



Year 12 Work Experience 10th - 21st July 2017

HOW TO FIND A PLACEMENT

Think about your strengths and weaknesses: What are you good at? Do you like animals, children, computers, helping others? If you know what you are good at and what you aren't so good at, it will be easier for you to find a placement which will be fun, and useful.

Network: Talk to everybody, friends, teachers, parents, etc. Chances are that somebody will know somebody who might be in a position to give you work experience.

Work Experience ideas: Here are a few to get you startedyour old primary school, museums, art galleries, supermarkets, retail sales assistants, estate agents, community theatres, garages, charity shops, sports centers, hairdressers, vets, restaurants.

Make contact. You are your best advert. Go in person, with your own placement form. Dress smart or neat casuals. Speak clearly and politely and smile. Ask to speak to the manager, explain that *'you are looking for two weeks of work experience in March next year.....that you are interested in education/art/property/theatre/sport/ etc....and that you feel working with them would give you really useful skills.'* If you need to ring the company, ask for a contact name, number and email then follow up with an email and copy in the electronic version of the own placement form available on the learning platform under Careers.

Any experience is good experience: If you know what job you want to do then try to get some work experience in that area. But for most students this is a great chance to experience the world of work first hand and learn some valuable skills.

- **You will either find your dream job or know what to avoid in the future.**
- **If you still aren't sure, ask Ms Alexander for help in the Careers Advice Room U010.**

Good Luck

