

## **Work placement guidance**

A work placement is a great opportunity to gain practical experience. Here's a simple plan you could follow to organize your week-long placement:

1. **Start early:** Begin looking for placement opportunities now, so you have enough time to find something that aligns with your studies and interests.
2. **Explore options:** Think about industries or roles that will help you build relevant skills for your future career. You can check university resources, local businesses, or websites with apprenticeship/placement listings. Once you start at college you can make an appointment with our very friendly Progression Plus team if you need any further guidance.
3. **Contact potential employers:** Once you've identified potential placements, reach out to them. Write a professional email introducing yourself, explaining why you're interested, and asking if they'd be open to offering a placement (see below for further guidance on email writing)
4. **Work placement form:** As soon as you secure a placement, ensure you fill out the required work placement form and hand it in to the work placement team.
5. **Submit before your deadline:** Make sure to submit your form before the deadline to avoid any issues.

### **Please note:**

- 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, **they will be contacted approximately 6 weeks prior to the placement starting.**

- 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.

## **Letter / email template**

A well-written work experience letter or email could make all the difference when it comes to being considered for your ideal placement, not to mention help you to stand out from several other applicants. Here is a suggested template that you could use to get you started:

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Subject: 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 one-week 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 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 play team games, gymnastics or volunteering - anything to make you stand out and sell yourself.]

If you are able to offer me a one-week work placement within your company, 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]