

Work experience, step by step guide.

Step 1. Get some ideas

What kind of work do you want to do? Remember not everywhere will accept work placement students so you need a few ideas. Get it arranged as soon as possible, some places will only accept one student and you want to get there first.

- Look over the placements from last year to give yourself some ideas.
- Speak to friends and family about what you might like to do.
- Look around on the internet for larger companies that you might not see on the high street.
- Use yell.com or another similar search engine to find somewhere you might want to go.
- Look around your local high street, is there anywhere you would want to work.

Step 2. Have your documents ready

Many placements will need a Curriculum Vitae (CV) and some will need a letter from school to confirm that you are a student.

You will be given a letter from school confirming you are a student. If you need more copies of this letter speak to Mrs. Meaney or your form tutor.

You will be able to create a CV during a research lesson in the next few weeks using kudos.com. This can then be updated and used again when applying for post 16 routes in Year 11.

- Have a copy of your confirmation letter
- Write a CV using your target grades and interests

Step 3. Arrange your placement

This can be done in a few ways depending on the placement. However you contact the business make sure it is done in a formal way. While applying for placements, think about how you will get to your placement and how much it will cost you.

- Contact the employer.
 - By phone *"Good morning, my name is , I'm a student at Bournville school and I was wondering if you take work experience students."*
 - Visit them. Go in on your own, not in a group of friends. This is a formal placement, so remember you need to be smartly dressed, no headphones in etc.
 - Apply via their website. Some businesses may have a central office that arranges work experience placements, remember there may be deadlines to stick to.

- Email them, remember this does not guarantee a response. This does need to be presented in a formal manner, no “Hiya”s.
- Once they have confirmed, gather useful information for yourself; times of work, uniform etc. You will need all this information to be able to work there.

Step 4. Let school know

When you have found a suitable placement and they have confirmed that you can be there on the needed dates you must let school know ASAP so that we can arrange the health and safety checks.

- Collect a form from E17 or the Admin department.
- Fill it in with all the information of your placement, we need to know where you are going, who you arranged it with, how to contact them etc.
- Take it to Admin. (This information will then be given to the health and safety team who will check all the needed documents are in place.)

Step 5. Confirm details closer to the date

Keep in contact with your placement, there has been some occasions where a business has had to pull out of a work placement and not known how to let a student know. Make sure they have your contact details. It also it is useful a few weeks before the placement begins to check that the business is still ok for you to be there on the correct dates.