

▶ **R**espect ▶ **S**ucceed ▶ **A**spire

**WORK EXPERIENCE 2022**

**Monday 27th JUNE TO FRIDAY 1ST JULY 2022**

**During this time you will be out of the Academy on a Work Experience placement and you will work as an EMPLOYEE in a job area that you have chosen.**

**How Do I Find & Contact Employers?**

**After you have found a potential employer either through friends, family or the work experience database (see school website for access to this)**



You **must** make the initial contact to employers by **letter** or **email**. Contacting employers by **text** is not appropriate and will not give employers a good first impression of you. If you write a letter make sure that you use the correct paper, i.e. not scrap paper.

Here is a sample letter which can be sent by post or email.

 30 Wentworth Street Little Bowden

 Market Harborough

 Leicestershire

 LE16 7RP

 Home tel. ...............

 25th February 2022

Mr D Bennett

Harborough Cars and Trucks

The Waterside

Market Harborough

LE16 3WE

Dear Mr Bennett,

I am a student at The Robert Smyth Academy, Market Harborough. I am writing to see if you could offer me Work Experience at your garage for one week from 27th June to 1st July 2022.

I am 15 years old and am in Year 10 studying nine GCSEs. After my GCSEs I am planning to do a college course or apprenticeship in motor vehicle engineering.

I have been very keen on mechanical work and helped my brother with jobs on his car. Last year we stripped down the engine of his Ford Escort and rebuilt it.

Please find attached my CV. I look forward to hearing from you.

Yours sincerely

Lucy Brown

If you don’t receive a reply within **three** weeks then telephone the employer.

* Be pleasant and courteous.
* Work out what you are going to say beforehand.
* Have paper and pen ready in case you need to write anything down.

Your first words might be:

***‘Hello, I wonder if you could help me. I wrote to you a few weeks ago about the possibility of a work experience placement and have not received an answer. I wondered if you received my letter’.***



**Frequently Asked Questions**

**Q: Can I get paid for Work Experience?**

A: No, you shouldn’t receive payment as Work Experience is part of the curriculum.

**Q: Can I get travelling expenses?**

A: Unfortunately the Academy cannot provide travel expenses so bear this in mind when choosing your placement.

**Q: What if I am ill during the placement?**

A: You must contact the employer at the start of the working day. Let them know when you will be returning to work.

**Q: What if I have an existing health problem?**

A: Fill in the section on the Application Form under ‘Personal Information’. We will make sure that the placement is suitable for you.

**Q: Can I go on Work Experience with a friend?**

A: This is not recommended. It defeats the objective of work experience and most employers would not want it.

**Q: Will I be able to record details of my work placement?**

A: You will complete a Work Experience Diary during your placement.

**If you receive several offers of a placement remember to contact each employer and politely decline those that you do not want.**

**Work Experience Stages - The Seven Steps to Success**

**1:** Find an employer who will give you a work experience placement.

**2:** Fill in the **Application Form** and hand it in, with payment, to Student Services by  **11th March 2022.**

**3:** We will then make sure that the placement meets all the requirements.

**4:** Once the LEBC agrees that it is a safe placement, you will receive a **Work Experience Agreement (contract).**

**5:** Contact the employer and arrange an interview to get your Agreement/Contract signed.

**6:** You, your parent/guardian and the employer must then sign the contract. Once you have all **three** signatures, hand this page into Student Services. Your placement is not secure until this has been done.

**7:** You will then be ready to go on Work Experience. Call the employer two or three weeks ahead to remind them.

**If you have any problems at any stage – see Student Services.**