

How to Find Your Own Work Experience Placement

Many students arrange their own placements by using personal contacts, family and friends to gain introductions or recommendations for placement opportunities. You can also approach companies you are interested in working with. Here's how you can do it:

1. Think About Your Interests

- What jobs or industries sound exciting to you? (e.g. media, healthcare, IT, engineering, childcare, retail, animals, trades, etc.)
- Make a list of local companies or organisations that do this type of work that you will be able to get to for your work experience placement.

2. Research Potential Employers

- Use Google, business directories, or shops and offices you see locally.
- Look at company websites to learn about what they do and find contact details.

3. Make Contact


- Email, phone, or visit in person (be polite and professional).
- Introduce yourself, explain you are a student looking for a one-week work experience placement, and say why you're interested in their company.
- Give the employer your age and placement dates.

4. Get Confirmation

- Before a placement is agreed, ask if the company has **Employers' Liability Insurance** (to cover you if anything goes wrong).
- If the employer agrees to a work experience placement, ask them to complete and sign your Own Placement form (NB. please complete the top section with your details first). You will need your parent/carer to sign this form and then return it to EBP via school. EBP will carry out the relevant pre-placement checks.

6. Keep Trying!

- Not every company will say yes – that's normal. Don't be discouraged. The more places you contact, the better your chances of finding an Own Placement.

 **Tip:** Employers often like students who show initiative, so being confident, polite, and enthusiastic makes a big difference!