

Guide to Self Placement for students

Tips on looking for a placement

- Look for your own placement
- Do your research
- **Persevere!** Most students have to contact between 5 to 30 places before securing a placement
- You may be asked to include a CV in your application so it's a good idea to create one if you haven't already. A template can be provided by the Work Experience Coordinator
- Remember the employers are giving a favour
- Go it alone – it is best if students search for placements independently and not with a friend as employers are less keen to take students in pairs/groups
- Appointment slots can be made to meet with the Work Experience Coordinator if you would like help with preparation

Where to look for a placement

(Remember that you will need to make your own arrangements with regards to travel and transportation fares)

- By foot: walking around local area to see what companies/employers are available (eg: shopping centres/high streets)
- If there is a particular company you are interested in then have a look at the careers section on their web pages, they may offer a formal and structured scheme.
- Internet search: On line directories www.google.co.uk, www.linkedin.com, www.yell.com, www.schools-search.co.uk, www.prospects.ac.uk
- Asking friends and family

How to approach an employer

- Face to face – for organisations that are usually open to the public eg: shops/hairdressers. You (student) could pop in and ask to speak to the manager.
- By phone – for smaller companies telephoning can be the best method – ask to speak to the manager or person responsible for Human Resources. Phoning is also useful for finding out the correct name and email address of the person you need to contact. A sample telephone conversation can be provided by the Work Experience Coordinator.
- By letter or email – this is usually the best way to contact employers. If you are emailing it is best to find out the correct address – just sending an email to a general “info” address is often very successful. You will typically need to follow the email with a phone call in the following days. A sample of a letter can be provided by the Work Experience Coordinator.

Work Experience placement ideas

- Hospitals
- Solicitors
- Theatre/Arts Centres
- Accountants
- Design/PR
- Engineering
- Pharmacy
- Shops
- Primary Schools
- Architects
- Florists
- Farm/Stables
- Youth Projects
- Nursery Schools
- Offices
- Leisure Centres
- Vets
- Hairdressers
- Law Courts