

ENQUIRING ABOUT WORK EXPERIENCE:

When asking employers about possible Work Experience, making an initial telephone call is the best way to go about it, as you'll get an immediate yes, no, or maybe – rather than waiting for an email response.

Before you call, please consider the following:

Prepare:

- Look at the company website or social media pages, to learn a bit about the company before starting.
- Make sure you're able to travel there before approaching the organisation.
- Know when your Work Experience days are timetabled, and the number of hours you need to complete.

Introduction:

- Hello – my name is.....and I'm a student at Plumpton College
- Please could I speak withabout possible work experience. (If you know the name of who you need to speak to, ask for them directly)

Continuing the conversation:

I'm studying at Plumpton College. I'm timetabled to allow me to do a Work Placement to complement my course and:

- would love the opportunity to gain experience with your organisation.
OR
- Understand that our Work Experience Team has already spoken with you about the possibility of me doing a placement with you so that I can gain some practical experience.
OR
- Please would it be possible to arrange a convenient time to meet up to talk about this in more detail?

Make sure you've thought about questions you might be asked if the conversation continues, or you're invited for an interview:

- What appeals to you about working with us?
- Do you have any relevant experience?
- What do you think you could bring to us?
- Situations where something has gone well, or not well, for you and why?
- Where do you think you see yourself going in the future?

If you're not able to speak to the correct person:

- Ask for their email address to make initial contact
- Ask when is a more appropriate time to call back

Following up:

- You may well have to make further calls to confirm arrangements or follow up emails. Employers are busy, and your work experience may not be their first priority so they may not always come back to you. Keeping in touch will help show you're enthusiastic.
- Should a placement be agreed, make employers aware that the college will be in touch with them to arrange a health and safety check, **before you start placement.**

Say thank you:

- Whatever the outcome of any telephone call that you make, please thank the person you speak with for their time.