

Student Guide – How to find a Work Experience Placement

This guide is to help you find your Work Experience placement.

Step 1: Think about what you would like to do for your Work Experience:

- Is there a local business you would like to find out more about?
- Do you know someone who does a job you would be interested in?
- Do you know anyone who works for a business you would like to find out more about?
- Is there a particular job area you are interested in finding out about?

To help you think about your options:

- ✓ Talk to people at home, plus friends and family – use your contacts!
- ✓ Have a look around near where you live for employers you could contact about Work Experience

Step 2: Research possible employers

Think about where you live and how you will travel to and from your Work Experience. Then start to look for employers of interest. You can search on Google, or use Yell.com to search for businesses in a particular area.

<https://www.yell.com/>

Find the details of 5 employers you would like to contact, and write them here:

Employer Name	Phone Number	Email Address

Step 3: Contact employers to ask about Work Experience

You can phone, email or visit the employer – popping in to see the employer is usually the most successful.

If you pop in:

- Make sure you look presentable, and that you are polite and interested

- Ask to speak to the person in charge of organising Work Experience
- Explain that you are at school in Year 10/12 and that you are interested in spending some time in their business
- Take your Employer Details Form – if the employer agrees to offer you a placement, ask them to fill this in and bring it back to the Library by the deadline.

If you phone:

- Ask to speak to the person in charge of organising Work Experience (leave a message if they are not there, or ring back)
- Explain that you are at school in Year 10/12 and that you are interested in spending some time in their business
- If the employer agrees to consider you, ask if there is a convenient time when you can pop in and get your Employer Details Form filled in

If you email:

- Address your email to the Manager
- Explain that you are at school in Year 10/12 and that you are interested in spending some time with them for Work Experience
- Tell them the dates of your Work Experience and that you would like to pop in and see them
- Make sure you include your name and contact phone number
- Make sure there are no spelling mistakes

If you phone or email an employer, you may need to contact them more than once. Some employers do not offer Work Experience, so don't be put off if you are told this – just try the next place on your list and stay motivated!

Step 4: Fill in your paperwork

You **MUST** ask your parent/carer to complete the consent form and return this to the Library as soon as possible. You must also complete your Employer Details Form by the deadline and keep a copy before you hand it in.

Step 5: Contact your employer 2 weeks before starting Work Experience

Two weeks before your Work Experience, you need to contact your employer to check the arrangements for your first day and confirm any other details you are not sure about.

Good luck with finding your Work Experience placement!

If you have any other questions, please contact Vicki Fry – Vicki.Fry@utcn.org.uk or 07498 210087