

ORGANISING WORK EXPERIENCE

1. Get an application form from the Careers Adviser.
2. When you have decided where you would like to go, fill in the relevant details on the application form and get it approved by the Careers Adviser and negotiate suitable dates.
3. Please don't ask the employer until the placement has been approved by the Careers Adviser.
4. Once approved, you can ask the employer via:-

- A) Telephone
- B) Writing an application letter
- C) Personal visit or interview



5. If accepted by the employer please return the application form to the Careers Adviser at least two weeks before you wish to go.
6. You will then be given paperwork for you, your parents/caregivers and the employer to fill in. This paperwork covers you with insurance when on you are on work experience.
7. Return the paperwork to the Careers Adviser **BEFORE** you attend work experience.
8. Contact the employer the week before and remind them you are coming.
9. Send a letter to the employer thanking them for taking you for work experience.

