



# Choosing Your Placement

Begin by thinking about what you want to do on work experience. You don't have to choose something that you want to do as a job when you leave school but it can be helpful. The aim is for you to experience life in an adult workplace. If your parents know someone in the line of work that you are interested in that can be a useful way of getting a placement.

## Finding a company

Having decided what sort of company you are looking for, think about local companies that you know. You can find contact details in a number of places.

Use search engines such as Yahoo/Google using search phrases that include the location or postcode e.g. "florists, Enfield" or "computer shop, N14", search Twitter and

Facebook

Look at business directory websites such as Thomson's or Yell.com or look at the telephone directories from the same companies (Thomson's and Yellow Pages)

Check the adverts in the local papers such as the Enfield Independent or Advertiser to see what companies might be of interest to you.

There are 4 ways to contact a company:



## Contacting the company

- ⇒ in person
- ⇒ by phone
- ⇒ by letter
- ⇒ by email

In a large company you are best to contact the HR Department. In a smaller company you will usually need to write to the Manager

Email is an effective way to contact a company - It is quick and easy for the company to reply to you. You can look at the company's website to get their email address.



If it is a local shop that you are interested in working in then it might be a good idea to visit when the shop isn't very busy and enquire about a placement.

ENFIELD Work Service  
Enfield and Haringey Job Vacancies Department  
Enfield, Haringey and London  
EN11 3JH  
[www.enfield.gov.uk](http://www.enfield.gov.uk)



Don't forget to take your Private Placement Form with you - if you've lost it you can ask your school coordinator for a new one

It is best to contact several companies as you may not receive a reply from an employer 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

If you are sending an email and don't have an individual's name (for example info@company.co.uk) put in the subject line "FAO Human Resources" or "FAO the Manager", or if you are sending a letter it should be neatly hand written or typed, ideally it should be just one side of A4 paper and always attach a CV indicating your predicted grades.

## Remember

If you want to create a good impression, check the following:

- ⇒ **Presentation and layout**
- ⇒ **Spelling PLEASE USE SPELL CHECKER**
- ⇒ **Company name and address**
- ⇒ **That you have the right dates for your work experience**

# How can I help my child?

These are some of the ways you can help your child get the most out of work experience:

- ⇒ Take an interest and help them find a work placement
- ⇒ Return promptly the Parent Agreement form to say that you agree to the chosen placement.
- ⇒ Help them to understand the goodwill shown by the employer offering the work placement .
- ⇒ Encourage them to phone to arrange their interview
- ⇒ Help them to prepare for interview e.g. think about why they want to work in a particular organisation and find out about the host company, perhaps using its website
- ⇒ Help them to be realistic about what to expect. They may well spend some time making tea or helping with simple but essential administrative jobs like filing or photocopying
- ⇒ Remind them that if they find they don't understand how to do something they should always ask someone