



WORK EXPERIENCE SPECIAL

WELCOME

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In Terms 5 & 6, our focus has been on preparing our Year 10s and Year 12s for a crucial week of work experience. Work experience plays a pivotal role in our students' education and their readiness for the professional world. We are thrilled to receive great feedback from employers, highlighting the maturity and confidence of our students. Moreover, hearing from students and parents about the immense value of this experience further reinforces its significance.

As always we are keen to hear your thoughts about our careers programme and any ideas or suggestions you may have about how it could be developed.

We hope that you have a peaceful and relaxing Summer break!

Mrs Mason

Careers Advisor

masonk@thehowardschool.co.uk

MEET THE TEAM:



Mr Edwards
*Associate Deputy Headteacher
Careers Lead*



Mrs Mason
Careers Advisor

WORK EXPERIENCE

YEAR 10 – 10th–14th June
YEAR 12 – 15th–19th July

This year, both our Year 10s and Year 12s had the opportunity to take part in a work experience week, this is a vital part of our students education and prepares them for working life.

Why do Work Experience?

Spending some time with an employer, doing simple tasks, work shadowing or watching an experienced employer at work can be hugely beneficial for our students.

The reasons for doing work experience include:

- Developing transferable skills such as communication and teamwork
- Understanding how an organisation works
- Building confidence
- Enhanced opportunities for part-time and casual employment
- Provides valuable content in a CV or a UCAS statement

What if I can't find a placement that matches my career aspirations?

Any work experience, irrespective of the occupation will provide you with the opportunity to acquire transferable personal skills that will be useful for the rest of your working life.

A big thanks to all the parents, teachers and employers who supported our students in finding placements





CASE STUDY

Adam completed his work experience with Specsavers, below he tells us more about his week:

I completed my work experience at Specsavers in Gillingham, which offer sight and hearing tests. I did a 9- 3 shift with a 12-1 lunch break.



I had high expectations for myself as I have wanted to do this job since I was five. I wanted to learn more about the eye but also develop life skills such as communication skills.

I wanted to develop skills such as teamwork, confidence, communication, etc. I also wanted to try and stand out in order to get a Saturday job placement and future job for when I'm old enough.

I interviewed a dispensing optician who had received various internal promotions in her job, I found out how I can get into this job when I am older, also learning the importance of mathematical skills.

I was given lots of different tasks such as pre-testing, cleaning pre-test machines, fixing client glasses, doing hearing tests, polishing glasses and organising them. I learned how the technology works and how to repair glasses. I enjoyed all the tasks as I took an interest in them. I filled in the work experience log book and it helped as I learned the health and safety in work signs and more. I met loads of amazing people who helped me and taught me.

Overall I enjoyed everything in my placement and had no dislikes. I would tell other students doing this to study hard if they want it as a career.

I plan to do my A Levels, go to London University and join Specsavers while doing a Saturday job. The skills I have developed will be used because I will be more experienced than others who have no experience.

Specsavers said:

We have been supporting the local schools in Medway throughout 2023/2024 providing work experience for students, so as you can imagine we have had a lot of students in the workplace however I want to pass on my praise for one of your pupils, Adam has been without a doubt one of the most engaged, well mannered students we have had this year. Always showing up early and eager to learn, looking after our patients and representing our brand as if he has worked with us full time!

He has represented your school in a perfect manner, so much so I've given him my contact details should he want a weekend job when he is 16 whilst he continues his education.

Hannah Piper - Site Manager

Adam's Parents said:

Adam has really enjoyed his work experience at Specsavers this week. He has gained a lot of confidence and advice to achieve his dream of becoming an Optometrist.

Adam said:

I have gained communication skills and new confidence in working with others.



EMPLOYERS COMMENTS

We had such amazing feedback from all the employers involved in work experience and are incredibly proud of all the students and the way that they portrayed themselves and the school.



Hempstead Infant School

IT HAS BEEN A PRIVILEGE TO HAVE SEAN IN OUR CLASS THIS WEEK, HE HAS BEEN EXCEPTIONAL. HE IS POLITE, WELL-PRESENTED, AND HAS SHOWN HIMSELF TO BE A CONFIDENT, YOUNG MAN WITH A GREAT RANGE OF SKILLS AND ATTRIBUTES.



BEN IS A VERY PLEASANT YOUNG MAN THAT APPLIES HIMSELF WELL TO THE TASKS ASKED OF HIM. HE LISTENS TO INSTRUCTIONS AND LEARNS QUICKLY. HE WILL BE AN ASSET TO ANY COMPANY AND I FORSEE HIM DOING WELL IN LIFE.

MOHAMMED IS A VERY POLITE, KIND YOUNG MAN. HE LISTENED TO ALL INSTRUCTIONS AND DID ALL THE TASKS ASKED OF HIM. GOOD LUCK, YOU WILL DO VERY WELL IN WHATEVER FIELD YOU DECIDE TO GO INTO.



Hempstead Junior School

EWAN WORKED HARD COMPLETING A NUMBER OF ADMIN TASKS WHILST ENSURING THAT ADDITIONAL RESOURCES FOR FUTURE LESSONS WERE IN PLACE. HELPED A NUMBER OF CHILDREN COMPLETING TASKS ESPECIALLY READING WITH A BOY EVERY MORNING TO HELP THE CHILD BUILD HIS CONFIDENCE. CONSTANTLY WORKED HARD THROUGHOUT HIS TIME IN YEAR 5 BUT WILL HOPEFULLY BUILD UPON HIS INITIATIVE AS HE GETS OLDER. THANK YOU FOR YOUR HARD WORK EWAN!

THE HISTORIC
DOCKYARD
CHATHAM



THOMAS HAS SHOWN RESILIENCE AND GREAT ORGANISATIONAL SKILLS DURING WHAT HAS PROBABLY BEEN A 'TOUGH WEEK' FOR HIM. HE'S BEEN CONGRATULATED ON HIS DETERMINATION TO ARRIVE ON TIME AND BE READY TO GO.



WILL WAS BRILLIANT AND SUPPORTED YEAR 6 WITH SOME TRANSITION WORK WHICH WAS IN ADDITION TO HIS ROLE IN YEAR 5. HE HAS BEEN WONDERFUL TO WORK WITH.

ASHTON IS A LOVELY YOUNG MAN WHO HAS GIVEN 100% TO ALL TASKS ASKED OF HIM, GOOD LUCK FOR THE FUTURE ASHTON - KEEP UP THE GOOD WORK



HENRY SCHEIN®

I HAVE WORKED ALMOST TWO DECADES WITHIN THIS BUSINESS, AND I HAVE SEEN & WORKED ALONGSIDE MANY PEOPLE ON WORK EXPERIENCE, I CAN HONESTLY SAY LUCCA IS ONE OF, IF NOT THE BEST I HAVE COME INTO CONTACT WITH - I WOULD HAPPILY EMPLOY LUCCA INTO ANY OF MY TEAMS

CASE STUDY

Callum completed his work experience with Hochiki, details of his week are below:



Monday: When I arrived, I was met by my supervisor Lucy, we then went into the board room where we discussed various company policies and procedures. Some of these included environment policy and health and safety policy. She then proceeded to take me on a tour of the office and introduced me to all members of staff. I was then shown where to assemble should there be a fire alarm. In the afternoon I was with Philip from the technical department where I learnt various skills which are associated with fire detection. This included different types of fire detection and where they would be used, automatic extinguishant, loop design and calculation.



Tuesday: Today, I was working in the sales department with Zoe who manages customer accounts. This job role includes liaising with customers on their fire detection requirements and maintaining relationships with key contacts. I was taken to a customer's (KGM Fire & Distribution Ltd) warehouse/office where Zoe discussed products, sales, and future business projects. I was then taken to Hochiki's brand new warehouse based in Lordswood. This is where all fire detection stock is kept. It was rather impressive!

Wednesday: I was working in the engineering department with Brett and Jordan. I carried out inspections on lots of products to see if they were a good standard/quality for shipping to customers. Some of these products included a micro board where I examined this under a £43,000 microscope to find any discrepancies such as dust etc.

I was also shown a programme called SolidWorks which is used for its a 3D design software that you can use to create visualisation of parts, products etc. It is used to design parts and products manufactured by Hochiki. I was shown how to use the programme and created a 3D design of a table using many processes.

In the afternoon I was working in the ICT department with Nathan. I was given the task of creating my own login for the system at Hochiki. I was also shown a brief overview of the 365-admin portal to assign my licence for Office to enable me to use Outlook, Word and Microsoft Teams.

I was shown the server room and given a brief explanation of the Meraki console that controls the Wi-Fi and network infrastructure for the business.





CASE STUDY

Thursday: Nathan gave me a tour of the warehouse where all the manufactured products are stored. This is also where customer orders are picked, packed and dispatched from. I was then introduced to Festus who works in goods in. I then assisted him and his colleague booking in goods that had been received.

In the afternoon we had the current Managing Director Graham Lowe's retirement celebration, he has worked at Hochiki for 28.5 years. He began his career as an RSM (Regional Sales Manager) for the North of England and has since held the positions of UK Sales Manager, Sales Director, and Managing Director. Graham has also had the opportunity to work not only with colleagues in the UK but also overseas, in Europe, Middle East, India and Italy.



Friday: This morning, I was shown a PowerPoint explaining who is in the marketing team and essentially what their job is. There are 5 main members of the marketing team which include Kara Martin, Brendon Samuel, Craig Taylor, Paul Adams and Jennifer Abel. Additionally, I was shown the strengths, weaknesses, opportunities, and threats (SWOT) of Hochiki Europe, and how and where sales are produced, and which products are the strong areas of the business. There are seven main websites which are used in marketing. They include SAP, HubSpot, TrueCommerce, Chorus, Webinar Jam and the Hochiki Training Academy.

Finally, I was shown the help which AI generates to humans. I typed what I wanted my speech to be about, in which it then generated a much more detailed and enthusiastic message

Calum said: I have gained more self confidence by talking to different people and new situations, it helped that everyone I worked with were very approachable.

Hochki said:

Calum has turned up every day on-time and taken on each task that has been asked of him, it has been a pleasure to have Callum here – well done for your hard work this week!



PARENT COMMENTS

THIS WAS AN AMAZING WORK EXPERIENCE POSITION FOR THOMAS. HE GAINED VALUABLE SKILLS AND WORK ETHICS, WHICH WILL HELP HIM DEVELOP FURTHER, IT HAS BEEN ADVANTAGEOUS IN DEVELOPING INDEPENDENCE AND BUILDING ON CONFIDENCE

JOSHUA CAME HOME FULL OF BEANS AND DID NOT STOP TALKING ABOUT HIS DAYS WITH GRAHAM. WITH THIS EXPERIENCE JOSHUA IS THINKING ABOUT GOING TO DO A ELECTRICIAN APPRENTICESHIP, WE BELIEVE THIS SORT OF ENVIRONMENT WOULD BE MORE OF AN INTEREST THEN ANYTHING ELSE FOR JOSHUA.

JAMIE LOVED IT AT ARION AVIATION LTD. HE WAS MADE TO FEEL PART OF A TEAM AND GIVEN TASKS TO DO, HE WANTS TO GO BACK AND VOLUNTEER IN THE HOLIDAYS AND ONE DAY GET AN APPRENTICESHIP THERE IF POSSIBLE.

FOLLOWING THIS WORK EXPERIENCE, JASON HAS DEMONSTRATED INCREASED MATURITY AND RESPONSIBILITY. I AM EXTREMELY PROUD OF HIS PROGRESS AND HOPE THAT THIS EXPERIENCE WILL GUIDE HIM IN DETERMINING HIS FUTURE DIRECTION.

JACK REALLY ENJOYED HIS WEEK AT TESCO AND HIS SELF CONFIDENCE HAS VISIBLY IMPROVED OVER THE COURSE OF THE WEEK! HE'S REALLY ENJOYED HELPING OUT AT THE STORE AND TAKING ON ALL THE TASKS ASKED OF HIM. MOST IMPORTANTLY, IT HAS REALLY HELPED HIS SOCIAL SKILLS AS HE HAS HAD TO INTERACT WITH OTHER STAFF MEMBERS AND ALSO WITH THE GENERAL PUBLIC, SO THIS HAS BEEN A VERY VALUABLE EXPERIENCE INDEED.

I BELIEVE WORK EXPERIENCE HAS BEEN REALLY BENEFICIAL FOR HARLEY. HE WAS LUCKY TO HAVE EXPERIENCE OF BOTH THE OFFICE AND WAREHOUSE AND REALISED HE DIDNT ENJOY THE OFFICE SO MUCH, IM HOPEFUL THIS EXPERIENCE WILL PROMPT HARLEY TO THINK ABOUT WHAT HE WOULD LIKE TO DO FOR HIS FUTURE CAREER.

JACK GRABBED THIS OPPORTUNITY WITH BOTH HANDS AND REALLY BENEFITTED FROM THIS EXPERIENCE. HE ENJOYED THE PLACEMENT AND WE SAW HIS CONFIDENCE GROW AS THE WEEK WENT ON! THIS ALSO HELPED HIS SOCIAL SKILLS AND WE ARE VERY HAPPY AT HOW IT WENT.

If you have any feedback on work experience, please do let me know at masonk@thehowardschool.co.uk



DATES FOR YOUR DIARY

September – Year 13 Mock Interviews
January – Year 11 Mock Interviews
February – Careers Fayre (Selected years)



Careers Fayre 2023



Yr11 Mock Interviews 2023

**2025
Year 10 Work
Experience**
9th–13th June

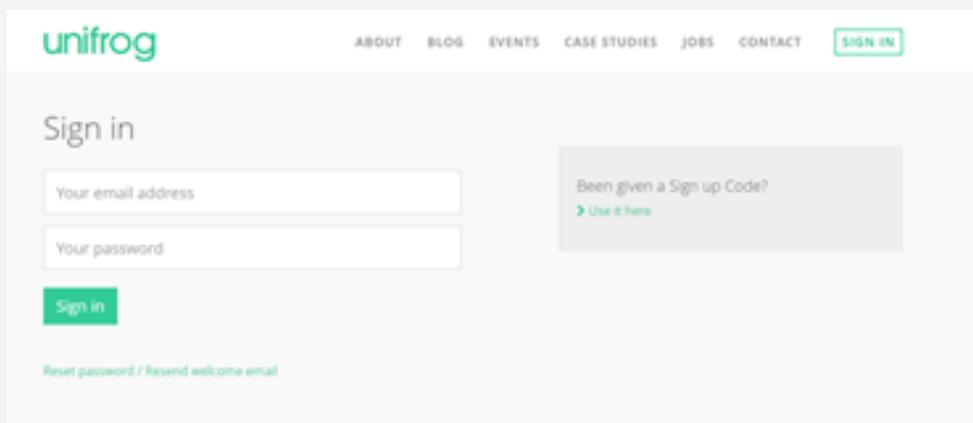
**2025
Year 12 Work
Experience**
14th–18th July



UNIFROG

All students will continue to have access to Unifrog over the summer and can access it at home. Its a great tool for researching various careers, exploring pathways, quizzes, MOOCs and creating a CV.

If you should need to reset your access, go to www.unifrog.org and select Reset password/Resend welcome email, use students school email address and this will generate an email with all the details to reset your password.





WHERE ARE THEY NOW

**James Lillicrap BA (Hons), MBA, CMgr FCMI
PMO Manager with Defence Business
Services**



When did you leave The Howard School?

2004 (year 11) 2006 (year 13) I attended the Rainham 6th Form collocated with The Howard School.

Did you go to the Howard School?

What are your favourite memories of School?

I had some really good teachers who pushed me to achieve, Mr Milne in History and Mr Collinson in Geography, in particular.

What do you do now?

I'm a Civil Servant working for the Ministry of Defence. I work in Project Management helping deliver improvements to our Armed Forces. In the past I have been involved in Projects delivering all sorts of things from new equipment and vehicles to new IT systems. I am currently responsible for running a team helping to deliver a substantial upgrade to the Ministry of Defence's Human Resources IT system. I have also been able to travel with work for conferences including visiting places such as Singapore and Washington DC (picture shows me at Abraham Lincoln Memorial looking towards the Washington Monument during some free time on my visit to Washington DC).

How did you get to where you are today?

Hard work and challenge. I have had many roles in the Civil Service and I have pushed to achieve as much as I could in each one. Also importantly I have not been afraid to try new roles, this has enabled me to gain useful experience across the Ministry of Defence, making me more valuable to the organisation.

What are your plans for the future?

I plan to stay working for the Ministry of Defence and aspire to become a Senior Civil Servant in the next 5 to 8 years.

Finally, what would be your advice to students?

Take every opportunity you are given not just academic but extracurricular as well. They will all help you to develop and achieve.



**Defence
Business
Services**