



WORK EXPERIENCE PLACEMENT GUIDE

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HOW TO FIND A WORK EXPERIENCE PLACEMENT

Choosing a Placement

The placement you choose should interest you, however it does not need to relate directly to any future careers you may wish to follow.

The main purpose of a placement is to give you a variety of experience and an in-sight to the adult working environment, sampling a range of tasks, working with others, using initiative and developing communication skills.

Think about the type of placement you would like to do. There is competition for some places so don't be disappointed if you are not successful with your first choice, keep on trying!

Here are some job sectors that you may consider.

- Administration/office work
- Building & construction
- Catering/hotels/Restaurants
- Computers & IT
- Design/arts/craft
- Education
- Libraries
- Engineering
- Environment/animals
- Financial Services
- Accountancy
- Healthcare
- Languages/culture
- Legal/professional Services
- Leisure/sport/tourism
- Manufacturing/production
- Marketing & advertising
- Media/print/publishing
- Motor vehicle
- Performing Arts
- Hair & Beauty
- Retail sales & Customer service
- Science/Maths & Statistics
- Security & Armed Forces
- Social Work
- Warehouse

WEX WEEK – Monday 19th March – Friday 23rd March 2018



Good Tips

Finding your own placement is not difficult if you are motivated and organised. **For the best and widest choice start early!**

A Work Experience folder to keep all your notes, letters and forms in is very useful.

IMPORTANT INFORMATION

- ❑ Any placement must be covered by Employers Liability Insurance.
- ❑ You cannot take a placement with a single person business
- ❑ You must not receive payment for your work
- ❑ Obtaining a placement where you would be working directly with a parent/carer is not advised

- The provider must confirm your placement and all details, together with a 'Thank You' letter, must be given to Mr Williams by **Wednesday 3rd January 2018** so that Health and Safety approval can be arranged.

HOW TO APPLY

The easiest way to contact a provider is by letter, email or phone.

Before you make contact think why you would like a placement with a particular provider, what you hope to gain from it and what you can offer them.



Applying by letter

- This can be handwritten or typed on the computer but it must be clear, neat and properly set out. You can use the sample letter in **Appendix 1** of this booklet as a guide.
- Keep to the point. If you are able to type you can easily edit the letter to send to different providers.
- **Write at least 3 letters to different employers to begin with.**
- **Give your letters to Mr Williams (keep a copy of your letters for reference)**
- **Follow up with a polite phone call if you have not had a reply after two weeks**
- **If you do not receive any replies within 2 weeks write to more employers**
- **Keep writing to employers until you receive a reply**

Applying by email



- Search for the employer website on the internet
- Look for the area “how to contact us” and take a note of the email address
- Send a copy of your application letter as an attachment

Applying by phone



- Ask to speak to someone regarding Work Experience, explain who you are (school and year group), what you hope to do and the start and finishing dates.
- Be cheerful, polite and as clear as possible. If they are able to help they will usually ask you to write to them with more details.
- **Make sure you take the name of the contact person, and any other relevant information. If they cannot help, thank them anyway.**

WHAT NEXT?



Thank You Letter

Once a definite placement has been offered you **must** write a 'Thank you' letter. (A sample letter is shown at **Appendix 2** of this guide)

- Give your Thank You letter and your signed Work Experience Agreement form to Mr Williams as soon as possible so that Health and Safety clearance can be carried out.

Preparation

Once your placement has been confirmed you can begin to prepare yourself.

- Work out how to get there (bus route/times) you can even try a 'trial run'.
- If possible try to arrange a pre-placement visit a week or two before the start of your work experience to introduce yourself.

Before your placement starts you will be given a **Work Experience Log Book**, which you will need to complete fully to achieve the Work Experience Certificate.

During the week

You will probably have one of the best weeks of your school life!

- If you are punctual, polite, helpful and friendly, people will respond and be helpful and friendly to you.
- If you do have a problem, discuss it with your contact in the placement. If that isn't possible or doesn't help, talk to your parents, phone the school, if necessary, and talk to Mr Williams or your tutor.

- **Always ask for help if you need it.** If you are asked to do anything that you don't understand or are not sure about, ask for a fuller explanation – it's better to ask than to get it wrong!
- If you are asked to do anything that is dangerous or too difficult, explain how you feel and do not attempt the task.

A teacher will visit you. We see as many people as we can to ensure that all is well with you and your placement provider.

AFTER THE WEEK

When you are back at school you will be able to discuss your experience with your friends and your tutor and reflect on what you have learned.

- You will need your **Work Experience Log Book** so, **as soon as possible, hand it in fully completed to Mr Williams.** This will enable you to gain your work experience certificate for your record of achievement.

THE FUTURE

Sometimes Work Experience can lead to part or even full time employment. If Work Experience helps you to do any of the following it will be successful:

- Develop the Key and Employability Skills you will need in life
- Find out what type of work you may want to do as an adult and what qualifications you will require
- Find out what type of work you may not want to do as an adult!
- Discover your own talents, skills and preferences
- Understand what going to work can be like
- Develop motivation and purpose in life

Good luck!

Mr. Williams

KEY DATE:

Placements to be arranged by 02nd January 2018

Appendix 1 - SAMPLE LETTER (Application)

(Put your address here)

26 Witters Road
Hanham
Bristol
BS15 3DJ

(today's date) 06/12/16

(Put the name and the address of the person you are writing to here)

e.g. Mrs T Jones
Hanham Cabinet Co,
155 Wood Close
Hanham
BS15 4DC

Dear **(use the surname of the person, if known, or if not, use Dear Sir/Madam)**

I am currently a Year 10 student studying at Hanham Woods Academy. I am hoping to arrange a Work Experience Placement for the week commencing Monday 27th March to Friday 31st March 2017 and would be grateful if you would be able to assist me.

I am studying **(Insert your subjects here)**

I am interested in**(type of work, for example "carpentry/computers/admin")** and I would be grateful for the opportunity to spend a week with you gaining some insight into the world of work to find out if it is the type of work I would like to do when I leave school.

I am reliable, sensible and understand the need to have good manners and I am very willing to learn.

Thank you for your consideration of this letter and if you are able to help me I would be delighted to hear from you as soon as possible.

Yours faithfully/sincerely

(Use faithfully if you have used Dear Sir/Madam or sincerely if you have used the person's name.)

.....**(print your name)**

.....**(sign your name)**

Appendix 2 - SAMPLE LETTER (Thank You)

(Put your address here)

26 Witters Road
Hanham
Bristol
BS15 3DJ

(today's date) 6th December 2016

(Put the name and the address of the person you are writing to here)

Mrs T Jones
Hanham Cabinet Co,
155 Wood Close
Hanham
BS15 4DC

Dear **Mrs Jones**

Thank you very much for offering me a Work Experience Placement for the week commencing Monday 27th March to Friday 31st March 2017

I am looking forward to working with you and your staff and am hoping to experience many aspects of **(Put the type of work you will be doing in here: for example. Carpentry/admin)** work.

If you require any further information please do not hesitate to contact the school Work Experience coordinator Mr Williams on 01454 8677656. I look forward to meeting you.

Yours sincerely,

.....*Print your name here*

.....*Sign your name here*

NOTES FOR WRITING LETTERS

You must include all the information but don't write too much



- ❑ Your language should be clear, polite and quite formal – you are writing to someone that you don't know.
- ❑ Pay attention to the layout of your letter – include the post code, your 'phone number and the date
- ❑ If you use 'Sir', 'Madam' or 'Miss' you should end with 'yours faithfully'
(An easy way to remember this is 'Sir Fred' (Fred for faithfully))
- ❑ If you use the person's surname you should end with 'Yours sincerely'
- ❑ Always print your name and don't forget to sign it underneath

Work Experience is a major component of your Careers Programme and a compulsory element of the school curriculum.

Your Work Experience Log Book and the Work Experience Certificate may be asked for at interviews.

Help me to help you... Find and arrange your placement now!

VALUE YOUR FUTURE

COMPLETE YOUR LOG BOOK

GAIN YOUR CERTIFICATE