



# Work Experience: How to Find a Placement

## What is Work Experience & why should I do it?

A work placement is your opportunity to spend a period of time outside the classroom, learning about a particular job or area of work.

Work experience can help you decide on your options for what comes next.

You will also get the chance to develop self-confidence, communication, and independence.

## How do I get ideas for Work Experience?

You are expected to find your own placements.

**Think:** what do you want to do?

What are your **favourite subjects**? Ask for help making a list of related jobs.

**English:** Newspapers, Libraries, Press Officer, Teacher, Solicitors, Advertising, TV & Film, radio

**Maths:** Banking, Accountancy & Finance, Engineering, Meteorology

**Geography:** Environmental services, Development organisations, Charities, Politics

What do you **enjoy doing**? Ask for help making a list of related jobs.

**Sports:** Coaching, sports academies, Leisure Centres, Sports Clubs, Sports Venues

Do you have a **favourite shop/company or brand** where you might like to work?

Is there a shop that you like, or an organisation you pass on the way to school which looks interesting?

**Family and close family friends** are often a good source for finding placements.

Ask parents/guardians, aunts, uncles, grandparents, and close family friends? Often they can offer a placement where they work or may know someone who can.

Do you have an older brother, sister, or cousin who already completed a work experience placement and can tell you how he/she did it?

## I have an idea. What do I do next?

Create a list of 5-10 companies.

Make sure you are able to travel to the company location

Add the company name, phone number, and postcode to your list

If you need help coming up with a list of companies use Google or yell.co.uk

Search the type of work you are looking for and the location. Some examples:

*Design Engineering near GU12 4DN*

*Childcare in Fleet*

*Pharmacies in Farnborough*

*Accountants in Farnham*



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## Have your list of 5-10 companies? Great, start contacting them!

The **quickest way with least amount** of effort is to **ring the company**...

*"Hello, do you offer work experience placements?"* They will tell you what to do next...

If they say no or they cannot accept any more placements, ask if they know any other companies who might. (Often you can get some great recommendations.)

If you get voicemail, leave a message. Speak clearly & slowly. *"Hello, I'm phoning about the possibility of a work placement. My name is xxx. Please call me back on 0000 000 000."*

If you can't get through to the company on the phone, **visit them if they are nearby**.

Wear your school uniform and look smart (shirt tucked in, tie done up, etc...)

*"Hello, do you offer work experience placements? I'm a Year 10 student at All Hallows Catholic School in Farnham."*

Prepare in advance what else you will say.

- Know the work experience dates, 11<sup>th</sup> -15<sup>th</sup> July
- Know why you are interested in that company
- You could have the Form 3 for Placement Providers Form with you in case they are ready to sign it immediately.
- If the person you need to see is not available, say you don't mind waiting.
  - If they say it will be a long while, ask when it would be convenient to come back.

**Email is great way to follow up** a successful phone call or visit, but try phoning first.

Emailing, applying online, and writing letters is most time consuming way of making first contact, but it can be worth it if the company is not local or only accepts online applications.

**Follow up! Don't leave it longer than 24 hours** unless the company gave you a specific date or time to call back.

If you left a voicemail, call again the next day.

If you visited a company, visit again the next day.

If you have been waiting longer than 5 days, contact the company again.

**Don't ask for a friend too.** Competition for work experience can be tough, and many companies will only take 1 student at a time. Asking for two places might mean the company says no when they would have offered 1 place.

## I still need help!

If you need help, the school will support you.

Come to a drop in session with Mr Carney in the Careers Office (Found upstairs in the Sixth Form by Father Dan's) during Friday lunchtimes.

Speak to Mrs Evelyn-Wood at the sixth form office or Mrs Denman in the Exams Office

Ask your form tutor during registration

The following are available. Ask if you need them:

Email Template – to send an email to a prospective company

Official Letter – for companies needing the school to confirm a request

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