

Work Placement Guidance

How to Approach an Employer

You will need to approach a suitable employer. This can be your current employer as long as you are participating in a different role and the work is unpaid.

Once we have received your work placement form, we will need to carry out a Health and Safety assessment and approach your placement provider for the following details:

- Health & Safety Policy
- Employers liability insurance
- Health & Safety Assessment form (to be sent by the college to the employer for completion)

Please ensure that your prospective work placement is aware that we will request these details.

You must ensure that your work placement form is submitted by October half term, so we have sufficient time to carry out all the necessary checks, and your placement can be approved on time.

Unfortunately, we cannot accept placements with sole traders (a type of enterprise owned and run by only one person), as they don't have employers' liability insurance and this is required as part of the health and safety assessment.

We would recommend avoiding placements with high-risk employers (i.e. Activities that pose a greater degree of danger due to the working environment. Examples include, working alone or using hazardous equipment). For high-risk employers the process for approval will take longer than usual, and there may be a risk that they may not pass our H&S requirements.

Below is some suggested wording for an email to a prospective employer:-

Request for Work experience placement - [Dates]

YOUR NAME , EMAIL AND PHONE NUMBER

Dear Sir/Madam

My name is [Your name] and I'm currently a student at Worthing College. I am studying [course name and level].

As part of my course, I have the opportunity to undertake a work experience placement. I have always had an interest in the [put in here the area you wish to

complete the placement] sector/industry and would like the opportunity to spend my placement at **[name of the company]**.

My work experience placement week is **[add dates]** and ideally I would like to spend approximately 30 hours within your company.

I have experience working with the general public and providing customer service because I already have a part-time job at **[where you work or have worked]** During this post I have demonstrated that I am reliable and trustworthy and can work effectively as part of a team. I also ... **[put something in here to sell yourself – play football for ** team, or some other sport – could even put something like you do ‘Cheer’ or Gymnastics or volunteering - anything to make you stand out and sell yourself.]**

If you are able to offer me a work experience placement, could you please email me at **[your email address]**.

I appreciate that you are likely to be very busy, however I hope you can support me with my request for work experience at **[name of company]**

Your faithfully

[Your Name]
