

A simple approach to securing a work placement

Where would like to go? Somewhere fun? Somewhere interesting? A particular type of workplace? Somewhere you know? Something adventurous? Remember that **all experiences** have the power to help. It doesn't have to be a job you know you want to do in the future.



Create a list of possibles. Ask your family for opportunities and support. Talk to family friends. Use the EBP Database for inspiration (See the How to Guide) Explore local companies on foot or on google. Remember you can create a positive experience **anywhere** and you may need a plan B or even a plan C!



Approach employers. Use e-mails, letters or direct introductions. Check the examples in the 'how to find a placement' guide. Introduce yourself and ask them if they will host you for the four days.



If they agree, give them the form. Have your parent/carer check it over and follow the checklist before returning the own placement form to careers by **Monday 4th November**. Visit the careers library at break times so we can give you any support you need.