



Inspiring young people together



WORK EXPERIENCE

Guide to finding a Self-Placement

WORK EXPERIENCE

Work experience is where you will spend time on an employer's premises undertaking tasks and duties as an employee, gaining valuable work skills to assist you in your future career path.

In this booklet there is information to help you look for your own placement. You will also find examples that you might find useful to create your letter and CV. This may be the first time you have had to apply for a job, but it will not be the last! If there is anything you do not understand, please ask your School Work Experience Co-ordinator.

When you are thinking about your work experience please think carefully about what you would like to do. If you are considering doing work experience in an industry that you think will be your career choice for the future, remember that a lot of students will be applying for the same placements, it is therefore important that your letter and CV should be completed to a very high standard and sent early to give you a better chance of being accepted on the placement of your choice.

When you receive a reply to your application, you must reply with a thank you letter this is showing the employer that you are a **polite, keen and enthusiastic** student who deserves the placement being offered. This way, you have made a good impression before you even start! Employers do not have to offer you a placement, they are taking valuable time out of their working day to show you what it is like to be in the world of work.

It is **not** a good idea to do your work experience with a 'school friend'. This does not allow you to build relationships with other members of staff, this is important - you are not at your work experience to keep each other company, you are there to learn an important lesson for life!

Please remember:

- Telephone your employer before you go on work experience.
- Make a good impression by being polite, keen and enthusiastic.
- Do not refuse to do anything just because you don't want to do it or can't be bothered.
- Ask questions if you need to know anything – employers do not expect you to know everything on work experience.
- If you've completed a task set let your employer know.
- Please do not use your mobile phone during working hours.

3 IMPORTANT STEPS TO FINDING A SELF-PLACEMENT

1. What would I like to do for my Work Experience	
Listed below are just a few examples of work experience placements that may interest you	Tick the one(s) you may find interesting
Classroom Assistant at a local primary school	
Shop Assistant at one you may find interesting clothes, opticians, chemist, both local and city centre	
Office work , (clerical) for example you may want to work in a solicitors	
Veterinary Assistant – some students have managed to find a placement at a local vet, you may want to work with animals	
Librarian – ask your local library they may be willing to take a student for work experience	
Assistant in a Hairdressers – ask at your local salon	
Nursery Assistant - you may want to work with very young children, or you may be doing this as part of your Childcare course	

2. How do I find a company that will take me for Work Experience	
There are lots of ways to find your work experience placement	Tick when done
Ask your family to help you find a placement	
Research on the internet businesses that interest you	
Call into the company where you would like to work and ask if they are willing to take you for work experience	
Write a letter, send your CV and a 'self placement' form (you will be given examples to help you do this)	
Telephone companies and ask!	

3. How do I find addresses and telephone numbers of companies that I would like to work for?	
We have computers and telephone directories in school, so therefore you can	Tick when done
Look on the internet to find addresses and telephone numbers, for example www.yell.com and www.bt.com or Social media e.g. companies Twitter page	

If you need help 'ASK' that is what we are here for

It is very important that when you have got your self-placement form filled in and a copy of the company's Employers Liability Insurance Certificate as requested on the form, you must return it to school BEFORE the deadline date and hand it in to your School Work Experience Co-ordinator.

If you do not hand your form in on time you may not get to go to the placement of your choice.

EXAMPLE JOB DESCRIPTIONS

It's important to understand that the duties you will undertake are likely to be that of a trainee and therefore you may be observing some tasks due to the nature of the job

Chemist Assistant

You will learn the role of a retail assistant. Work will involve working in a pharmacy undertaking a wide range of retail tasks such as merchandising, order, receipts, checking and display of goods, serving customers, use of cash register and any other tasks as requested.

General requirements: Student must be **enthusiastic, reliable and responsible**.

Child Care / Classroom Assistant

You will work with and help young children (babies in a nursery setting). You will work as requested by staff and could be in the nursery, infants or junior classes. Work includes hearing children read, project work, arts and crafts etc., and help with displays, assist at snack and meal times. Assist with indoor and outdoor play.

General requirements: Student must be **enthusiastic, reliable and responsible**.

Retail / Department Store Assistant

On this placement duties may include unloading goods, checking delivery notes, stock replenishment, filling shelves to maintain adequate displays, pricing and display of good, and serving customers, work shadow till operators cleaning and tidying and general shop duties. Along with other employees students might have random bag searches.

General requirements: Must have an **outgoing personality** and an ability to **use own initiative**.

Office Work – Solicitors / Accountants

Tasks on placement may include word processing, filing, photocopying, and dealing with the post and telephone enquiries, invoicing and ordering and general clerical duties. Students may assist with the extraction of details from reports, handle routine enquiries etc.

General requirements: **Keyboard skills** may prove an advantage. **Communication skills** would be useful.

Veterinary Assistant

Students on placement may be involved in the following tasks: assisting veterinary nurses with day to day tasks including, feeding and general care of inpatients, cleaning, restocking and administration, observe theatre nurses during procedures, cleaning and sterilising of theatre, instruments and equipment.

General requirements: Students should be **reliable and interested** in this type of work.

Hairdressing Assistant

Students on this placement will be making drinks for clients, general housekeeping duties. Observing hairdressers. Students may also be answering the telephone and shampooing

General requirements: Students should be **reliable, outgoing and interested** in this type of work

Mechanics Assistant

Observing and assisting technicians, passing hand tools and using as directed, assisting with MOT's and Servicing.

General requirements: Student must be **enthusiastic, reliable and responsible** and an **ability to use own initiative**. **Student must supply own PPE, e.g. Safety boots and overalls**

Look carefully at words in BOLD, these are very important qualities that employers are looking for.

Remember all information you hear or see whilst on placement is to be held in confidence and must not be shared directly with anyone or on any social networking sites.

EXAMPLE LETTER OF APPLICATION

High School
Address line 1
Address line 2
Town
Post Code

Today's Date

(two spaces)

Mr. A N Other
123 Any Road
Manchester
M1 2AB

(two spaces)

Dear Mr. Other,

(space)

Re: Work Experience

(space)

I am writing to enquire whether you could take me for work experience from the _____ until the _____ .

(space)

I am ____ years old and am currently studying the following subjects at _____ High School (list the subjects you are studying).

(space)

I would like to do a work experience placement with your business because (give lots of reasons, talk about your qualities for example **enthusiastic, reliable, responsible, punctual** and your skills)

(space)

If you are willing to take me for work experience, please could you complete the enclosed self placement form and attach a copy of your employer's liability insurance and return it to me at the above address.

(space)

Alternatively you can contact me on _____ (telephone number) or contact the work experience co-ordinator at school Mrs. _____ on 0161 123 4567.

(space)

Yours sincerely,

(5 spaces)

(when you have printed your letter sign in black or blue pen here)

(Type your name here)

EXAMPLE CURRICULUM VITAE

CURRICULUM VITAE

Name: (Your name)

Address: (Your address)

Telephone No. (Your phone number)

Education: (put the school you attend and the time you have been there)
September 2012 – present
_____ High School

PERSONAL PROFILE

I am confident at using the computer and have used Microsoft Word, Excel and Powerpoint. I am a cheerful person who has a positive attitude, I am reliable and have a good attendance and punctuality record.

WORK EXPERIENCE

I have had a paper round since I was 13, I have always been reliable, punctual and worked hard.

LEISURE INTERESTS

I am an active person and like to go to the gym, go jogging and go for long walks. I also like to listen to music and read.

SUBJECTS I AM STUDYING

Estimated Grades

Maths	B
Music	B
English	C
Science	C
Spanish	D
ICT	E

REFERENCES

(Name)

Head of Year,
_____ High School

Address line 1,

Address line 2,

Town,

Post Code.

(Name)

Form Tutor,
_____ High School

Address line 1,

Address line 2,

Town,

Post Code.

Signed: _____

Date :

EXAMPLE LETTER OF THANKS

High School
Address line 1
Address line 2
Town
Post Code
(space)
Today's Date

(two spaces)

Mr. A N Other
123 Any Road
Manchester
M1 2AB

(two spaces)

Dear Mr. Other

(space)

Re: Work Experience

(space)

Thank you for agreeing to take me for work experience from the _____ until the _____.

(space)

I am looking forward to my work experience because (give reasons e.g. it will help me decide if this is the career I would like to follow in the future, I am looking for a part time job and this will give me the experience I need).

(space)

I will contact you before the above date to discuss my hours, dress code, tasks and to see if I need to come along for a pre visit / interview.

(space)

Yours sincerely,

(5 spaces)

(when you have printed your letter sign in black or blue pen here)

(Type your name here)

USEFUL TIPS FOR YOUR APPLICATION

- Think about the kind of job you want, try to establish if you have any career aims or objectives. You also need to think whether there are any organisations you would not work for.
- Does your CV look professional – employers look at the presentation of your work.
- Make an honest personal assessment of your abilities – if you put something down you know little about you could easily be caught out if you are asked questions.
- Once you have prepared your letter and CV check it carefully for spelling mistakes, is it businesslike in presentation, have you added everything you need to?
- Have you enclosed everything in your envelope? Check carefully – letter, CV and a self-placement form.
- Is the envelope correctly addressed? Check - is the persons name on you are writing to, the full address and have you put the postcode on?
- If you are unsure of any of the above, ask your school work experience co-ordinator, they are there to help you to do the best you can.

GOOD LUCK IN THE SEARCH FOR A WORK EXPERIENCE PLACEMENT