



*'Aim High'*

*PGS  
Work Experience Programme  
2011*



*Douglas carried out work experience with the architects of the new Science block*

I am pleased to introduce you to the PGS Work Experience Programme for 2011. The School values work experience as a means of broadening horizons, gaining insight into a possible career area and showing commitment in competitive areas such as medicine and veterinary sciences. Your son or daughter will receive full details in a briefing to tutor groups shortly and I will expect to see evidence of work experience carried out before they join the Sixth Form.

The COA report issued at the end of Year 10, and discussed with tutors, raised various career areas for your son or daughter to consider. The issue of work experience will have been explored in their recent interview with a senior teacher. It would be useful to start thinking now about what work experience would be appropriate. Each Year 11 pupil should undertake work experience for a minimum period of one week, and ideally for two, in the course of the summer holiday following GCSE exams. Some pupils may wish to undertake more than two weeks' work experience, and in some situations another holiday may provide a suitable opportunity. However, the School strongly counsels against any work experience being undertaken prior to the commencement of GCSE exams.

Many pupils and their families prefer to arrange work experience for themselves, and there is little doubt that pupils benefit more if they make the initial contact and arrange all subsequent details for themselves. The School may be able to help with its own database of contacts. These can be obtained from the Careers Office. The earlier arrangements can be made, the easier it is to obtain placements.

I hope you enjoy and benefit from your work experience placement.

**James Priory**  
**Headmaster**

**WHY CARRY OUT WORK EXPERIENCE:** You may already have an idea about what you would like to do when you leave university. A work experience placement will give you the chance to see what that job is like at first hand. It may help you to decide if it is the job for you or you may discover that it was not what you expected. It's better to find out now, rather than later. In addition to helping with decisions about career choice, evidence of work experience on your university application may improve your chances of being selected by the university of your choice, particularly for popular courses. It is very important if you are considering a career in medicine or veterinary medicine, to show long-standing commitment via work experience.

**WHEN:** After your last GCSE examination in June/July and before you return to school in September. One or two weeks' duration is normal, but an ongoing regular commitment is required for medical and veterinary medical applicants.

**WHERE:** With family, friends, local businesses, or with a professional who has offered work experience placements to PGS pupils (see table overleaf).

**HOW:** When you have an idea of the profession you are interested in contact family, friends or local companies to explore the possibility of a work experience placement. You can find several good contacts by putting, for example "architects Chichester" into Google. Always worth a try! If you need further help with contacts please see the Careers Secretary who will put you in touch with a contact from our database.

Once you have made the arrangements for the placement please give the details to the Careers Office as soon as possible, and no later than **26 April 2011**, to enable the School to meet its legal requirements.

**OFFERS OF HELP** - Our database contains offers of help in the following professions. Please visit the PGS Careers Department for further details.

Advertising	Interior Design (retailing)
Archaeology	Journalism
Architecture	Library
Army	Manufacturing
Art Administration	Marina Management
Banking	Marine Consulting
Barrister	Marketing/PR
Business Administration	Music
Care Home/Day Centre	Nursery
Church/community work	Pharmacy
Construction	Pharmaceutical Laboratory
Criminology	Physiotherapy
Dentistry	Police
Design	Radio
Education Administration	Retail
Engineering	Royal Navy
Equine Hospital	Solicitors
Finance/Accounting	Sport & Leisure
General Practice	Teaching
Hospital	Veterinary Medicine

There is now an opportunity to undertake work experience in Germany under the supervision of the Careers teacher at our exchange school in Halver.



This is also available to non-German speakers as some of the employers operate in English. If you would like further information please contact the Careers Department.

## ***PUPIL'S BRIEFING FOR WORK EXPERIENCE***

- Make sure you have the contact details for your work experience employer in case you need to contact them before you start your placement.
- Have reliable arrangements for getting to and from work.
- Be punctual in your arrival. If you are ill or unavoidably delayed, contact your employer as promptly as possible, and offer an explanation and/or apology.
- Dress appropriately for the work environment. Your common sense will be your best guide, but if you are in doubt ask advice of your parents, your employer, or your teachers.
- Unless you have been told that lunch is provided, it is wise to take a packed lunch with you.
- Listen carefully to instructions as they are given, and do not hesitate to ask questions if you do not understand exactly what you are meant to do. People do not expect you to know everything!
- Learn and comply with safety regulations.
- Several people have gone out of their way to help you arrange your work experience and to make it useful and enjoyable for you. If you have any problems at work, talk to your supervisor. They want to help you.
- Your approach to work experience will have a strong influence on your success and your enjoyment. Take an interest in everything that is going on around you; try to project an enthusiastic, positive attitude, and learn as much as you can about working "in the real world".

## ***DURING AND AFTER WORK EXPERIENCE***

Ask permission to take some photos of things that interest you – people, places, procedures, unusual events. There will be a prize for the best photo.

Write up your experience and feelings, what you did, what you learned, whether this will influence your choice of career or not,

in order to complete the Work Experience Feedback form in September.

Don't forget to write (either a formal letter or an email) to your work experience employer thanking him or her for having taken you on. Remember, they will probably have gone to a great deal of trouble, much of which you may not be aware of, to make your placement possible.

Most of all, enjoy your experience.



*Ed learned about business and manufacturing processes at Portsmouth Aviation*

If you would like information on A Level or IB choices, university courses or careers please call into the Careers Department in the main Library. We have a well stocked careers library and up-to-date careers software to help you.

The School also has access to 'E-Clips', a website which you can access from home. It has advice on careers and a wealth of other useful information for young people. See back page for details.

### **And finally, a note to parents.**

If you are able to offer a work experience placement to another pupil we would be very pleased to hear from you. If you have any questions or would like to offer your help please contact me on [careers@pgs.org.uk](mailto:careers@pgs.org.uk) or 023 9236 4261.

Thank you  
Andrew Hogg  
Head of Careers



*Gemma, in her Fifties costume, working at the Goodwood Revival*



*Alice hopes to pursue a career in Dentistry*

## **PGS Careers Department**

Head of Careers: Mr A R Hogg

Careers Secretary: Mrs J A Williams

email: [careers@pgs.org.uk](mailto:careers@pgs.org.uk)

tel: 023 9236 4261

open every day from 8.30 am to 4.00 pm

For further careers information try:

[www.eclips-online.co.uk](http://www.eclips-online.co.uk)

Type in the School's post code

PO12LN (no gap)

and you will have access to a resource full of  
careers information and ideas.

or look at

*Odyssey Plus*

and *Degree Course Descriptions*

in the Careers folder on the 'T' drive