

# Securing Your Work Experience Workbook

Name:		
Testas Cuarra		
Tutor Group:		

You'll be using this workbook to support you throughout the process of securing your work experience.

#### Remember:

- You are in competition with almost all Year 10's across the city who will be looking for work experience for the same week
- There will be a series of rewards for those of you securing placements. The sooner you get a placement secured, the greater your chance of winning!

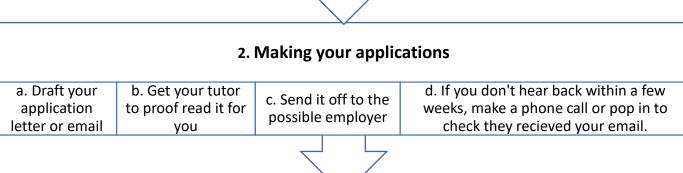
## Identifying possible placements

Using Google, Yell, conversations with friends and family, you will compile a list of possible placements. Think big and list anywhere and everywhere you might be interested in here. You don't have to apply to them just because you have written them down.

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#### The process

#### 1. Identify 5 employers that interest you Hair and Trades people Gyms, Health care e.g. Primary Cafes and doctors, dentists, schools and Shops beauty e.g. plumbing, sports restaurants salons electrician... venues nursing homes nursaries



- **3. Repeat the application process** Remember you are in competition with all the other Year 10 students in the city
- a. Upload the details via Google
  Classroom copy and paste
  details into the form as they
  need to be correct.

  4. Confirming your placement

  b. Respond to the employer to thank them.
  c. School will then be in touch with them to gather information including risk assessments and insurance information.

## 5. Preparing for your placement

- a. You will recieve key information from school a few weeks before you're due on placement.
- b. We will encourage you to make contact again closer to the time to ask any questions you have.

### <u>First wave of applications – Before October Half Term</u>

Where?	Application sent? (date)	Response received? (date)	Follow up email? (date)	Placement confirmed?

#### <u>Second wave of applications – Before Christmas</u>

Where?	Application sent? (date)	Response received? (date)	Follow up email? (date)	Placement confirmed?
	Jener (date)	received (date)	ciriaiii (date)	

#### **Draft application letter**

Here is a draft letter/email you could use to apply for work experience. It will need customising to each employer you apply to.

West Exe School Hatherleigh Road Exeter EX2 9JU

Tel: (01392) 660100

**Employer's Name and Address** 

Dear (put name if you know it or Sir/Madam if you don't),

#### Re: Work Experience Programme 15<sup>th</sup>-19<sup>th</sup> July 2023

I am a student in Year 10 at West Exe School. As part of our curriculum we are expected to complete a week's Work Experience. I am writing to see if it would be possible for me to spend a week with your company/organisation/school (amend as appropriate).

The reason that I would like to have this opportunity is ... (explain a bit about yourself for example your hobbies, subjects you are studying etc. and why you would like the opportunity to work in their company).

I would be really thankful if you could let me know whether this would be something you'd consider hosting me for.

I look forward to hearing from you.

Yours faithfully (*if you put Dear Sir/Madam*) or Yours sincerely (*for Mr or Mrs [Name]*)

Your name

#### Script for a phone call to an employer

If you are struggling to get responses to your emails of letters it can be really impactful to pick up the phone and make a call. Here is a rough script you could use. Make sure you have a pen and paper at the ready in case you need to write down the name of another member of staff you should talk to or an email address.

- Hello, I wonder whether you might be able to help me or if not whether you
  could put me in touch with some one who can.
- I am a Year 10 student at West Exe school and I am currently looking for a work experience placement. If this something you are able to help with?
- Thank you for taking the time to discuss this with me. I am really interested in (the business or the sector) because....
- At the end of this school year I am looking for a week-long placement from the 15<sup>th</sup>-19<sup>th</sup> July. Would this be something you would consider?
- I am very happy to send over all of the information in an email if that would be helpful? What would be the best email address to contact you using?