

## PROCEDURE : 6<sup>TH</sup> FORM WORK EXPERIENCE

1. Investigate placements on The Placement Service database on [www.learnaboutwork.net/dorset/](http://www.learnaboutwork.net/dorset/) Access to the database can be gained by using the pin number allocated to you. Mrs Ware, in the school office [mornings only], can help you [time permitting], to find a good match for your needs.
2. Telephone the employer, introduce yourself and explain your interest in work shadowing him/her, ask about availability for the placement week, and what you would be doing.
3. **Fill in a Work Experience Selection form and pass to Mr Thomas.**
4. **When your selection is approved then** [When Mrs Ware forwards the Agreement Forms via your register] **you should :**
  - i] Fill in a Curriculum Vitae for Work Experience Form
  - ii] Write a letter of application to the employer enclosing your CV, school letter of introduction and the employer agreement. This blue agreement will be put in your register.
  - iii] Ask your parents to sign the green student/parent agreement, sign it yourself and return to Mrs Ware.
5. If the employer is unable to accommodate you, look on the database again and repeat the process!
6. **If there is no suitable placement on the database** then you can look for your own. Discussion with Mr Thomas is advisable at this stage. We recommend you telephone the company initially to establish whether they can take you for the period. At this stage you must confirm also that they hold Employer Liability Insurance. This route takes time and must be done at an early stage – you can expect considerable and unavoidable delays in the process.
7. Send a written application, asking the employer for a written reply, including:
  - i] a Curriculum Vitae for Work Experience Form, and
  - ii] a Letter of Introduction from school [from 6<sup>th</sup> Form Office or Mrs Ware].
8. When you are accepted, fill in the school Selection Form, completing Section B and we will arrange for Placement Service to check that the placement is covered by insurance etc.
9. When cleared, a blue Employer agreement and reply envelope will be sent off. You will also be given a green Student/Parent Agreement form to be signed by you and your parents which must returned to Mrs Ware before your placement.
10. Nearer work experience date check up on any special arrangements, ie clothing, hours of work, lunch arrangements, how to get to your Placement [how long it takes, bus times etc].

**All forms are available from the 6<sup>th</sup> form Office  
or Mrs Ware in the School Office**