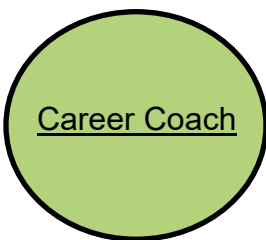


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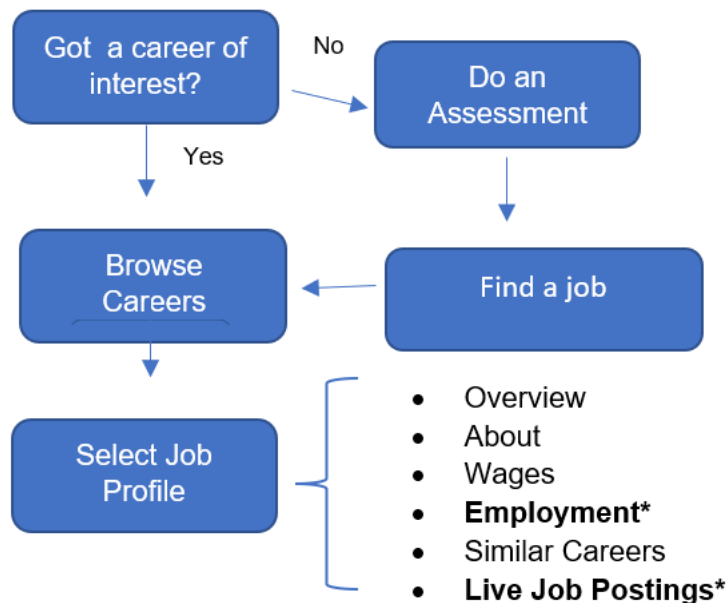
Finding a Work Experience Placement

This leaflet has been produced to help you to find a *meaningful* work experience placement. By *meaningful*, this needn't be work experience in your career of choice as with the right approach, any work experience can be meaningful and contribute to your future employability.

Need help finding a placement?



Hampshire Futures offers an online tool, [Career Coach](#), which can help you identify careers of interest, and progress to identify local employers offering these careers.



*These sections will identify local employers who could potentially be approached. The **Employment** section lists the employers most active in recruiting for the selected Job Profile – this information could therefore be used as part of the initial approach. For example, 'I noted that you have recently advertised for a position I have an interest in for a future career'. The Live Job Postings enquiry lists live job adverts for the selected Job Profile. Note that whilst the enquiry will identify Hampshire-based employers, it does not provide electronic links to their websites – these will be to be accessed via Interest searches.

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Networking

One of the challenges of using Internet-based tools to identify potential employers is that the approach itself is called a 'cold contact' – you may not know whether the employer is willing to offering work experience (some employers promote their interest in offering work experience on their company websites).

A 'warm contact' on the other hand is one where the employer is either expecting your approach or has already expressed an interest in offering a work placement. Family and friend networks is one excellent way of finding 'warm contacts'. Maybe a parent or guardian works for or knows an employer who might be able to help; even better, who can make an initial approach on your behalf.



Suggested scripts for cold calling

You may feel nervous at the prospect of cold calling an employer and this can lead to a hesitant start to the conversation. As with any employer interaction, creating a good first impression is very important and therefore the use of an introductory script may help you to make a confident, positive start to the call.

Example introductions:

Good afternoon, my name is [.....] and I attend [.....] School in Year 10. I'm calling to enquire whether you have any work experience opportunities during May, ideally for 2 weeks duration...

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Good afternoon, my name is [.....] and I attend [.....] School in Year 10. I've been really impressed by your company's website and would love the opportunity to do my work experience with yourselves and find out more about what you do...

Good afternoon, my name is [.....] and I attend [.....] School in Year 10. I've been considering a career in [...] which is why I thought I would call you to see whether you might have any work experience opportunities for 2 weeks this May...

If the employer asks you to email further information, make sure to repeat back the email address to ensure it has been written down correctly. Also ensure the email with the required information is sent promptly.

Thank you very much for your time this afternoon. May I just ask whether you can suggest any other local employers I could approach?

In-Person Approaches



This is most common for 'High Street' employers, such as retail and hospitality venues. Whilst it can appear daunting, it can also create a good impression with the right approach. Employers will generally expect a CV as part of this initial approach; it is recommended that the student carries a range of CVs, each focussed on a different category of outlet – this will reflect to the employer attention to detail; the student is not simply handing out generic CVs to all and sundry.

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Appearance can also create a good first impression – dress as you would for an interview, smile, give good eye contact. Whilst this approach is speculative – employers will generally respond positively if they can see the student has made an effort, even if the answer is ‘no’. If the employer shows an interest but requires a later visit (e.g. when the manager is next in), make sure that you return as agreed.

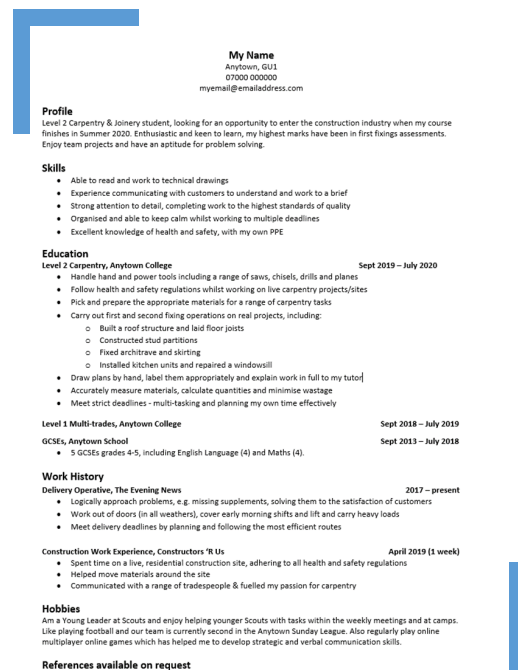
Paperwork

If your work experience is to be conducted during school time, your school has a statutory duty of care to ensure that the placement is appropriate in terms of health and safety, local employment law and safeguarding considerations. This process will include completing relevant paperwork with the employer and your school will advise on precisely what is required.

CV's

Where the employer insists upon a CV as part of the process to secure a work placement, make sure to tailor it to match the work experience being applied for. For example, think about the skills that you might need to go into a school, and how these might be different for a garage.

The National Careers Service website referenced earlier includes advice on CV layouts. Career Coach also has a section of completing a CV.



My Name
Anytown, GU1
07000 000000
myemail@emailaddress.com

Profile
Level 2 Carpentry & Joinery student, looking for an opportunity to enter the construction industry when my course finishes in Summer 2020. Enthusiastic and keen to learn, my highest marks have been in first fixings assessments. Enjoy team projects and have an aptitude for problem solving.

Skills

- Able to read and work to technical drawings
- Experience communicating with customers to understand and work to a brief
- Strong attention to detail, completing work to the highest standards of quality
- Organised and able to keep calm whilst working to multiple deadlines
- Excellent knowledge of health and safety, with my own PPE

Education

Level 2 Carpentry, Anytown College Sept 2019 – July 2020

- Handle hand and power tools including a range of saws, chisels, drills and planes
- Follow health and safety regulations whilst working on live carpentry projects/sites
- Pick and prepare the appropriate materials for a range of carpentry tasks
- Carry out first and second fixing operations on real projects, including:
 - Built a roof structure and laid floor joists
 - Constructed stud partitions
 - Fixed architrave and skirting
 - Installed kitchen units and repaired a window sill
- Draw plans by hand, label them appropriately and explain work in full to my tutor
- Accurately measure materials, calculate quantities and minimise wastage
- Meet strict deadlines - multi-tasking and planning my own time effectively

Level 1 Multi-Trades, Anytown College Sept 2018 – July 2019

GCSEs, Anytown School Sept 2013 – July 2018

- 5 GCSEs grades 4-5, including English Language (4) and Maths (4).

Work History

Delivery Operative, The Evening News 2017 – present

- Logically approach problems, e.g. missing supplements, solving them to the satisfaction of customers
- Work out of doors (in all weathers), cover early morning shifts and lift and carry heavy loads
- Meet delivery deadlines by planning and following the most efficient routes

Construction Work Experience, Constructors 'R Us April 2019 (1 week)

- Spent time on a live, residential construction site, adhering to all health and safety regulations
- Helped move materials around the site
- Communicated with a range of tradespeople & fuelled my passion for carpentry

Hobbies
Aim to be a Young Leader at Scouts and enjoy helping younger Scouts with tasks within the weekly meetings and at camp. Like playing football and our team is currently second in the Anytown Sunday League. Also regularly play online multiplayer online games which has helped me to develop strategic and verbal communication skills.

References available on request