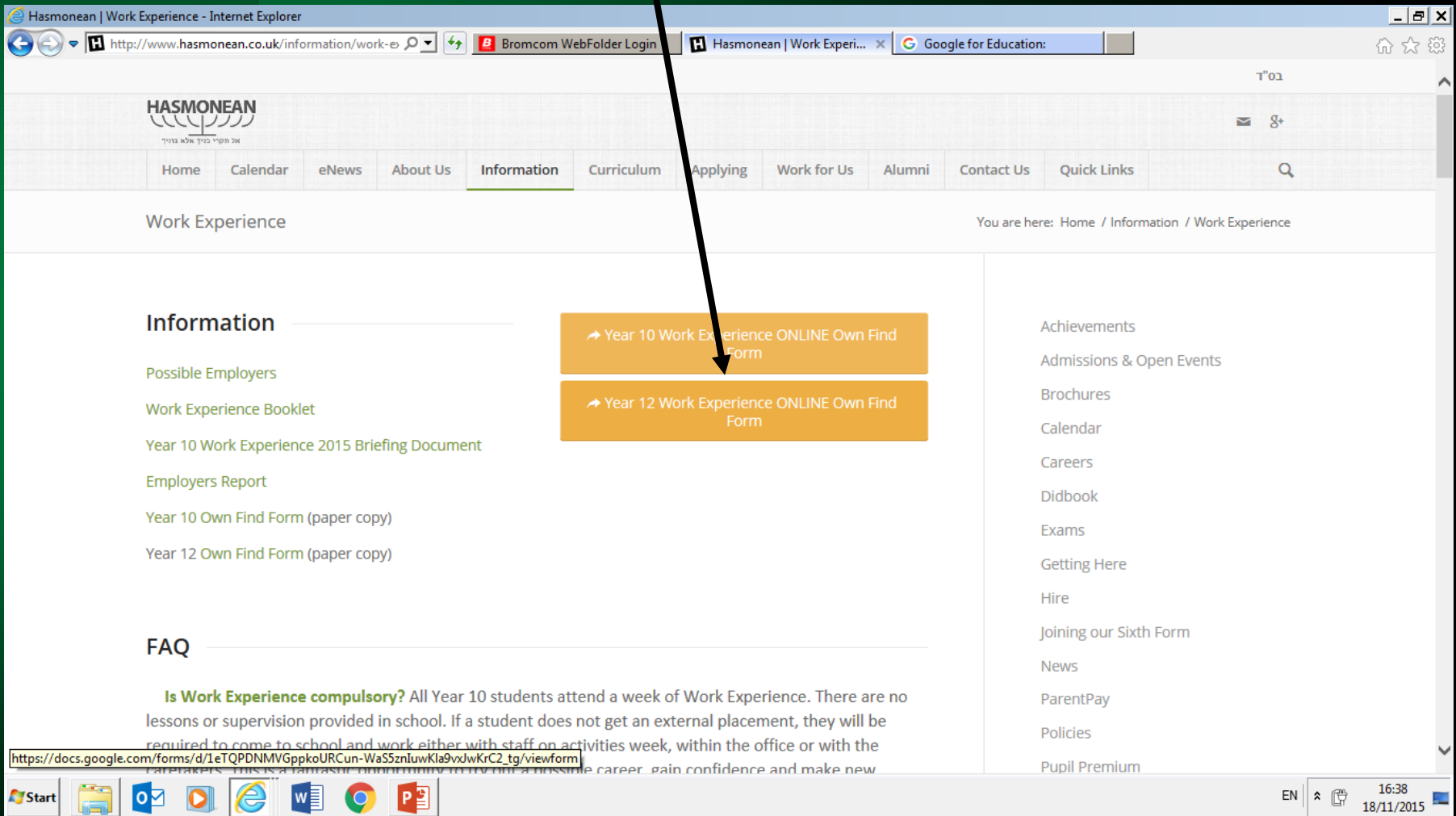
Use the paper form to gather employer data and then fill in the online form on the school website.

WEBSITE TO UPLOAD/APPLY YOUR WORK EXPERIENCE DETAILS: (click the link at)

**BOYS' WEBSITE** <https://hasmoneanboys.org.uk/work-experience/>

**GIRLS' WEBSITE** <https://hasmoneangirls.org.uk/work-experience/>

# Hasmonean Work Experience Website Page – Own Find Form



The screenshot shows the Hasmonean Work Experience website page. The browser window is titled "Hasmonean | Work Experience - Internet Explorer". The address bar shows the URL "http://www.hasmonean.co.uk/information/work-ex". The page features a navigation menu with links: Home, Calendar, eNews, About Us, Information, Curriculum, Applying, Work for Us, Alumni, Contact Us, and Quick Links. The "Information" link is highlighted. Below the navigation menu, the page is titled "Work Experience". A breadcrumb trail indicates the user's location: "You are here: Home / Information / Work Experience". The main content area is divided into two columns. The left column is titled "Information" and lists several links: "Possible Employers", "Work Experience Booklet", "Year 10 Work Experience 2015 Briefing Document", "Employers Report", "Year 10 Own Find Form (paper copy)", and "Year 12 Own Find Form (paper copy)". The right column lists various resources: "Achievements", "Admissions & Open Events", "Brochures", "Calendar", "Careers", "Didbook", "Exams", "Getting Here", "Hire", "Joining our Sixth Form", "News", "ParentPay", "Policies", and "Pupil Premium". A black arrow points from the top of the page down to the "Year 10 Work Experience ONLINE Own Find Form" link, which is highlighted in orange. Below it, the "Year 12 Work Experience ONLINE Own Find Form" link is also highlighted in orange. At the bottom of the page, a Google Docs link is visible: "https://docs.google.com/forms/d/1eTQPDNMVGppkoURCun-Wa55znluwKla9vxdwKrC2\_tg/viewform". The Windows taskbar at the bottom shows the Start button and several application icons, including Internet Explorer, Word, and PowerPoint. The system clock in the bottom right corner displays the date "18/11/2015" and the time "16:38".

Hasmonean | Work Experience - Internet Explorer

http://www.hasmonean.co.uk/information/work-ex

Bromcom WebFolder Login

Hasmonean | Work Experi...

Google for Education:

Hasmonean

Home Calendar eNews About Us Information Curriculum Applying Work for Us Alumni Contact Us Quick Links

Work Experience

You are here: Home / Information / Work Experience

Information

Possible Employers

Work Experience Booklet

Year 10 Work Experience 2015 Briefing Document

Employers Report

Year 10 Own Find Form (paper copy)

Year 12 Own Find Form (paper copy)

Year 10 Work Experience ONLINE Own Find Form

Year 12 Work Experience ONLINE Own Find Form

Achievements

Admissions & Open Events

Brochures

Calendar

Careers

Didbook

Exams

Getting Here

Hire

Joining our Sixth Form

News

ParentPay

Policies

Pupil Premium


Is Work Experience compulsory? All Year 10 students attend a week of Work Experience. There are no lessons or supervision provided in school. If a student does not get an external placement, they will be required to come to school and work either with staff on activities week, within the office or with the

https://docs.google.com/forms/d/1eTQPDNMVGppkoURCun-Wa55znluwKla9vxdwKrC2\_tg/viewform

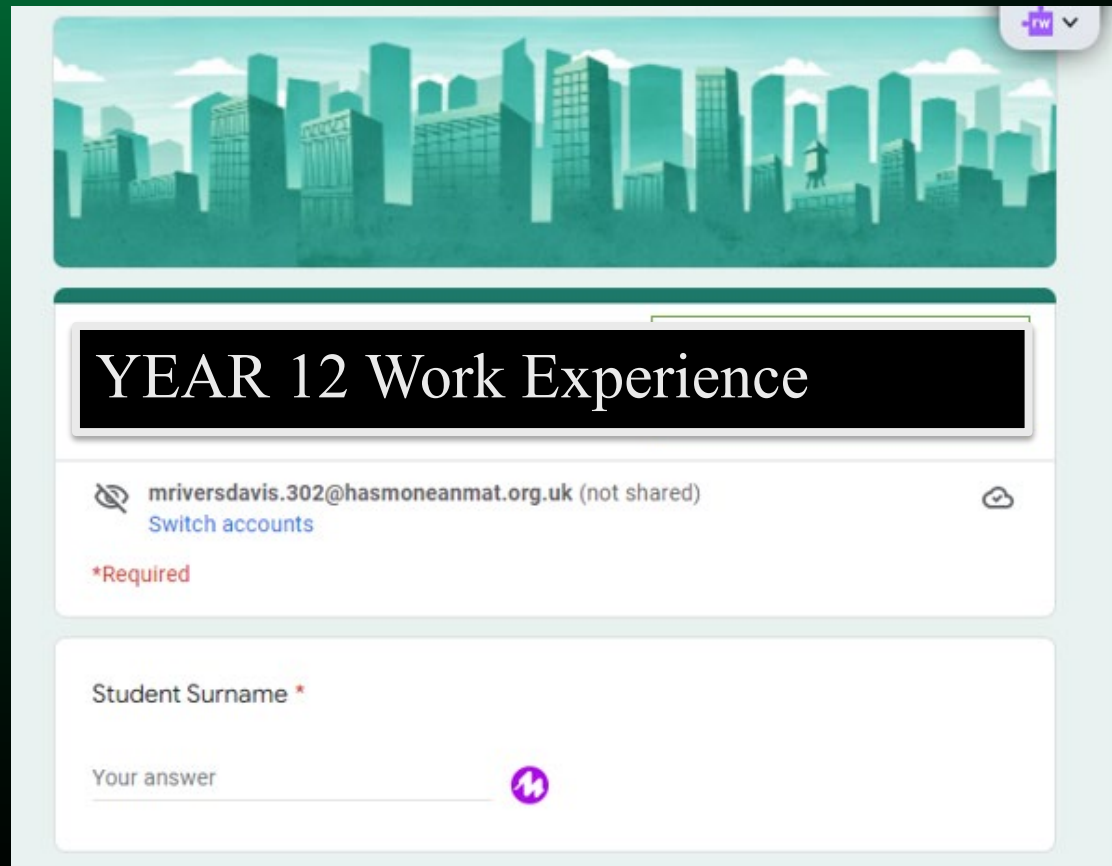
Start

16:38 18/11/2015





Once you have your employer's details – complete the online application form on the school website (information/careers/workexperience)



The screenshot shows a Google Forms interface for a 'YEAR 12 Work Experience' application. At the top is a header image of a city skyline. Below the title, the user's email 'mrriversdavis.302@hasmoneanmat.org.uk' is displayed with a 'Switch accounts' link. A red asterisk indicates a required field. The first question is 'Student Surname', followed by a text input field labeled 'Your answer'.

YEAR 12 Work Experience

mrriversdavis.302@hasmoneanmat.org.uk (not shared)  
[Switch accounts](#)

\*Required

Student Surname \*

Your answer



There is a list of past employers on the website from a range of sectors you could approach if you are stuck for a placement'

<b>Northway School</b>	The Fairway, Mill Hill, NW7 3HS	<a href="mailto:office@northway.barnet.sch.uk">office@northway.barnet.sch.uk</a>	020 8959 5812
<b>North West London Jewish Day School</b>	180 Willesden Lane, London, NW6 7PP	<a href="mailto:admin@nwljds.org.uk">admin@nwljds.org.uk</a>	020 8459 3378
<b>Pardes House Primary School</b>	Hendon Lane, London, N3 1SA	<a href="mailto:office@pardeshouse.com">office@pardeshouse.com</a>	020 8343 3568
<b>Rosh Pinah Primary School</b>	Glengall Road, Edgware, Middx, HA8 8TE	<a href="mailto:admin@rpps.org.uk">admin@rpps.org.uk</a>	020 8958 8599
<b>Sharon Kindergarten</b>	Finchley Synagogue, Kinloss Gardens, London, N3 3DU	<a href="mailto:info@sharonkindergarten.org">info@sharonkindergarten.org</a>	020 8346 2039
<b>St Martin's School</b>	22 Goodwyn Avenue, Mill Hill, NW7 3RG	<a href="mailto:info@stmartinsmillhill.co.uk">info@stmartinsmillhill.co.uk</a>	020 8959 1965
<b>Wohl Ilford Jewish Primary School</b>	Forest Rd, Ilford IG6 3HB	<a href="mailto:office@ijpsonline.co.uk">office@ijpsonline.co.uk</a>	020 8498 1350
<b>FINANCE</b>			
<b>Investec Bank</b>	2 Gresham St, London, EC2V 7QP	<b>Tammy Solomon:</b> <a href="mailto:tammy.solomon@investec.co.uk">tammy.solomon@investec.co.uk</a>	020 7597 4000
<b>Leonard Finn &amp; Co Chartered Accountants</b>	Brentmead House, Britannia Road London N12 9RU	<b>Mr Rajesh Shah:</b> <a href="mailto:raj@leonardfinn.co.uk">raj@leonardfinn.co.uk</a>	020 8446 6767
<b>Square Capital</b>	9-10 Savile Row, London, W1S 3PF	<b>Mr J. Benhamou:</b> <a href="mailto:jb@squarecapital.co.uk">jb@squarecapital.co.uk</a>	020 7406 3296
<b>Ashley Page Insurance Brokers</b>	Commerce House, 2a Lichfield Grove, London, N3 2TN	<a href="mailto:advice@ashleypage.co.uk">advice@ashleypage.co.uk</a>	020 8349 5110
<b>AXA (Mark Lane)</b>	47 Mark Lane, London, EC3R 7QQ	Visit website	01204 380 480
<b>AXA (Old Broad Street)</b>	5 Old Broad Street, London, EC2N 1AD	Visit website	020 7920 5900



# Choosing a Placement

Ask the employer what you would like to learn/do – reject a placement if you think you will just be making tea/photocopying.

Choose an employer that will be of interest to you or linked to you're A-Level school subjects

Choose an employer within the school ethos

Placements will need to have final school consent

Ensure the employer has public liability insurance – you will need to quote their policy number on the Own Find Form.

You can go with a friend but ideally no more than 2-3 students per employer





Although only for one day, try to choose a larger employer - smaller employers have less time to train you and less opportunities to learn from different employees/departments of the business.



# Medical Jobs – NHS only for over 16 Yrs Old at time of Placement





# FINAL POINTS.....

1.YOU WILL BE RESPONSIBLE FOR PAYING FOR TRAVELLING COSTS

2.DON'T GO SOMEWHERE JUST BECAUSE A FRIEND IS GOING THERE

3.DO NOT EXPECT TO BE PAID FOR THE WORK – THOUGH SOME 6<sup>th</sup> FORM DO GET PAID



4. YOU WILL NOT BE ALLOWED TO GO ON A PLACEMENT WITHOUT SCHOOL CONSENT (assume it if OK unless you hear from us).

5. ONCE A PLACEMENT HAS BEEN ORGANISED TRY NOT TO CHANGE IT – COMPLETE A NEW ONLINE FORM IF YOU DO.