



Work Experience Toolkit for Students

Here are seven proven ways to help you gain your Work Experience:

1. Work fast and decide what you want to have a go at or job / sector you might like to do in the future (helpful websites available such as www.careerpilot.org.uk on the careers area of the school website under 'useful websites')
2. Ask family members and neighbours, if they can help you but you must take the lead (it's your future career and you need to take responsibility)
3. Make a list of 10 national and 10 local businesses that work in your chosen field and check you can get to, each day, if they say, yes, to taking you
4. Find a contact off their website and ideally, go in person, or email them, offering to help them out for a few days in July, giving dates of your work experience week, rather than ask, do you do work experience because employers want to see a genuine desire to help them
5. Keep it simple. Say why you are contacting them, giving the dates you are looking for, and remember to follow up, in 7 to 10 days, with an email, telephone call or in person
6. Be persistent and do not give up. Keep going, until you get a yes. Keep adding to your list of potential employers, and make contact
7. Once you get a yes, offer to go, in person, to meet the employer and help them complete the Health and Safety Form and Consent Form and return the Insurance details to school