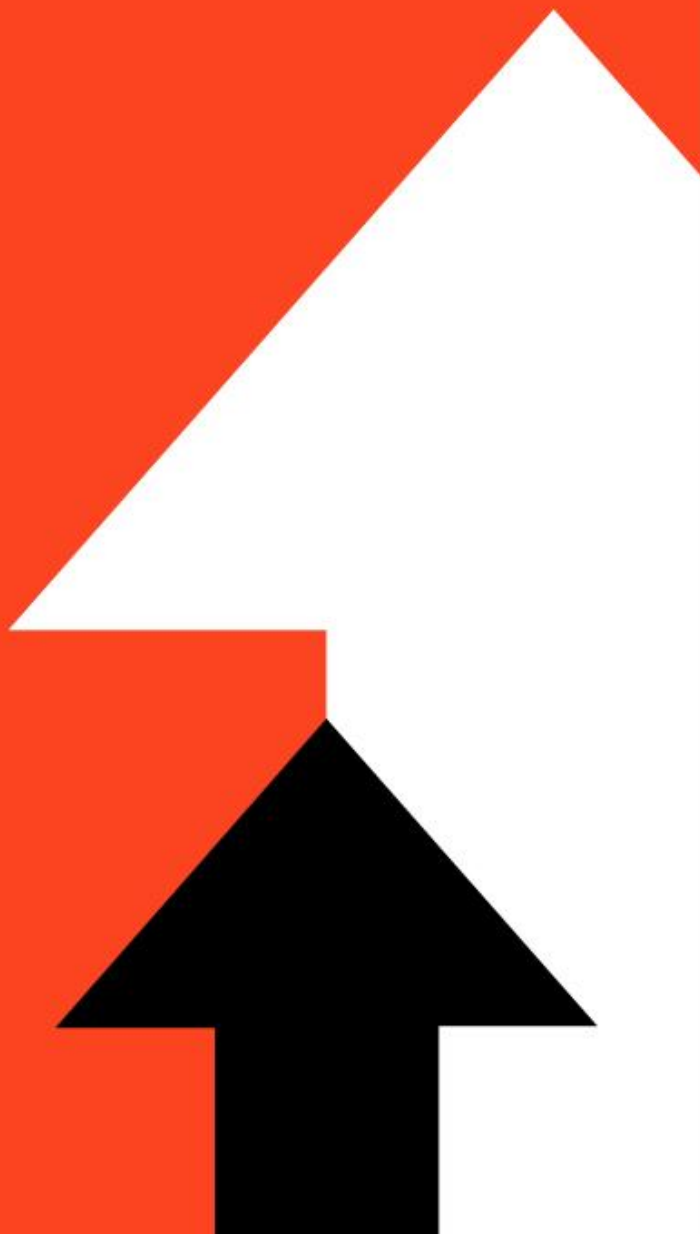


T-LEVELS

THE NEXT LEVEL QUALIFICATION

***INDUSTRY
PLACEMENT
SEARCH
TOOL KIT***

Chichester
College



CONTENTS

This handbook is designed to help you search for your industry placement

FINDING A PLACEMENT	3
HOW TO DECIDE ON AN INDUSTRY PLACEMENT:	3
SEARCHING FOR EMPLOYERS	4
NARROWING DOWN YOUR SEARCH:	4
HOW TO MAKE CONTACT	5
MAKING A PHONE CALL	5
SENDING THE EMAIL	6
ASKING THE EMPLOYER QUESTIONS	7

T-LEVELS

FINDING A PLACEMENT

Finding your own industry placement can be a great opportunity. It's a chance to take ownership over your industry placement experience, showcase your organisational skills and stand out to employers.

HOW TO DECIDE ON AN INDUSTRY PLACEMENT:

Before you start searching for your industry placement you must first consider what sector you want your placement in. An industry placement is a perfect opportunity to gain valuable experience that's related to your chosen career. For example:

- If you know you want to be a chef, you could try to find a placement in a restaurant or canteen.
- If you're interested in a career in medicine, you could try to find a placement in a hospital or GP surgery.
- If you like to travel, you could look for a placement with a travel agent or tour company.
- If you think a career in finance would suit you, you could try to get a placement in an accounts office or at a bank.

If you are yet unsure, here are some resources to help you narrow down the sector or industry you wish your placement to be in:

- <https://nationalcareers.service.gov.uk>
- <https://www.prospects.ac.uk>
- <https://www.careerpilot.org.uk>
- Progression+ at your college campus

If you are still unsure what sector or industry you would like to undertake your industry placement in, try asking yourself these questions:

- What jobs have I seen other people do that I think looks interesting?
- What skills do I want to develop?

SEARCHING FOR EMPLOYERS

Now you have identified what sector or industry you want your placement to be in, it's now time to start searching for companies.

It's important to remember that you will not be the only student looking for an industry placement, so it's important not to leave this to the last moment.

- If you already know of an organisation that interests you, do a web search for their contact details.
- Use online business directories like www.yell.com, www.thomsonlocal.com or <https://www.checkatrade.com> to search for companies in your local area.
- Read job adverts in the local newspaper to find employers in your area.
- Consider the businesses that you pass on your way to college. These local businesses might be perfect for your industry placement.

NARROWING DOWN YOUR SEARCH:

When searching for companies online, you will likely be shown thousands of companies. Here are some useful examples of ways that you can further narrow down your search and find the most relevant companies to you.

- Use keywords when searching online.
- Use your home postcode or town to narrow your search if unable to travel.
- Perhaps there is a certain topic/skill you are interested in and would like to develop. If so, use those keywords in your search. **For example, 'welding, underfloor heating' in 'Chichester'.**

Pro Tip:

- Consider the jobs that your family or friends do:
If they work in a sector or company where you would like to undertake your industry placement, you could ask them to contact their human resources department for you.
- Companies likely won't advertise that they are accepting an 'industry placement'. Even if there is no indication that they accept college students into their organisation for placements, still make contact and ask. Many employers are impressed by young ambitious students and are happy to give you experience and exposure to their industry.

T-LEVELS

HOW TO MAKE CONTACT

Once you have a list of companies, you need to start making contact with them. This might be a multiple-step process, but do not worry as we have some helpful guidance to ensure you are successful.

You will likely have to apply for an industry placement by email. Whilst a generic info@ or enquiry@ email address is a good start, you are more likely to get a response from a direct email.

To find the email address of the most appropriate person to contact regarding your industry placement, it's likely you will need to first phone the company.

MAKING A PHONE CALL

Lots of young people might be intimidated thinking about having to call an employer, but we have some helpful tips to make the process easier:

- Think about what you want to say before you make the call.
- Have a pen and paper ready to take down any names or notes.
- Don't be discouraged by employers saying no – it's nothing personal. Keep trying other employers – don't give up.
- If you're really nervous, you could ask a parent or teacher to be with you when you make the first phone call.

- Hello, I wonder if you can help me?
- My name is “John Smith” and I am currently a student at Chichester College studying “say your course”
 - I was just calling to find out who would be the best person to speak to in regard to organising an industry placement within your company?
 - Is it possible to have their full name and email address PLEASE, as I would like to send them an email?
- Thank you very much for your time,
- Thank you

SENDING THE EMAIL

Once you have their full contact name and email address, send them an email.

Remember have a CV ready to send them as employers may ask for a copy. If you need assistance with your CV remember that the college can offer you support and guidance through Progression plus.

Dear Mr Smith,

- I am currently a student at Chichester College studying _____ and wish to gain an insight into the _____ industry/sector. I am writing to enquire whether you have any voluntary industry placements within your company/organisation from _____ to _____.
- I am a student at Chichester College. I will be completing my industry placement from _____ to _____ and have chosen to find my own placement. I am hoping that you are able to offer me a placement within your company/organisation.
- I have a desire to develop a career in _____ industry/sector and am currently seeking a challenging industry placement opportunity. I am writing to ask whether you have any availability for me to spend my placement with you from _____ to _____.

The reason why I would like to complete my placement at _____ is (Explain why you have chosen to write to them e.g. I am interested in finding out more about... Or I would like to gain experience in...) I believe myself to be hard working, committed and friendly however most importantly passionate about _____.

As you can see from my attached CV, I have some relevant skills that include excellent/strong _____ and _____ skills, as well as being able to work independently and as a member of a team. I would welcome the opportunity to secure an industry placement with you and develop my skills and experience. If you do have any availability to take me for a placement, please contact me at your convenience. Thank you for taking the time to consider my request and I look forward to hearing from you soon.

Kind regards

Your Name Surname

Contact Number (Mobile)

T-LEVELS

ASKING THE EMPLOYER QUESTIONS

Once it has been established that a company can offer you an industry placement, you might want to find out more information about the role, the company and the dynamics of the team. This information is valuable and will help you narrow down the list of employers and help make a final decision on where you want to undertake your industry placement.

EXAMPLES OF QUESTIONS YOU CAN ASK THE EMPLOYER

“What would I need to do to impress you during my industry placement?”

This is a good question for many reasons. Firstly, the employer would need to visualise you in the role to answer this. It also shows the employer that you're thinking ahead, your enthusiasm, drive and commitment, and that you want to make a valuable contribution to their business.

“What challenges could I face during my industry placement?”

By asking this question you are showing good awareness and vision. We are all likely to encounter challenges when we start in a new role, and this question demonstrates you recognise this reality. It shows you are thinking ahead and are prepared to plan and address challenges in order to succeed.

“What do you think are the most important qualities needed to excel in this role?”

This question can often lead to valuable information not outlined in the job description. It can help you learn about the company culture and expectations so you can show that you are a good fit. Where possible you could match yourself to these qualities.

“What are your expectations for this role during the industry placement?”

This question will help you identify the employer's expectations for the person in this position. It will also give you some guidance on what the employer is looking for from a successful industry placement.

“What is the typical career path for someone in this role?”

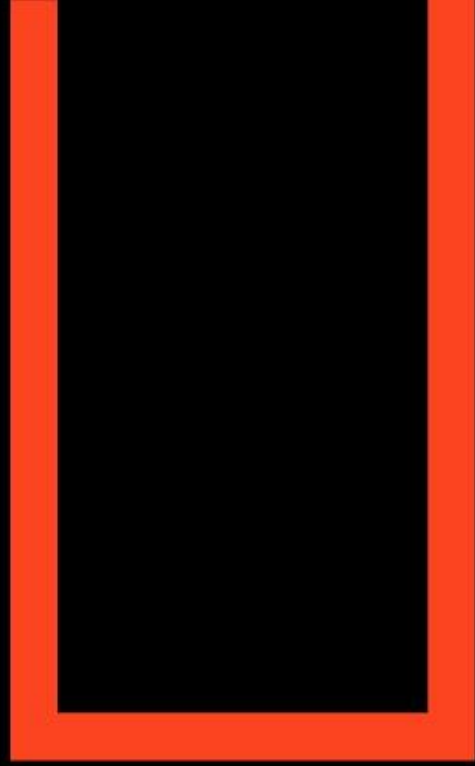
This question will show the employer you are thinking beyond the industry placement and have intentions to work within this industry full-time. It shows you are interested in the company and how it develops staff talent from within.

“Can you tell me more about the day-to-day responsibilities of this role?”

This question will help you learn more about the role and what you can expect from it during your time with the company. By asking this question you will gain valuable insight and be able to decide if the role offered fits with your expectations or career aspirations.

“How would you describe the values of the company?”

This question will help you decide if you are a good fit with this organisation. The employer will likely speak about the team dynamics, their professional development and employee support.



T-LEVELS

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