



Finding Own Placements



When looking for your own placement it is important to consider the following

- What interests you? – What is it about the company that makes you want to go there?
- What skills would you like to develop? – Think of the types of places that can help you.
- Location- can you travel to this placement, on time, every day?

How to look for a placement

- **Speak to people you know-** This could be teachers, family, friends or even neighbours. They may know someone who can help you with a placement or they may be able to offer one themselves.
- **Research employers online-** a lot of companies will have a work experience application process written on their website.
- **Visit/ contact your local businesses-** Contacting an employer yourself shows initiative and helps the employer to see how interested you are in working with them.

First impressions count! Always be polite and positive. Leave your contact details behind. If you are speaking to someone face to face, make sure to smile and keep eye contact.

Example Email

Subject: Work Experience Request

Email:

Hello,

I am writing to express my interest in gaining work experience at [COMPANY NAME]. As a Year [YEAR GROUP] student at [SCHOOL NAME], I am hoping to learn more about [MENTION SPECIFIC AREAS RELATED TO THE COMPANY YOU ARE INTERESTED IN LEARNING ABOUT] and would like to gain some hands-on experience.

I believe that spending time at [COMPANY NAME] will really help me to develop practical skills that I can use both now, at school, and in the future.

I am available for work experience from [START DATE] to [END DATE]. Please would you be able to let me know if you can assist me and a time that would be convenient to speak with you further?

I look forward to hearing from you.

Kind regards,

[YOUR FULL NAME]

Example Phone Call or In Person Visit

Hello! My name is [YOUR NAME]. I would like to ask if it would be possible for me to do some work experience with you at [COMPANY NAME].

[General conversation about the placement will happen. Remember to be enthusiastic and to share the specific reasons you would like to work there.]

At the end thank them for their time and let them know you look forward to speaking with them soon.

If you are contacting an employer by phone, make sure you are in a quiet area and have a pen and paper on hand in case you need to write anything down.

Questions to Ask:

- What will my activities be?
- What will my working hours be?
- Do you have a dress code? (Will safety clothing be provided, if required?)
- Do you have a canteen or will I need to bring my own lunch?
- Is there any other information you require from me?

Own Placement Form

When you have successfully found a placement, you **MUST** ask the employer to fill out an Own Placement form and return it to school as soon as possible.