



Work Experience Toolkit for Students

Here are seven ways to help you gain our Work Experience:

1. Consider your dream job. Think about what your future career might be (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 travel to each day, if they say yes to taking you.
4. Find a contact on their website and ideally visit in person, or email them, offering to help for a few days in July (giving dates of work experience week) rather than asking if they offer work experience. Employers want to see a genuine desire to help them.
5. Keep it simple. Say why you are contacting them, give the dates and remember to follow up in 7-10 days with an email, 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 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.