

A guide to finding your work experience placement

1. Consider what your skills are and your area of interest.

Make use of:

Jed which is a job explorer database to help students plan their school choices and explore the different careers available. With information on over 840 careers Jed's quizzes help students search for details on careers that would suit them. [Link to Jed explorer database](#)

The National Careers Service website may also give you some ideas.
<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

2. Put together a CV and letter of application which you can give to potential employers.

REMEMBER: Do not give out your own personal details if you do not know the person. Use the school contact address if you need to.

3. Search online for placements that you may be interested in. Call up potential placements and have a conversation about whether they would consider taking you on a placement.

Try to find the **name of a contact** at the organisation. Companies are very busy and addressing the letter to a specific person can often help. If you do not hear anything back after sending a letter or email, call them up and persevere.

4. If you find a work placement that you are interested in going to and they agree you **MUST** ask them to complete a Work Experience Form. They must sign this and list their Public Liability Insurance number. Return the form to school as soon as you have done this. The sooner you submit the papers the sooner your placement can be confirmed.

These forms must be returned directly to Mrs Douglas in the staffroom or Ms Myatt in L5.