

## Finding your Placement

Finding your own placement has proven to be the most rewarding experience as it is something that you have thought about and is in an area that interests you, which means you will get a great deal more from the experience. When you find a placement, there are a few details that both you and the employer need to be aware of:

- The company must have Employer Liability Insurance (to protect your safety on your placement) **and** Public Liability Insurance – **without both in place your placement cannot be approved.**
- The working environment in terms of health and safety must meet regulation standards. There may be a requirement for a Disclosure and Baring Service check (DBS) to be carried out on the employer if you are to work with the employer on a 'one to one' basis. I would suggest you mention this to the employer at an early stage in the planning.
- Check travel arrangements. You will need to make your own way there and back.

In some instances, students wish to go on work experience out of the Devon area. Please be aware that costs may increase for out of area placement checks and you must contact Mrs Yeomans in advance for confirmation of any additional costs.

Please refer to the Careers section on the School website for two very useful guides about work experience – one for Parents and one for Students:

<http://www.heles.plymouth.sch.uk/wp-content/uploads/2017/06/Work-Experience-Parent-Information.pdf>

<http://www.heles.plymouth.sch.uk/wp-content/uploads/2017/06/Work-Experience-Student-Information.pdf>

When you find a placement or employer within a sector that interests you, contact the employer as soon as possible. Possible ways of making contact are either:

- By **telephone/email** asking about the possibility of work experience.
- **Visiting** the placement in person and asking about carrying out a placement there.

If you do not hear back from an employer within a week, try and contact them again to ensure they are considering your request but please **DO NOT WAIT TOO LONG FOR A RESPONSE**. You may need to proceed with finding an alternative placement. Regardless of how you choose to contact the employer, remember that first impressions are lasting. Be polite, respectful and enthusiastic from the outset. Remember, you are selling yourself and representing Hele's School.

If you are unsure about how to start looking for a placement, or would like advice on how to contact them, please see Mrs Yeomans in the Careers office, which is upstairs in the Library. You can come along before and after school, or during break times.

Please don't leave looking for a placement to the last minute. As well as Hele's School, other secondary schools across the city will be having their work experience week at the same time, so by securing your placement early gives you the best chance of having a really fulfilling week.