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**PAIGNTON ACADEMY - CAREERS DEPARTMENT**

***HOW TO ASK FOR A WORK EXPERIENCE PLACEMENT***

**Contact your placement and speak to your prospective employer:**

Introduce yourself and the school you are from, explain why you are calling:

1. Hello my name is John French and I attend Paignton Community and Sports Academy I am ringing regarding the possibility of a Work Experience placement. I am currently in year 11 and am very interested in a career in Childcare. I would prefer to work with younger children rather than teenagers. I am doing well with my GCSEs and feel that a work placement would help me to decide on what I do after them.
2. Would you be able to offer a placement? The date I am looking for is the 9th -13th December.
3. If they say yes you will need to find out the name of the person you have spoken to and their job title. Bring in this information to the careers office.
4. Use the call/visit to answer any questions that you may have e.g. eating arrangements/ dress code/ name of supervisor/ expected hours of work etc.
5. Thank them for their time and if they have agreed to take you at the placement let them know that you are looking forward to it.

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