



How to find a placement



A more detailed guide for students & supporting parents/carers

LOOK AROUND YOU

Many placements are sourced through family and family contacts. This can be a great place to start. Consider any clubs, groups or societies that you attend for the same reason. There could be a fantastic opportunity right on your doorstep.

USING THE EBP DATABASE – A good resource to find work placement friendly employers

As part of our link with EBP all students have access to a database detailing local employers who have offered placements in the last few years. Companies can then be approached directly with the knowledge that they are work experience friendly.

Link to the EBP Database – <https://ebp-south.learnaboutwork.net/index.asp>

TO USE: Select Durrington from the list – Enter your first and last name (with a space) – Use your specially assigned PIN to login – Students can find out their PIN from their Form Tutor, by visiting careers or by emailing careers@durring.com

Tip – Once logged in - Choose Search at the top – Then at the bottom put either WORTHING in Town or 01903 in TEL area code – PRESS SUBMIT – Then choose All Categories or choose a category – If you find something you like you can approach them Visit Careers if you are having difficulty logging in – Or e-mail careers@durring.com

IF YOU KNOW WHAT YOU WANT TO DO

Perhaps you have always wanted to work in a certain shop or see what a law office is like. You can approach those places straight away either via family contacts or directly. Use Google or the EBP database (See above) to explore the employers around you.

IF YOU DON'T KNOW WHAT YOU WANT TO DO YET

Start by considering what you enjoy both in and out of school.

- Maybe you don't have an interest in retail, but you really like fashion or video games making a certain shop an option
- Maybe you like the idea of healthcare in the future so a community job such as a care home could be a good fit
- Maybe you want to find out what a general office environment is like as you want to work in accounting
- Working with family can be a great idea. Time to find out what they do and how they might help you!

Examples of some ways to think about what you could look for...

I like	Workplace Example
Animals	Vet, Animal Charity, Pet Shop
Sport / P.E	Leisure Centre, Football Club, Gym, College Sports Department
Creativity / Art	Music Studio, Music Venue, TV Studio, Arts Centre, Architects, Graphic Designers, Games Studio
Helping People	Care Home, Tourist Attraction (Customer Services), Retail Shop, Cafe
Computers	Web Developer, IT Support Firm, Games Studio,
Practical Stuff	Building Firm, Warehouse, Gardening Firm, Car Garage

USING XELLO

You can use the school careers platform Xello to explore job ideas and industries. This might help explore ideas which could help inspire opportunities. Xello can be accessed from the top of the school website or via [this link](#).



Approaching Employers



How to find company contact names / E-mail addresses

- Check the 'contact us' sections of company websites
- Use Google. On a company website look for the *contact us* or the *careers* section.
- Call them (Or ask a family member to help) and ask who you should send an email/letter to. You could also ask them directly if they would be able to offer you a placement.

If you know the person you're asking

In this case you may simply be able to give them the **OWN PLACEMENT FORM** so they can complete and hand back to you.

If you are approaching an employer directly who you do not know

You should first introduce yourself and ask if they could offer you a work placement. This will often be via an e-mail or letter. In some cases, you could go and see them in person for example a shop or local business. However, if you do this, consider taking a letter of introduction with you as the right person may not be available. The letter can then get passed on. Please check with parents / carers before approaching employers.

Some examples of what your e-mail or letter might say (Use your own words, but this gives you an idea)

To the manager,

*My name is Sarah Jones, a Year 10 student at Durrington High School. I have always loved animals and have experience of looking after both dogs and cats in my family. I am interested in animal care and have read several books on animal training with a view to considering this as a pathway in the future. I would love to get any workplace experience I can to find out more about the animal care sector. I would like to ask if you would be able to host me for work experience from **3rd – 6th February 2025**. It would be a 4-day placement. I am happy to come in and meet you beforehand if you would like. I appreciate your time and look forward to hearing back if this is possible. You can contact me via e-mail at xxxxxx or on the following number xxxxxx.*

To the recruitment manager,

*My name is Steven Palmer, and I am in Year 10 at Durrington High School. I have chosen Computer Science and Art for GCSE and I am looking for a work experience opportunity at a video games company as this is an area that I would very much like to consider after college. I have enjoyed video games for many years and would love to find out how a studio operates on a day-to-day basis. My schools work experience week is **3rd – 6th February 2025** which would be 4 days in total. If you were able to host me on those days, I would love to come and learn. Much of my learning may be observing but I have experience of Python and Java as coding languages and would love to take on work that you might be able to challenge me with! Thank you for taking the time to read this. You can contact me via e-mail at xxxxxx or on the following number xxxxxx.*

Tip: Always try and say a bit about you and why you have chosen to ask them.

Tip: If you don't hear back don't worry. You can follow up but not every request will be successful. You may need to try a few different options before you get offered a place. Ask parents and carers for support if you get stuck.

What to do when an employer agrees to host you

Use the orange checklist in this pack and follow the steps to submit your placement to school. The key part of this is submitting a completed own placement form to school. Additional forms can be obtained from careers.

Please email careers@durring.com during school time with any help needed