

Finding the Right Placement: A Guide for Parents and Students

WHAT IS INVOLVED

- Students find themselves work experience placements during the Easter and Summer holidays. The dates for these are as follows:
 - Easter holidays - 30th March - 13th April
 - Summer holidays - 23rd July - 31 August
- **Benefits:**
 - Students attend a company of their choice, in the area of your choice
 - Students gain invaluable experience of CV and letter writing
 - Students get an insight of how to research jobs which will help you in the future
- Placements can be in a range of jobs – as long as it is safe.
- Once a suitable position has been found, students, parents and the employer must fill in the 'Self- Placement' form attached to this letter and also available from Ms Sumray or Ms Smith in school
- The time to start looking for a Self-Placement is **NOW**, as places rapidly become booked up because of the competition for places. Certain types of employment are very popular, eg sports centres – you must approach these employers as soon as possible to have a chance of securing a place.

How to find your own Work Experience Placement - Advice for parents:

- Discuss with your child what they would like to do when out on work experience - remember work experience does not necessarily have to be a career choice it is about gaining experience in an adult workplace.
- Contact employers directly - in person, by 'phone, by letter or by email - make use of search engines online or business directories to find out a company's contact details.

FOR MORE DETAILS OR HELP IN ARRANGING SELF-PLACEMENTS
STUDENTS CAN VISIT MS SUMRAY AND MS SMITH OUR CAREERS
ADVISORS.

- It is important to approach several companies (perhaps ten) to ensure students have a number of options open to them. Particularly as students may find companies take weeks to only reply with a “no”, alternatively businesses may not reply at all. Your child should not get disheartened by this, it is nothing personal.
- Avoid places where the gender balance or small numbers may present a problem. Medium to large size companies are more likely to be able to ensure your child has a varied experience.
- Avoid taking your son/daughter under your direct supervision. This may lead to tension and isn't always conducive to a proper working relationship, though placing them with colleagues within your company is fine.
- Consider transport implications. What are the travel costs? How will they get to their placement?
- Please check that the company is suitably insured. A copy of their Employer Liability Insurance MUST be returned with the Self placement form by Friday 23rd March.
- Ensure you pass on any relevant medical information to the employer.

How to find your own Work Experience Placement - Advice for students:

- ACT NOW! Remember students from other schools will also be out there searching for the best opportunities. Don't be left behind only to find all the best placements have gone!
- Have a think about the type of work you might like.
- Have a look through the Yellow Pages and make a list of companies (and their phone numbers) that might interest you. Look at this website for ideas and possible placements as well - <https://successatschool.org/jobscourses/1>
- Call or email companies and ask politely if you could speak to someone about the possibility of doing work experience with them or complete the application form.
- If they agree to place you, then ask them the most convenient way to get the 'self placement form completed. Do they want you to post it or email it, or would they prefer you to take it to them personally which will give them a chance to meet with you as well as complete the form?
- Ensure you tell the employer about any relevant medical conditions or needs.
- Make sure that your employer attaches a copy of their 'Employer Liability Insurance' document to the form. You will need this to be allowed to go on the placement.
- Return this insurance certificate and the form to Ms Sumray in the 6th form office by Friday 23rd March.

USEFUL TIPS

DISCUSS THE FOLLOWING WITH YOUR CHILD TO WORK OUT WHAT TYPE OF PLACEMENT THEY MIGHT FIND BENEFICIAL

1. Think about the kind of job your child wants, try to establish if they have any career aims or objectives. It's also helpful to discuss whether there are any organisations your child would not like to work for.
2. Does your child's CV look professional – employers look at the presentation of your work.
3. Encourage your child to make an honest personal assessment of their abilities – bare in mind that they may be asked questions about these.
4. Check your child's cover letter & CV for spelling mistakes & to ensure that they have added everything they need to.
5. Before sending off any correspondence to a potential employer, check that your child has enclosed everything in an envelope or attached the relevant documents to an email - i.e. cover letter, CV & a self placement form.
6. Is the envelope correctly addressed? Check - is the person's name on, the full address & postcode?

NB: If you are unsure of any of the above, ask a member of staff, who are there to help you to do the best you can.