

Case Study One

I started my work experience at Nichols & Co. Accounting Agency on the 15th of July. It was down in Eltham, only half an hour away on bus and since each working day begun at 9:00 I was able to sleep in longer than for a regular school day. I got the placement after Miss Chamberlain emailed my CV to Nichols who then invited me for an interview where they asked me about my interests and where I saw my future going. I passed the interview and was invited to a week work experience, it took a little while to adapt into the work environment as it was very different from that of school, there isn't much talking, everyone just gets on with their work which was difficult to begin with since everyone seemed to know what to do without discussing anything and for me who needed direction with most tasks I was given it was mildly unsettling to begin with.

The majority of my work was copying information from financial documents into spreadsheets or completing P60s for clients, work that I wasn't used to but after the first few days I got into a good rhythm. I learnt a few different skills from the experience such as organisation and the ability to focus on a single task for a couple of hours at a time.

Different to the school day, the only break you get during the day is the lunch hour and as the day finished at 5:00 that means keeping focus for sometimes three or four hours at a time without much talking or going on your phone. I also learnt a few things about accounting, an industry that I had never had much interest in before, things like how to manage tax returns and how tax is calculated, even though I am unlikely to go into accounting, skills like these will most likely come in handy later down the line.

I think that the placement was very successful as I got on well with everyone there and learnt some skills, hopefully I was even able to lessen the workload for everyone despite having no qualifications and I don't think I would have changed anything except maybe being quicker to ask for help when I didn't understand the work I was given. I would work with Nichols & Co. again because although I don't intend to go into the industry the work was enough to keep me busy and every one there was really helpful and friendly, it also contributes to my future plans by giving me an insight into the working world and the idea of being given a task and having to focus and complete it, a more independent environment than school.

Year 13 student, Bishop Justus CofE School 2019/20

Case Study Two

My work experience placement was at Biggin Hill Memorial Museum. I had other work experience arrangements, however due to strikes in the borough, the work experience co-ordinator at the Bromley Education Business Partnership (who secured my original placements) managed to get me a last-minute placement at the museum.

The placement was 2 weeks. My job was to do general administration tasks, preparing letters to be sent to museum members, managing reception, preparing for bookings in the café.

This work experience made me finally discover the employment sector which I would like to go into. I really enjoyed my placement, and was able to go back in my own time as a volunteer. My placement was very good and there is nothing I would have changed.

If the opportunity arose, I would definitely work with this employer again. I have since returned as a volunteer to the employer.

This work experience helped me to identify what area I'd like to work in, namely the heritage sector. In addition to this placement, I have since been offered another placement to compensate for the loss of my original placements. This was in Bromley Historic Collections, and this has enabled me to have a greater focus on the field of employment that I'd like to go into. Further opportunities have arisen out of this, such as leading a local art exhibition with the council in the coming year.

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