



NORTH BRISTOL
Post 16 Centre

Work Experience Post 16 Student Guide

September 2019

How can I find my own work placement?

Begin by thinking about the type of company you would like to experience. It may help to discuss this with your parents/carers/tutor or pop and see Careers lead or Work Experience co-ordinator in Room B103/4

How to get contact details for the company:

Having decided what sort of company you are looking for, you can find contact details in a number of places:

Look on the Internet (a good website for searching on is www.yell.com) and search for companies in your area offering the type of work you want to do.

Think about local companies you know that you could contact and look up their details.

Speak to friends and family to see if they can recommend somewhere.

Speak to Ms Paice/Mrs Dutton about the database of companies who have accepted work experience placements in the past.

Springpod

Download the app at www.springpod.co.uk and create your own account. You will then have access to; exploring career paths, interacting with company ambassadors, asking questions and finding work experience placements.

How to contact the Company

There are a number of ways to contact a company:



Email - Email seems to be an effective way to contact a company these days as it is very convenient for them to reply to you. You will probably need to look at the company's website to get an email address. You may even need to telephone the company to ask for the contact name and email address of 'the person responsible for organising work experience'. If they reply to your email offering you a placement you could then email again thanking them and asking the questions from the placement details form.



In person - If it is a local shop/motor garage/hairdressers etc. that you are interested in working in then it might be a good idea to go along in person, when the shop isn't very busy, and enquire about a placement. Don't forget to take your placement details form with you to record all the necessary details.



Telephone – Remember to have your placement details form to hand to record relevant details and speak clearly and confidently.



Letter – See example, if they reply to your letter offering you a placement you could then email/telephone asking them the questions from the placement details form.

If you are contacting a large company, and are unable to get a contact name, it is best to contact the Human Resources department. In a smaller company it will usually be the Manager.

It is best to contact several companies as often you may not receive a reply or they may take weeks to say "no". Don't get disheartened by this, it is nothing personal, they are usually just very busy! However, because of this it is important to approach several companies so that you have a number of options open to you.



Suggested outline for a letter or email to ask an employer for a placement: If you are sending an email and have a general email address, i.e. info@, admin@ rather than a contact name, mark your email at the beginning or in the subject line “FAO Human Resources” or “FAO The Manager” If you are sending a letter it can be hand written or typed, again if you don’t have a contact name you can address it to Human Resources or The Manager.

Ideally it should be no longer than one side of A4 paper.

Remember – this is the first contact you will have with an employer and you therefore want to create a good impression so check that the following are correct: · Presentation and layout · Spelling · Company name and address

Guide to writing your letter or email- always remember if emailing to enter something in the Subject so it doesn’t become SPAM

Date

Your Full Name

1st line of your address

2nd line of your address

Bristol

Postcode

Contact Name (or HR Department/The Manager)

Name of Company

Full Address

Postcode

Dear (Persons name or Sir/Madam)

I would like to enquire about the possibility of a work experience placement with your
Company.

I am a year 12 student at North Bristol Post 16 Centre; I am studying INSERT YOUR
COURSE/A LEVELS.

I would like to work (at your company / in your shop / in your school, you fill in what is
appropriate for your placement) because..... (give a reason that shows how interested you
are in this particular company).

I have....(list any experience that you may have e.g. had a paper round for a year, babysat
for friends/family, have a part time job in a local shop.....)

I am.... (list some of your personal skills and qualities e.g. friendly, reliable, hardworking,
etc.). My personal interests are..... (write any that may help with your request).

Thank you for taking the time to consider my request.

I look forward to hearing from you.

Yours sincerely (If you know the employers name)

Yours faithfully (If addressed Sir/Madam)

J. Bloggs (Sign your letter if posting)

Joe Bloggs (Print your name)

Work Experience Year 12

There are many ways in which experience in the workplace can help you. Here are some of the most valuable:

Skills

Work experience teaches you new skills, or shows where you can further develop the talents that you already have. Learning on the job will teach you things you might never learn in the classroom.

Contacts

In many areas of work, who you know can be as important as what you know. If you impress your manager, s/he will remember you – and it could lead to a job in the future.

A stronger CV

Your CV isn't just a record of the exams you passed and the schools you went to. Relevant work experience will help it to stand out and show that you're committed to developing your plans for the future.

A good reference

A reference is a letter from your manager, talking about the skills and qualities that you showed or learned while doing work experience. This will help you in the years ahead, when applying for jobs. And if you have a LinkedIn profile, put your experience up there and ask for an endorsement from your manager or colleague, so that potential employers can see the good work you've done.

Confidence

Work experience says 'you can do it'. You can turn up to work on time, do the job, help your workmates, and get stuck in. This not only pleases employers, it also increases your confidence in the workplace.

UCAS Personal statement

Your personal statement should include a brief overview of who you are, your strengths and any work experience and/or education you've got. Be sure to include skills you've gained, such as time management, customer service, teamwork, computer skills etc.

Cotham School and North Bristol Post 16 Centre have built successful relationships with many businesses both large multinationals and smaller local companies in Bristol. They all offer something different which means you can research them and consider what you would like to do for your work experience.

Take time to think about what you would like to do, talk to your parent/carer, friends and teachers.

Now, over to you. Have a think, have a chat with friends, family and your tutor.