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## Contact Information

This book belongs to.....

School.....

Telephone.....

E-mail.....

Tutor's name.....

Emergency contact & number.....

Notes (e.g. medical information).....

.....

## Log Book

This book has been designed to help and support you throughout your enterprise experience.

Keep it with you on your placement in case you need to remind yourself of any of the useful information it contains.

It will help you to prepare for your placement with sections on contacting your employer and health and safety awareness.

It will also get you thinking about what you want to gain from your work experience.

This log book will form a record to use as a reference in the future or as evidence of your skills and what you have learnt to show your employers, your tutors and your parents.

**Your log book will help you to make a real success of your enterprise experience placement.**

# Introducing Enterprise Experience

## What is enterprise experience?

For many of you this will be your very first experience of working life. You will join a company for up to a fortnight as one of their employees (sorry guys but you don't get paid for it!). You will be treated just like a normal employee and will be expected to behave appropriately, like any other adult worker. You will be given a job to do and will have to work hard at the different tasks involved.

## Why do we use enterprise experience?

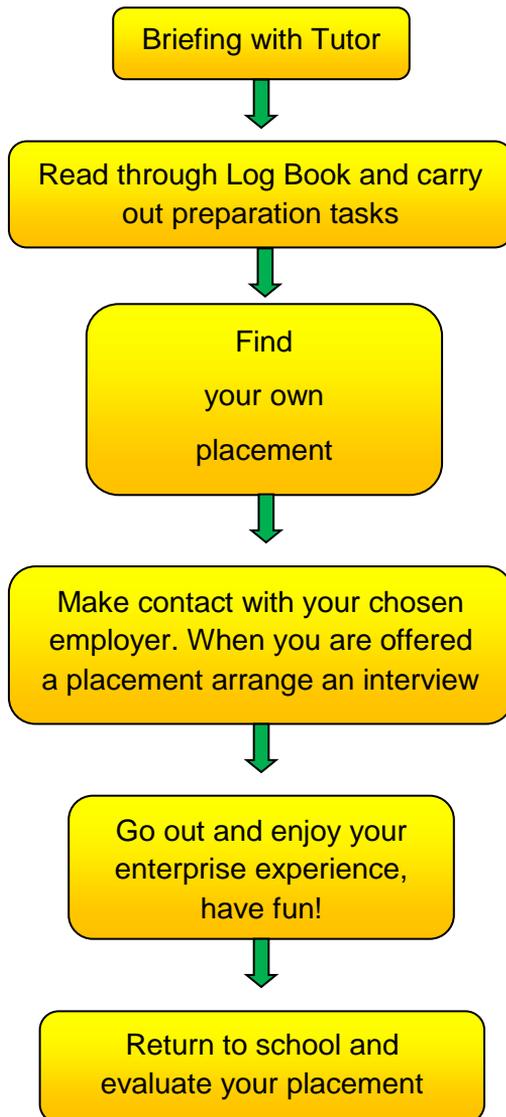
The most important reason is to give you a chance to find out what working life is really like, helping you to be better prepared when you finish education. However, enterprise experience is also a brilliant chance to develop yourself in different ways outside the school environment. **It is a chance to build up useful skills and knowledge that will make you more employable.**

The enterprise experience will help you make decisions about what you might like to do in the future, find out what is involved in particular careers or how to progress into your favourite field of work.

## What does it mean for employers?

Enterprise experience is very useful to business, it is a great way to make sure that the next generation of workers are more experienced and better prepared to come to work. Enterprise experience will help to build a more skilled national workforce for the future, making sure Britain's economy remains strong.

# Enterprise Experience Flow Chart



# My Skills and Interests

## My academic strengths

- Which are my strongest subjects?
- Which subjects do I enjoy?

## My personal skills

- Am I a creative thinker?
- Do I enjoy solving problems?
- Do I enjoy putting forward ideas to solve a problem?

## My personal qualities

- Do I enjoy working with others as part of a team?
- Do I enjoy working to deadlines and under pressure?
- Am I good at using my own initiative?
- Do I have good communication skills?

# My Skills and Interests

## My activities and Interests

- Which activities do I take part in at school?
- Which activities do I take part in outside of school?
- What am I Interested in?

## The areas I would like to look for a placement are:

- Option 1
- Option 2
- Option 3

# Finding Your Work Placement

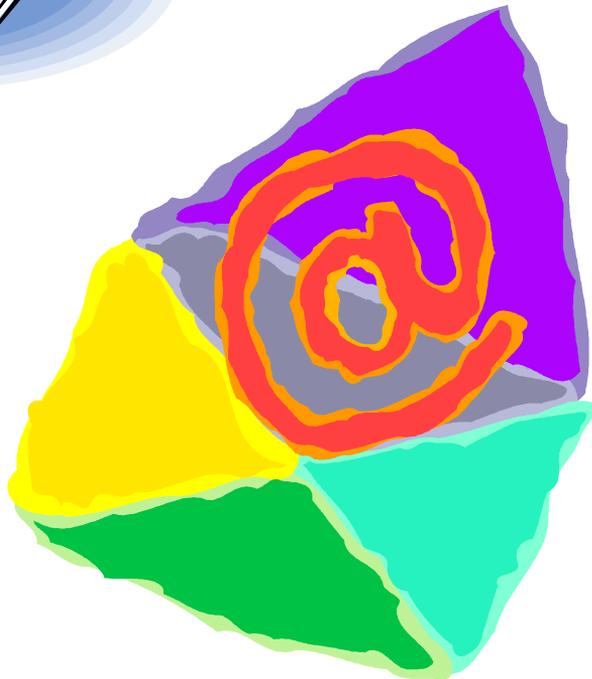
The key to getting a placement is to start applying early and to stay motivated and determined with your application. There are placements out there but you must be willing to search for them!

Before you start your search consider the distance you are able to travel and how you will get there.



# Finding Your Work Placement

You must get started on organising your own placement as soon as possible because the employer will need to be health and safety checked and this can take a long time. There are many ways to contact employers to find a placement. You could write a letter or an e-mail or you could telephone the company directly.



# Writing a Letter or an e-mail to the Employer

A letter to the employer is an essential part of any application process and is a good way to introduce yourself and build their interest in you. If you choose to forward a CV to an employer, you should always include a covering letter and always keep a copy of the letter that you send.

## Letter Writing Guidelines

- It should be clear and to the point and cover one side of A4
- Ask yourself – Can it be easily read?
- Check that all the spelling and grammar is correct
- Will the letter encourage the employer to interview you?

Insert Address of School  
School Telephone No.  
Date

**Name of Employer Contact**

**Job Title**

**Company Name**

**Company Address**

**Post Code**

Dear 'name of employer contact or Sir/Madam',

In this paragraph introduce yourself and explain the reason for writing. Avoid starting with "I am writing."

Highlight two or three things in this paragraph, which show your interests, enthusiasm and suitability for the company. (Use examples from the experience and skills you have.)

Inform them of your plan. This could be that you have enclosed your CV for the employer to read or a form from your careers coordinator. If applicable, suggest what should be done next, for example: "Please consider my request."

Yours sincerely/faithfully,

*(if you began the letter with a named person use sincerely, if not use faithfully)*

Your Signature

Print your name in block capitals under your signature

# Telephone Calls - Making Contact

**Before you make a call to the Employer to discuss your placement and to arrange an interview, it is wise to prepare for the call.**

The following checklist can be used to help you prepare:

- Company name
- Telephone number
- Name of the person you wish to speak to
- Start date for your Enterprise Experience placement
- The times when you are available for interview

You will need to obtain the following information through the duration of the call. These are:

- Date of interview
- Interview time
- Person to report to
- Where to report to
- Any information you need to bring with you (e.g. your CV, Record of Achievement, Enterprise Experience information).

There are occasions when you may not get through to the employer the first time you try:

- If the line is engaged, try again, until you get through
- If your contact person is not in, leave a message with your details. Call them back when they are expected to be in.
- If your contact person is no longer with the company, ask for the person in charge of work placements and ask to speak to them instead.
- If you have no luck in getting hold of anyone, let your school coordinator know as soon as possible

# When You Have Found Your Placement

Once you have found your own placement you need to ensure that a work placement form is signed and completed by you, your parent or guardian and the employer and return it to school as soon as possible!

Use this checklist to identify key information about your placement:

Name of company	
Address of company	
Type of business	
Name of Contact	
Contact's telephone number	
Where to report to on day one	
Start date and time	
How will you get there	
Lunch/Tea break arrangements	
Do you have a copy of the job description?	
Any special clothing or equipment you must bring with you?	

You will be asked to attend an interview.

# Interview Techniques

The most important thing about a successful interview is preparation. The better prepared you are, the more confident you'll be and the more relaxed you'll become. Follow these simple steps to help prepare for your interview:

## Step 1 – Think about the basics

- Where will the interview be and how will you get there?
- If using public transport, have you checked the times?
- If it's a large organisation, do you know who to report to?
- If you have a disability, do you need special access or assistance?
- How will you dress?
- Do you need to take anything along like certificates or qualifications?
- Never be embarrassed to telephone and request a map if you are unsure of the location of the organisation.
- Plan to arrive early, giving yourself at least ten minutes to relax and look around your surroundings.
- Read copies of your letter and CV before you attend to be sure of the facts.
- If you have to cancel or change the interview, phone well ahead of the date to rearrange.

## Step 2 – Think about the company

- What can you find out about the organisation?
- Ask for brochures or visit their website.
- Plan to ask informed questions at the interview

## Step 3 – Think about the interview

- Anticipate the kind of questions you might be asked and have answers ready. (e.g. What do you want to do when you leave school?)

# The Day of the Interview

**First Impressions really count, so always dress suitably for an interview. Make sure that you are smart, tidy and comfortable with what you are wearing.**

**On arrival** – be polite, friendly and courteous to everyone you meet. Be sure you know whom you want to see and tell the receptionist. If you are kept waiting use the time positively and read company brochures.

**At the start of the interview** - when you meet the interviewer for the first time be positive, smile and say hello, use their name and shake hands. Remember to smile and look the interviewer in the eye, as this will help you to appear more open and friendly.

**During the interview** – speak clearly and give full answers to questions rather than just replying with ‘yes or no’ answers. Talk about yourself positively emphasising your skills and experiences. This will help the interviewer to learn more about you. Ask any questions you prepared in advance. If you are asked anything you don’t understand, don’t be afraid to ask the interviewer to repeat or explain the question more fully.

Check that they know what date you are starting and how long your placement lasts. If you have a pre-placement action plan, show it to the interviewer.

**After the interview** – be sure to thank the interviewer for their time and shake their hand on your way out.

# Gathering Information at the Interview

Please ensure that you gather the following information during your interview:

Identify 3 different tasks that you will be expected to perform as part of your work placement

- 1
- 2
- 3

Identify 2 different work placement behaviours (e.g. being punctual, respectful, tolerant, reliable)

- 1
- 2

# Gathering Information at the Interview

Identify 2 appropriate attitudes (e.g. motivation, enthusiasm, willingness to learn)

- 1
- 2

Identify at least 2 sources of support whilst on your work placement (e.g supervisor, mentor, school placement coordinator, instruction manual)

- 1
- 2

## Set yourself two goals for your work placement

Personal: (e.g. dress appropriately)

Work related: (e.g. learn a new skill)

# Once You Are On Your Work Placement

## Health and Safety – An Overview

Everyday, people have accidents at work; some are no worse than a paper cut, some can be so serious they lead to permanent disability or even death.

So use your head and think carefully. With common sense and the right health and safety training you need never have an accident.

Your place of work may appear to be safe at first glance but you might be surprised to learn just how dangerous it can be if you are careless.

On your very first day you should be given a health and safety briefing by your employer, covering the specific hazards of your working environment. Make sure you listen carefully and ask questions if you do not understand anything.

Information about health and safety in the workplace can be found on the Health and Safety website [www.hse.gov.uk](http://www.hse.gov.uk)

### Here are some things to bear in mind:

- Pay attention and follow all health and safety instructions at all times
- Be sensible and don't play practical jokes
- Ask about first aid
- Ask about fire safety
- You must wear the required protective equipment/clothing
- Only use equipment in the work place when you have been given permission or proper training
- Don't forget that the only stupid question is the one you fail to ask
- Do things exactly as instructed, think carefully about everything you do and don't do anything you think may be dangerous
- If you are unhappy about the safety of anything you have been asked to do then ask your supervisor about it or telephone your school

## Once You Are On Your Work Placement

Make sure you arrive on time, are well presented and you have everything you need for work.

**If for any reason you are unable to attend your placement or if you are going to be late make sure you contact your employer and the school to let them know.**



# Notes

# Notes