

## 1. Scope

This guidance is intended to explain to e.g. schools, students and parents the company's policy on "Requests for Work-experience" and how the company manages requests for work-experience opportunities, i.e. what needs to be done to apply and what will happen once this has been done.

## 2. Policy

- The company will consider requests for work-experience from any student, from any school.
- The student will need to demonstrate that they are genuinely interested in the work of the company in general, or one or more of its departments in particular. This interest will be established via a selection process (please see below for a fuller explanation).
- Before accepting a student for work-experience, the contemporary business climate will be considered, e.g. if the company is extremely busy, a placement may not be accepted.
- The company will only accept one work-experience student at a time.
- Generally, a policy of "first-come, first served" will apply, subject to the point made in above.
- The company requires good notice from any student wishing to be considered for work-experience. As a minimum, two months will be required, in order that the necessary arrangements can be made.
- The company will provide a well-structured work-experience opportunity, which will be designed to provide a thorough insight into all facets of the company. Typically, for a one-week placement, the student will spend a day in each of the company's departments, following the flow of work, i.e. sales, operations, contracting, design-engineering and assembly and test.
- The company will consider requests for both one-week and two-week placements. For a two-week placement, the student will be allowed to exercise some choice as to where they would like to spend their second week. This choice will be facilitated by their week one experiences.
- The student will be expected to abide by all usual company rules, policies and procedures.
- The company will pay particular attention to the Health and Safety at Work requirements for young people.

## 3. How to apply

- The student, parent, guardian or school may wish to contact the company's Head of HR for an informal discussion of the company's work-experience offering.
- In order to formally proceed with any student, the company will require a written application. This should contain a CV, together with a short covering letter. If applying in writing via the post, please mark it as an application for work-experience and for the attention of David Woollard, Head of HR. Alternatively, please send it via e-mail to [david.woollard@amarinth.com](mailto:david.woollard@amarinth.com).
- The CV should:
  - Be a maximum two pages long.
  - Contain information about academic achievement – expected grades for GCSEs, grades obtained for GCSEs or A-levels etc.
  - Provide examples of any other achievements you have accomplished so far, e.g. sporting or via any voluntary work you may have done.
  - Give information about any areas of interest at work, e.g. design-engineering, 3D CAD, assembling and testing things, sales, administration etc.
  - Describe your stand-out skills and strengths, with one or two examples of how you have put them into practice and what you achieved as a consequence.
  - Describe your hobbies and interests, both at school and elsewhere.

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- The covering letter should be a maximum of one page and contain, as a minimum:
    - When you would like the work-experience to take place.
    - Why you want a work-experience placement with Amarith.
    - What you know about the company.
    - Where you heard of us.
    - What you hope to gain from the experience.
  - The company will consider the application. If it is to the required standard, an interview will be offered to the student. Usually, this will be with the company's Head of HR or another Manager or Director, if necessary, and will take place on company premises at Rendlesham. The young person will be accompanied by a suitable adult, i.e. a parent, teacher or guardian.
  - The young person will be asked to fill-in an Amarith Application for Employment form, in advance of the interview.
  - If the interview goes well, the student will be offered the work-experience opportunity for the week(s) they have requested, atypically for another occasion. (Having visited the company, the student may wish to withdraw their application).
  - The outcome of the interview will be confirmed to the student by the HoHR initially via a telephone call and subsequently in writing via e-mail.
  - The outcome of the interview will also be confirmed to the school in question, if necessary.
  - The student will be asked to confirm in writing, via e-mail, that they wish to take up the work-experience opportunity.
  - The work-experience opportunity will subsequently take place and be appropriately reviewed, involving the young person.