

# WORK EXPERIENCE

## How to find a placement

Do you know the type of work experience you would like to do?

**YES**

If yes, follow these steps...

Do you know anyone who works in the area of work you are interested in?  
(This could be family members, or friends of the family, neighbours, or friends' parents etc.)

If yes, ask them if the organisation they work for could offer you a work experience placement.

If successful go to **Step 5**.  
If unsuccessful go to **Step 2**.

**NO**

If no, follow these steps...

Let your Head of Year know ASAP so that we can organise a workshop for you in the Library where we can discuss ideas.

You can also start to gather ideas by going onto [www.unifrog.org](http://www.unifrog.org) and completing the Work Environment profile quiz.

When you have decided what type of work experience you want to do go to **Step 2**.

**2**

Go onto [www.yell.co.uk](http://www.yell.co.uk)

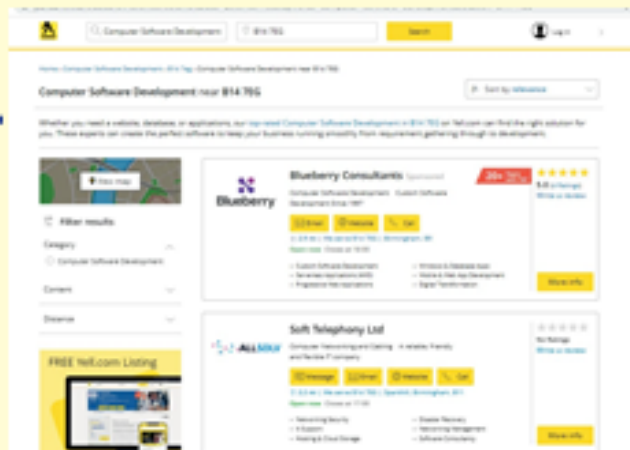
Insert the area you are interested in e.g. computer software and YOUR postcode – then hit search.



**3**

Use the Contact Details provided

Use the contact details provided on this list to either call or e-mail the company to ask them if they can offer you a placement. (You may need to go onto the company's website to find their e-mail or phone number).



**4**

**Call them**

This is the most direct way of getting hold of someone at the company. When you call, you should:

- Ask to speak to someone about work experience
- Tell them your name, what school you go to and when the work experience dates are **(8<sup>th</sup> July – 12<sup>th</sup> July 2024)**
- Tell them that you have a real interest in this kind of work and would be grateful for an opportunity to get some insight into it by doing some work experience with them.
- Be prepared to give them your e-mail address or phone number for them to contact you on.



**5**

**Complete the Work Experience Form**

Complete the Work Experience Form outlining where you're going (with your parents/carers signature) and hand it in to Ms Jacques in the Sixth Form Office) Once the Health and Safety checks have been done on your placement, it can go ahead.



**Email them**

This is not as quick and not as effective as phone call because an e-mail can be ignored more easily, but if you really can't bring yourself to make a call, send them an e-mail which should include:

- Who you are
- What kind of role you're looking for
- Your overall career goals (and why this position would help)
  - Your skills (or previous experience, if you have any)
  - Why you'd be suitable for the role

