

Careers Bulletin

Work Experience Edition

2022/2023

P16

CABOT
LEARNING
FEDERATION

Care • Believe • Achieve



Experience
is the hardest
kind of teacher.
It gives you the
test first and the
lesson afterward.

— OSCAR WILDE

Work experience is compulsory for all Year 12 students.

Why do work experience?

Whatever job or career you want, you will learn more about yourself and working life. The skills you gain in the process and the experiences you have will make any applications you make stronger; for university, apprenticeship or employment. You will stand out from the crowd.

On work experience placements you will find out more about yourself, what inspires you and discover your strengths, values, motivations and interests. You will meet new people and build your network of contacts. Work experience can also help you to rule out certain options and focus your career ideas.

Work experience for CLF Post 16 is 15th to 19th July 2024 but some students find suitable placements during the year.



CLF Post 16 : Work Experience Process for Y12 students

Work Experience has proven to help students make positive career decisions and promotes employability skills including communication and organisation. Placements will help students strengthen their applications for apprenticeships, jobs or universities and make them stand out. For some courses, work experience is a compulsory part of the entry requirements.

All year 12 students must complete work experience (in person or virtual) over 3 days, using one or more placements; this is one of the conditions of entry into Year 13. You must follow the process below.

The Process:

1	Begin looking for work experience now: Email businesses, to into organisations, speak to family and friends in the world of work, and apply for opportunities online, check out the Career Bulletin for opportunities. It is likely you will need to work hard to find a placement so keep trying!
2	Complete Forms: When you have organised a <u>placement</u> you will need to get your employer to complete the electronic "Employer Agreement" and your parent/carer will need to complete the electronic "Student-Parent Agreement". These forms MUST be completed before the placement. Email Kate or Rochelle if you need the links.
3	Prepare for your placement: Read any paperwork your employer sends you as it is likely to contain important information. Ensure you have transport arranged and that you know your timings. Make sure you have the necessary clothing organised if something specific is required.
4	Undertake Work Experience Complete your placement – remember to take notes daily of what tasks you do, the organisation details etc. as this will be necessary for your CV and to applications for apprenticeships, <u>jobs</u> and university courses.

If you secure work experience during the academic year, and complete the process above for your placement to be authorised by the Careers Team, then you will not have to find a place during the last week of term or be expected to attend lessons.

Remember, work experience is compulsory for a reason: it represents one of the best chances you have to engage in the world of work and develop your employability skills.

Good luck and remember three things:

***Begin looking for a placement now**
Seek help if you're stuck
Make this time count by making the most of your experience.*

Curriculum Vitae – Kate Brisley

Address:	1 The Road, Bristol BS12
Email:	example@gmail.com
Mobile:	111222333

Concise summary which details what you can bring to the company/role. Your relevant skills and experience.

Personal Profile:

I am a Post 16 student currently studying Level 3 qualifications in I have strong team and leadership skills and am organised, efficient and hard working. I am looking to start my career in the world of and to further develop my skills in this area. My career goal is to

Start with most recent first

Education & Qualifications:

2023 to date Cabot Learning Federation Post 16 – John Cabot Academy, Kingswood, Bristol
Level 3 qualifications:

2018 to 2023 City Academy, Bristol
GCSEs in: English Language (5), Mathematics (3), English Literature (4),
Double Science (44), French (5), Geography (5)

Reverse chronological order –
THIS IS WHERE YOUR WORK EXPERIENCE GOES!

Employment & Work Experience:

Nov 2023 Speakers for Schools
Online work experience placement with BT looking at cyber security.

July 2022 Tesco – part-time job as sales assistant
Responsible for stock taking and clearing of out-dated produce. Till operation.

Skills, achievements & interests:

I am proficient in Microsoft Office and use Outlook and Word daily. I have good customer service and communications skills. I speak French and have lived in France for a year. I am fit and health and go to the gym regularly. I like to game on a PC and volunteer at a local pet shelter.

Hobbies and interests

References:

Name: Kate Brisley, Careers Coach
Contact Email Address: kate.brisley@cf.uk
Contact Tel: 0117 9882525 / 07564055870

You can put Kate's details or a teacher, if they agree, you can put 2 references, if you work then you need to put your employer



Why not do some work experience with the Cabot Learning Federation.

Our Projects and Estates Teams work with lots of different companies:

- Catering – Aspens
- Cleaning – KGB
- Grounds Maintenance – CPS
- ATP Maintenance – Verde Recreo
- Waste Management – Veolia
- Technical Advisors (quantity surveyor, structural engineering, project management) – Atkins Realis
- Architect – Studio Lime and AHR
- Mechanical and electrical – BAM FM and MFM Ltd
- Roofing – Southern Plasticlad and Central Roofing

If you are interested, please speak to Kate Brisley



Bristol Water's Youth Board

We're recruiting 14 individuals from a mix of schools and colleges within the Bristol area to join our panel. Being a panel member will allow their voices to be heard at Bristol Water's Executive level and provide a unique opportunity for them to kickstart a career in the world of business.

We are looking for students from **all social backgrounds**: this really is an opportunity for anyone who is interested, enthusiastic and has something to say about water, the environment and the way we should deliver our service. We're hoping that you will encourage pupils to apply who might otherwise think this is 'not for me'.

How will your students benefit? They will have real influence on the decisions made by senior management as well as:

- Seeing at first hand the workings of a major local business
- Meeting other like-minded students from around the region
- Getting a formal reference for use in UCAS or apprenticeship applications
- Receiving a £50 reward for taking part.

What's involved? The Youth Board will meet on Wednesday 7th February at Bristol Water's headquarters in Bristol, (Bridgwater Road, Bedminster Down, BS13 7AT). The meeting will start at 9.30am and finish at approximately 3.30pm. We will reimburse individuals for all travel expenses. If anyone would like to participate but anticipates having difficulty travelling to this location, please do not hesitate to get in touch with us and we can help to arrange transport.

The meeting will include a mix of briefings from senior executives about the company and the challenges it faces and facilitated problem-solving exercises.

We will also run a pre-event task which will involve participation in an online forum. The forum will be open for 5 days and will be a platform to share information about discussion topics we will cover on the day and allow participants to share their thoughts and opinions as well as complete some interactive tasks.

Who should apply? We would expect students to be one or more of the following:

Thinking about a career in a business setting; perhaps as an engineer, a product developer, in a financial, a customer service or marketing role, or even would-be entrepreneurs who plan to run their own business one day.

- Someone who enjoys getting their point across: taking an active part in class discussions and debates and problem-solving.
- A good team player: a good listener as well as a good talker!

How to apply

We are contacting a limited number of schools and colleges in our region so would encourage you to publicise the initiative to your students, so they have the opportunity to get involved. The application form is quick and easy and should take no longer than 15 minutes to complete.

Students can apply by following [This Link](#)



Just Eat Takeaway is a leading global online food delivery marketplace, connecting consumers and restaurants through its platforms. They are offering a **1-week work experience placement** for Year 12 students interested in a career within product and STEM.

Just Eat Takeaway Work Experience Objectives:

1. To gain real-world work experience at a prestigious and world-leading company
2. To be a part of a cohort of 10 students from across different secondary schools
3. To develop your skills and knowledge within product and STEM
4. To build your professional network with employees at JET
5. To be involved in an experience you can put on your CV, personal statements, cover letters and talk about in interviews

Just Eat Takeaway Work Experience Overview:



You will have the opportunity to learn about the technology industry, through discovering roles and responsibilities within Product & Tech.



You will learn more about your preferences when it comes to future careers and working environments.



You will spend a week within JET's Technology & Product teams, such as Engineering or Data



You will have the opportunity to ask questions whilst working on your skills from maths to communication, to teamwork and networking with professionals.

Just Eat Takeaway Work Experience Timetable:

- Shadowing employees, including attending business meetings
- Working on your own business project during the week
- Hearing from business leaders at JET about their career journeys
- Attending a session about working in Product and Tech at JET
- Attending a session on working at JET and job opportunities at JET e.g., apprenticeships, internships, graduate schemes etc.
- Attending a CV and interview workshop
- Attending a course on using LinkedIn effectively
- Attending a public speaking course

Key Information and Next Steps:

- JET is offering 10 places for their Hybrid work experience (in-person and virtual)
- The work experience will take place week commencing 8th April – 12th April 2024.
- JET will cover travel and lunch costs for the days you are in the offices to make sure this work experience is accessible.
- If you would like to take part in the work experience, please complete the SurveyMonkey form **by the 31st of January** (using the link below or the QR Code)

<https://www.surveymonkey.com/r/7GL5MRT>

- If successful, you will then be interviewed by Jhanay and Mayur.





Organisation	Sector	Dates
Bristol City Leap	Sustainability / Green Energy	4 th to 8 th March
Soil Association	Sustainability	4 th to 8 th March
Hoare Lea	Engineering	4 th to 8 th March
Hoare Lea	Engineering	11 th to 15 th March
Hoare Lea	Engineering	18 th to 22 nd March
Burges Salmon	Law	11 th to 15 th March
Let Us Grow	Sustainability / Indoor Farming	26 th – 28 th March
Bishop Fleming	Accountancy	11 th to 15 th March
Broadway	Construction and Development	4 th to 8 th March
Broadway	Construction and Development	18 th to 22 nd March
Avon Wildlife Trust	Sustainability	28 th March
Boston Tea Party	Hospitality	27 th February
Boston Tea Party	Hospitality	19 th March

Places on these placements are open to students from black and Minority ethnic backgrounds in Year 12, they are **limited**, to apply ASAP. Click on the link below:

[**Bristol Future Talent Partnership Work Experience Application**](#)



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Bristol Future Talent and Yeo Valley (a local company) are holding a work experience session on Workplace Politics. This will be held at Burges Salmon's Offices on 10th January 2024 from 4pm to 5.30pm.

This is for students in Year 12 from black and ethnic minority backgrounds.

Please sign up below, places are limited:

[here](#)

**BRISTOL
OLDVIC**



Black
South West
Network

REP' & ERASURE

APPLY NOW

To apply, email
engagement@bristololdvic.org.uk

Tell us why you'd like to take part. It could be with a short paragraph, a video, a doodle, a voice note, or however you prefer to express yourself.

Whose voices have been represented, and whose have been erased?

Reinterpret the past with digital storytelling

DEADLINE

Mon 18 Dec

We're looking for young storytellers to **DEEP DIVE** into the stage history of ARABIAN NIGHTS

YOU WILL:

- Gain experience for your CV or further education applications
- Creatively direct a project, including scriptwriting and storyboarding
- Explore archival material from the 1760s to the present day
- Design an exhibition that tells the stories that matter to you
- Collaborate with artists
- Get free tickets to shows and enjoy social activities
- Learn about animation and digital storytelling

WHO CAN APPLY?

Anyone aged 16 – 18 who is interested in history or theatre and passionate about change. We particularly encourage applications from young people from the Global Majority who identify with the themes of the project, especially those with Asian, Middle Eastern and North African heritage.

**BRISTOL
OLDVIC**

**National
Theatre**

TECH TRAINING PROGRAMME

Free open access
programme for 15-18 year
olds.

An opportunity to learn
about Technical theatre and
other backstage roles.

Apply by **December 12th** via
the Bristol Old Vic website.

DECEMBER 18

2023 | 10:00AM - 5:00 PM

BRISTOL OLD VIC

Sound and AV

Stage Management





MENDIP
ACTIVITY CENTRE



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SECONDARY SCHOOL WORK EXPERIENCE

Location: Mendip Activity Centre, Churchill, North Somerset, BS25 5PQ

Work Experience Week: Monday 11th March 2024 to Friday 15th March 2024

Closing Date for Applications: 10th January 2024

84% OF STUDENTS
STRONGLY
RECOMMEND



OPEN TO
YEARS 12 & 13

APPLY BY
11TH JAN

77% OF STUDENTS
MORE LIKELY TO
PURSUE A CAREER
IN FINANCE

AON | Work Insight Programme

At Aon, we partner with our clients to help shape business decisions for the better. We are not tied to a traditional way of doing things. That is why we can best prepare organisations to manage the challenges of the volatile world in which we now live. We give our clients the clarity and confidence to make better decisions that protect and grow their businesses.

 aonwex@connectr.com

What is it?

Work Experience
1-to-1 with Employees
Group Competitions
Networking
Interactive Learning

When is it?

14th - 16th Feb

Where is it?

3 days in Aon Bristol Office



SPEAKERS
for schools



UPCOMING HIGHLIGHTS:

(STUDENTS need to [register](#) onto the portal to apply)

NHS – [Being a hero with the NHS uncovered](#) - discover some exciting non-clinical roles, Thursday January 25th 10-12.30pm

The British Army – [discover how women are making their mark](#) Tuesday, 23rd January 11-12pm

Virgin Media: [various career pathways with Virgin](#) Monday, December 11th 11-12pm.

Boots & No7 Beauty Company – [a world of beauty & healthcare at Boots](#) Wednesday, January 10th – March 13th 3.30-5pm. Beauty is being included in session 4 - 31st January.

University of Huddersfield – 31st January 10-2.30pm Click [here](#) to find out more about the music industry

Kainos -6-8th February 10-3pm Click [here](#) to find out more about technology and coding

Network Rail – 6th Feb, 10-1pm Click [here](#) to find out more about Transport & logistics

Nature Scot – 2nd February 10-11am. Click [here](#) to hear more about careers within the Nature-based sector on World Wetlands Day

Santander – 15th February 10-1pm Click [here](#) to learn more about banking

[Engineering and business with Bentley](#) Thursday, March 7th 9-11am

Routes into STEM Virtual Experience 2023/24

Routes into STEM virtual experience provides an exciting opportunity to explore the various routes you can take towards your STEM career. This course is designed to enable young people to work through activities and projects at their own pace, tour a variety of institutions virtually and also have access to live career sessions and mentor panels with STEM employers.

Who is it for?

- Students in **Year 9 or 10 / S3 or S4 / equivalent** who are interested in exploring a career in STEM (Science, Technology, Engineering and Maths)
- All you need is an interest in STEM and curiosity about the future. The course is open to all academic abilities

What's involved?

- Approximately 20 hours of study virtually at a pace that suits you
- Exploring different Routes into a STEM career including College Courses, University Courses, and Apprenticeships and learning from industry what is involved in a STEM career as well as enhancing your skills
- Live interactive sessions over the half-term breaks, school holidays and after school, allowing you to listen and ask questions to STEM students and professionals
- Getting to work on a project set by a STEM company to look further at a career area that interests you

What do you get out of it?

- Find out about different Routes into a STEM career from industry experts, college and university leaders, as well as young people who are currently on that path
- Engage in projects and activities that will enhance your problem-solving, critical thinking, creativity and innovation skills and inspire you to find career motivation. Projects include a Biopharm challenge from GSK, a Design challenge from Balfour Beatty, an RSC Chemistry challenge and many more exciting challenges in all areas of STEM.
- Create your own personalised action plan to see your own Route into STEM
- Learn about your career skills and how you could write about this in your CV/ Personal Statement or Application form
- Receive an Industrial Cadets Bronze Award showing all that you have achieved on the course



Volunteer as an Academic Support Tutor

What is Academic Support?

Our after-school Academic Support Programme provides free tutoring and support to young people in a stimulating classroom environment. Young people receive help with homework, coursework, revision and study skills.

Volunteer tutors are an integral part of our centres. Volunteers act as role models, supporting academic progress and providing inspiration and encouragement to young people from the local community.

Where and When?

IntoUniversity Bristol East
The Old Library
Trinity Road,
Bristol
BS2 0NW

Mondays or Thursdays, 3.45 - 5.40pm

(Secondary students, ages 11-16)

Fridays, 3.45 - 5.40pm

(Secondary students, ages 15-18)

Tuesdays or Wednesdays, 3.00 - 5.15pm

(Primary students, ages 7-11)

Who are we looking for?

- Grade C or higher in GCSE Maths and English/National 5s or Standard Grade at Credit Level (grades 1-2) (or equivalent).
- Enthusiasm for education
- Interpersonal skills
- Ability to act on initiative
- Patience
- Commitment to attend at least one session per week for at least 12 weeks

What can you expect from us?

- Full training in advance of beginning your role
- Ongoing support and training opportunities
- Flexibility around your existing commitments
- The chance to develop valuable new skills and experiences
- Recognition through the IntoUniversity accreditation scheme

How to get involved

For more information on the role and to apply, visit intouniversity.org/volunteer or scan the QR code below.





Nuffield
Research
Placements



Are you a Year 12
student talented
in STEM subjects?

Do you want a real-life
research or development
project?



Learn more at [stem.org.uk/
nuffield-research-placements](https://stem.org.uk/nuffield-research-placements)

Find out more by emailing
nuffield@cswgroup.co.uk



Supported by



Our events

Upcoming events

Uptree events

	<p>London: IBM, Application Masterclass</p> <p>Wed 24th Jan 2024 @ 10:00 AM</p> <p>This is an online event</p>	View event
	<p>National: Deloitte, Professional Services Application Masterclass</p> <p>Thu 25th Jan 2024 @ 10:00 AM</p> <p>This is an online event</p>	View event
	<p>National: PwC, Business, Finance and Technology Virtual Insight Work Experience Day</p> <p>Thu 1st Feb 2024 @ 10:00 AM</p> <p>This is an online event</p>	View event
	<p>London: Linklaters, Solicitor Apprenticeship Application Masterclass</p> <p>Tue 6th Feb 2024 @ 5:00 PM</p> <p>This is an online event</p>	View event
	<p>National: Deloitte, Professional Services Application Masterclass</p> <p>Tue 13th Feb 2024 @ 10:00 AM</p> <p>This is an online event</p>	View event

VOLUNTARY WORK

Consider doing some voluntary work; there are many organisations who would value your help, it's a great way to give something back to your community.

[Bristol City Council volunteering](#)

[South Glos volunteering](#)

Look for local charities in your area.