

Making good choices for your future

In September you will start to choose what you will do after year 11. To make good choices you need good information. A good way to decide whether or not you will like the job you've chosen for your future is to try it out. The summer holidays can be a good time to do this.

What is work experience?

Work experience is trying out a job – for an afternoon, a day, a week or sometimes longer. It is usually short term and will involve you shadowing or doing the task of the job you choose. There are specific regulations in place to protect young workers and to ensure that companies offer a legitimate work experience and do not exploit young people for “free labour”. Some schools still offer work experience and they use a provider (such as Positive Steps) to assist them to make sure that all the health and safety checks are in place. If you need more information or advice you can contact the employment & Skills Team at Positive Steps: E: ess@positive-steps.org.uk T: 0161 621 9464. You can also refer to the HSE website <http://www.hse.gov.uk> and www.gov.uk for information on the law in relation to school-age young people and work experience.

What is voluntary work?

Volunteering is usually a longer term arrangement. You could be “helping out” with a variety of different things and usually there will be someone who will benefit from you being there. For example, helping out with Uniformed Groups. There can be age restrictions for both of these options.

Finding work experience/ voluntary work

- 1. Do your CV:** You give this to employers to tell them who you are and what skills you have
- 2. Decide which jobs you'd like to try:** Then you can target specific employers
- 3. Ask Friends & Family:** They may know an employer who can offer you a chance to try out a job
- 4. Search the internet for companies:** Get a list of companies you want to work for
- 5. Email, call or visit the company:** When you have a list, contact the companies with your CV
- 6. Be polite and ask if they could offer you some work experience/ shadowing / voluntary work**
- 7. Explain that you are thinking about doing that job as your career**
- 8. If they say no, say thank you and still be polite.**
- 9. If they say yes, well done!**

Ten ways that work experience/ voluntary work can help you

- 1. Helps you to see if you like doing the job**
- 2. Gives you more chance of getting a job in the future**
- 3. Shows your passion**
- 4. Gives you a chance to try out different jobs**
- 5. Enables you to develop skills for the workplace**
- 6. Helps you to build contacts**
- 7. Gives you a chance to ask questions about the job**
- 8. It might lead to a job**
- 9. Gives you something good to put on your CV**
- 10. Helps to motivate you to work harder**