

Longfield

Work Experience:
5th – 9th February 2024



Careers Team

[James Raw](#)

Career Lead

jraw@longfield.swiftacademies.org.uk

[Gill Smith](#)

Career Advisor

gillsmith@longfield.swiftacademies.org.uk

[Rebecca Wheatley](#)

Safeguarding Lead

RWheatley@longfield.swiftacademies.org.uk



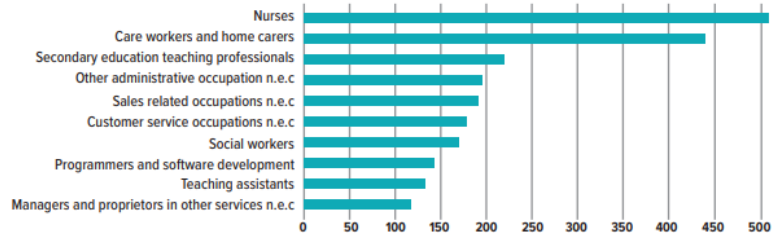
Careers Webpage

All relevant documents are stored on our careers web page.

Job Vacancies

Top 10 job vacancies in Darlington 2020

Source: Burning Glass - Labour Insight



Top skills requested for jobs in Darlington

Specialised Skills	Vacancies	Baseline Skills	Vacancies	Computer Skills	Vacancies
Teaching	710	Communication Skills	1,470	Microsoft Office (in particular Excel, Word and PowerPoint)	730
Customer Service	670	Organisational Skills	670	Microsoft C#	150
Working With Patient And/ Or Condition: Mental Health	610	Planning	630	SQL	150
Teamwork/ Collaboration	540	Detail-Orientated	450	.NET	130
Budgeting	310	Creativity	320	Software Development	110
Cleaning	290	Problem Solving	310	Active Server Pages	90
Sales	290	Writing	310	Javascript	90
Accounting	240	English	260	SQL Server	80
Key Performance Indicators (KPI)	210	Leadership	250	AutoCAD	50
Social Work	190	Research	190	Facebook	50

Source: Burning Glass - Labour Insight
N.B. 45% of jobs excluded because they do not include a skill.

Employers

Top 10 employers to advertise online 2020



710
job postings



150
job postings



90
job postings



60
job postings



50
job postings



Information

Information for pupils, staff, parents, providers and employers.



Armed Forces

Information on joining the armed forces.



Work Experience

Information about work experience for Year 10 pupils.



Apprenticeships

Information about apprenticeships and where to find them.



University

Information about applying for university.



Careers Programme & Events

Upcoming careers events at Swift Academies.



College

Information on college, sixth-form college and how to apply.



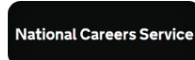
Labour Market Information

Information about Labour Markets how to find it.



Useful Links

Useful links and sources of information.



No need to make notes

All the information is in your booklet

- Copies of this presentation and all the relevant documents are on the school website-



Work Experience

Information about work experience
for Year 10 pupils.



Key Stage 4: Careers Education & Guidance

Year 10

Applications and interviews

Preparation for work experience has started in PD time

Assemblies & WEX preparation

Drop down days. Assemblies with Post 16 providers

All pupils will have a career guidance meeting with Mrs Smith

Work experience

Prepare for college and next steps. Post 16 options evening

Tasters visits

Evaluate and next steps in PD

Year 11

What is Work Experience?

“Experience of work”

“Work shadowing”

“Trying out a career before deciding”

What Work Experience is not?

An extra weeks holiday!

A chance to do nothing!

Not **just** a week at work!

Why is Work Experience Important?

- ❖ Character Education
- ❖ Independence
- ❖ Resilience
- ❖ Creativity
- ❖ Team work
- ❖ Growth mindset
- ❖ Financial management
- ❖ Risk management
- ❖ Planning
- ❖ Organisation
- ❖ Communication

Where should I go on placement?

Think about what you might look for in a job:

- Interests linked to careers
- Would you like to work with people, animals, buildings, land, equipment or computers?
- Would you like to work in a shop, hospital, school, hairdressers, office, television or design studio, building site, garage, or maybe a laboratory?
- Try to list any jobs that fit – what jobs match who you are with what you'd like in a job? This can be a good place to start
- Make a list of potential placements.

How I can support my child in finding a placement?

- Use family contacts and friends
- Help your child search company websites such as Yell.com to research local businesses
- Look at local newspapers for jobs and local companies that may interest your child
- Look for the type of business your child would like to work for (hairdressers or accountants, for example)
- Use social media
- Make a list of the companies your child would like to work for, along with their telephone number, email and address
- Research more about the companies your child is interested in – look at their website and social media pages
- Help your child choose who to contact first – they need to be sure that they will accept a placement if a company offers one.

Contacts...

Please feel free to use some of the contacts in your packs.

OfficeWork

- ☒ Alan Ayres and Co 115 Parkgate Darlington
- ☒ Alpha Plus Architects 3 Victoria Road, Darlington
- ☒ AMEC AMEC House, Yarm Road, Darlington
- ☒ Arriva Durham County 32 Tubwell Row, Darlington
- ☒ AVEC Suite 9 Lingfield Hse Lingfield Point Darlington
- ☒ Bussey and Armstrong 147 Brinkburn Road, Darlington
- ☒ Clark Willis Solicitors 105 Bondgate, Darlington
- ☒ Cleveland Bridge UK Ltd Cleveland House Yarm Road Darlington
- ☒ Cornmill Shopping Centre Priestgate Darlington DL1 1NH
- ☒ Darlington Building Society 8 Tubwell Row, Darlington
- ☒ Darlington Building Society West Auckland Road, Darlington
- ☒ Darlington Libraries DBC, Crown Street, Darlington, DL1 4AU
- ☒ Durham and Darlington Fire and Rescue Belmont Business Park I
- ☒ Durham University Stockton Road, Durham
- ☒ EE Global House Senhouse Road Darlington
- ☒ Everything Everywhere (Orange) Mercia House Senhouse Road

How We Organise it?

- **The pupil (with support)** decides on areas of interest
- **The pupil (with support)** researches suitable employers
- **The pupil** contacts the company
- **The pupil** fills in their work experience form
- **The pupil** asks the employer to fill in the employer form
- **The pupil** makes contact with the employer again before the placement is due to start, to confirm the details.

Forms & Deadlines



Work Experience Placement Checklist – to be completed by the employer

Please complete and return to Gill Smith, Longfield Academy, Longfield Road, Darlington. DL3 0HT or email to workexperience@longfield.swiftacademies.org.uk

An electronic version of this form can be obtained on request from the email address above.

Employer details	
Name of employer	
Address	
Contact Name	
Contact Tel Number	
Contact email address	

White form to be completed by the employer.

Insurance details required.

Deadline 14th of December

Forms & Deadlines

Work Experience Placement Form 2023



This form should only be completed if you have arranged a work experience placement and the employer has confirmed the placement is available to you.

PLEASE USE BLOCK CAPITALS

To be completed by the pupil

Pupil Name _____

Tutor Group _____

Male Female (please tick)

You MUST give all employers' details and attach copies of any letters received from them.

Employer's name & date contacted _____

How did you contact the employer? By letter by telephone in person by email

Who arranged this placement? Parent Friend You Other _____

Area of work (e.g. clerical, sales, engineering): _____

To be completed by a parent/carer

e).

Blue form to be completed by parent

Deadline 14th of December



Scenarios

I have no idea what career I am interested in!

Don't panic!

Lots of people haven't made up their minds in Year 10.
Think about the subjects that interest you. Where could they lead?

The employer I contacted hasn't
got back in touch with me!

Don't worry!

This often happens, don't be afraid to try
again!

The background is a vibrant, abstract composition. It features large, flowing shapes in shades of blue and green. A prominent starburst or sunburst shape is located in the upper right quadrant, composed of several overlapping, semi-transparent geometric shapes in light blue and pale green. In the lower right, there is a circular motif with a blue and green starburst pattern. The overall aesthetic is clean, modern, and energetic, with a mix of organic and geometric forms. The word "Help!" is centered in a bold, dark blue font.

Help!

I want to join the Armed Forces

Look for a placement in the occupation you would like to do in the Forces.

The employer says they'll let me know after the January sales...

Try and find an alternative placement, January is too late to get things sorted.

I want to be a brain surgeon!

Placements at Darlington Memorial Hospital for school pupils are extremely limited.

The below website can be used to apply for placements:

[https://www.cddft.nhs.uk/working-for-us/work-experience-\(15-to-18-year-olds-in-full-time-education-or-training\).aspx](https://www.cddft.nhs.uk/working-for-us/work-experience-(15-to-18-year-olds-in-full-time-education-or-training).aspx)

I'm interested in sport. What can I do?

Get organised quickly as sport is really popular.

Think about local gyms, sports centers and Spa's, or a primary school to specialise in PE.

Can you support our Programme?



Please provide name and
contact details.