

Finding Your Work Experience Placement

Your school will have arrangements for you to follow to obtain a Work Experience placement.

If you are looking for your own placement:

Consider the most appropriate form of contact, e.g. email, phone, in person

Give the employer the following details:

Name, address, contact details

Sixth form/college

Placement dates

What you hope to achieve?

Career ambitions

What you can offer to their business

When you have secured a placement inform your sixth form/college immediately so they can ensure that:

The placement meets Health & Safety standards

The employer holds current Public and Employer Liability Insurance

There is a risk assessment in place

A couple of things...

Some occupations can't offer placements because of confidentiality or Health & safety issues e.g. hospital wards, police etc. Consider alternative placements that could develop similar skills.

Have you any health issues that may impact on where you can work?

Can you get to work on time?

