

HOW TO FIND A WORK PLACEMENT

How to successfully secure yourself some industry experience.

Experience + Qualifications = Success

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/893720/Student_guide_-_preparing_for_IP_June_2020_FINAL_version.pdf



TABLE OF CONTENTS

1- WHERE CAN I FIND COMPANIES

2- HOW TO MAKE CONTACT

3- WHAT TO DO NEXT

1- Where can I find companies?

You first step is doing some research into companies near you who you can contact. You must make sure you are able to travel there! Here's where you can do your research.

- Google companies in your area e.g. Garages in Telford and make a list with Phone numbers.
- Post on Social media and ask people to share – e.g. Does anyone work at an Accountancy firm who may be interested in offering me a work placement one day a week to gain experience?
- Ask friends and family - Do they have any contacts in a business that would need someone in admin? Do you have family members who already work for a property maintenance company?
- Drive around local companies in your area and hand out CV's and a covering letter. Ask if they would consider taking you for a one day work placement.
- Contact where you have done work experience before or where you have worked before to see if there are any opportunities for you to return.
- If you work ask your employer if you can volunteer and do a study related role?



3- Hooray a company says yes! What to do next...

Amazing work – A company says they would be interested in taking you on, Receive more information or know what to do next – please ask them if you are ok to forward their name, email address or number. Pass these details over to myself lois.breen@telfordcollege.ac.uk with the company name and start date our team will contact them directly to secure your new work placement.

If you can be proactive and reach out to some companies yourself or network with friends and family, you are much more likely to secure yourself a work placement and gain some experience - this is a great way to introduce yourself to a company and you may gain paid work.

2- How to make contact

You've got a list of companies, great, what do you do next?

Pick up the phone- Introduce yourself, explain you are looking for a work placement 1 day a week and could you have an email to send your CV to.

Email - Once you have an email address attach your CV, pop a message in your email saying you are looking for a work placement and would they would consider your CV. "I am looking to do a work placement where I can gain experience and continue to learn. in a company. I am available every ** and in the college holidays and weekends."

LinkedIn or Social Media - Social Media can be a great way of networking, get researching for companies and people to then contact or message

"By applying directly you will be impressing a company with your braveness and commitment, it shows you are going the extra mile to stand out"