# shutterstock_233171827Work Experience & Industry Placement

# Guidance

# Obtaining a work experience placement is a fantastic opportunity for you to really experience working in your chosen industry. Some work experience placements might even give you the opportunity to take on some really interesting and challenging responsibilities. It might not be exciting all the time but if you show willing to do the more menial tasks then more interesting ones will be entrusted to you! Your employer will be an excellent person to obtain a reference from so do yourself proud - you are not only representing yourself but also Cornwall College.

* **Gain extra knowledge that you can apply to your course. By completing a period of work experience you gain firsthand knowledge of what actually working in the industry is like and get the advantage of learning about new initiatives within the industry or sector**
* **You will not only learn skills related to your course but you will also gain transferrable skills such as customer service, working as a team, using your initiative and following instructions as well as enhancing your personal qualities such as reliability, friendliness and good time keeping.**
* **If you haven’t got a clue what career you want to do, work experience is a perfect way to sample all the career options out there. It’s a way of exploring different jobs without actually committing to anything. It’s the best way to get a real sense of your chosen industry. You’ll get to speak to employees and ask them questions. You won’t know what it’s like until you get closer to the action.**
* **Research shows that employers favour candidates that have taken part in work experience, it shows passion and interest. Evidence that you have done work experience shows the employer that you are motivated to get into a chosen career and that you’ve done your homework.**
* **Work experience can be an excellent entry to the world of networking and of course looks great on your CV!**





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| STEPS/Checklist | COMPLETED |
| **DBS Form** (needed for work experience where you will be working with children or vulnerable adults) The following must be done **at least 4 weeks before** your placement is due to start   * Complete form following guidance given, provide 3 pieces of evidence and bring in both to the IPWECs * Bring in the certificate to IPWECs once received in the post as it must be seen by the college before you can start your placement . |  |
| **College Paperwork** (Your IPWECs will provide you with the following 3 documents)   * Work Placement Notification Form carefully completed with all the required information. * Health & Safety Disclaimer form * Consent Form ( under 18s need a parent’s signature, over 18s can sign)   **These must be handed into the IPWECs so they can contact the employer** to complete our paperwork and obtain their signed agreement to have you on placement  **A new Work Place Notification form must be completed for each new experience.**  **NB You CANNOT start work experience until your IPWEC informs you that everything is in order** |  |
| **Email from IPWECs**  Once everything is in place for you to start your IPWEC will email you to let you know.  **Make sure you have given them a way of contacting you!** |  |
| **Work Experience Student Handbook**  Your Tutor or IPWEC will give you this to complete on Work Experience. |  |
| **Attendance Record Sheet including Be Safe Worksheet (In Handbook)**  This is really important – make sure you officially record your hours and get it signed by the employer. The IPWECs then contact the employer for feedback. |  |
| It’s important to maintain a good working relationship with your employer and advise them if you are going to be off work for any reason. | |

# Find a Work Placement

You may have contacts through family or friends which is great and would obviously save a lot of effort. However finding a placement for yourself is a useful skill. You should have a good idea of businesses in your area but search online to research all possibilities.

# How to contact an employer

**Go in and ask – Telephone – Email – Write**

Spend time research organisations on the internet before you apply.

Addressing your application to a named person will show that you've put in some effort and aren't just blanket emailing lots of companies and a quick phone call will give you a name.

Once you have a contact, you should email your up-to-date CV and a cover letter. Use the body of the email to briefly introduce yourself, explain what experience you want and describe what you have attached, before politely signing off thanking them for their time.

**NB it is important to explain to the Employer that someone from the college will contact them to set up the work experience officially.**

# What to write in your cover letter

First briefly introduce yourself; who you are and what you're studying. Be clear about the type of experience you're looking for, but show your willingness to be flexible.

In the next paragraph you should explain your interest in the company and say how this relates to your career aspirations. Then give some background information about yourself including your interests, skills, qualifications and other work experience or relevant training, and relate this to the work experience requested.

Show them that even in a brief work experience opportunity you have something to offer them, in both the shorter and longer term. Include any additional information about your availability to work and how to contact you.

Always use a professional tone and double check for spelling and grammar mistakes. Close your message positively and politely, reiterating your interest, willingness to provide more information and your hope to hear from them soon.

There is a template letter on the next page but make sure you amend where necessary and are happy with what you have written.

Your address>

>address>

<address>

<Postcode>

<email>

<phone>

<Date>

Dear <Name of Employer>or Sir/Madam

**RE: Work Experience**

I am writing to enquire whether your business would be prepared to offer me a work experience placement.

I am studying <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> at Cornwall College,< \_\_\_\_\_\_\_\_\_>. Whilst studying this course at college I have learned/am learning <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_>

Part of my qualification involves undertaking work experience and I am required to fulfil <no. of hours/days> per week.

I am a hard working person and am keen to learn and experience what it is like to work in the <\_\_\_\_\_\_\_\_> industry. I am conscientious and reliable with an excellent attendance record at college.

Should you be willing to offer me this opportunity the college Work Experience Co-ordinator will contact you to organise it all and explain further about work experience.

Thank you for taking the time to consider this application for work experience and I will be in touch soon to follow up this letter.

Yours sincerely/faithfully

**<Your Name>**