

Loughborough
COLLEGE est. 1909

JOBSHOP



WORK EXPERIENCE GUIDANCE FOR STUDENTS

FINDING YOUR OWN WORK EXPERIENCE

Here are some top tips for sourcing your own work experience:

STEP 1

Research

Consider where you would like to work, what skills you would like to use and what would be relevant to your studies.

- Ask parents, family, friends, tutors and other staff for contacts
- Search online, local business directories and newspapers
- Check transport options for where you can get to
- Keep a tracker of your research
- Keep the college updated with your progress

STEP 2

Communication

Prepare your key information:

- What course you are studying
- Your availability
- Why you are interested in completing work experience at that business
- Use email template on back page of this guide
- **Thank** the organisation for their time

STEP 3

Process

- Inform your tutor and complete the microsoft form located on **LearnZone** or Teams message the account manager for your area
- An account manager will send out the relevant health and safety checks, and inform you of this
- Once health and safety checks are back, the account manager will make you aware and ask you for a start date
- A confirmation email with a Work Placement Attendance Sheet attached will be sent to you on your college email
- **Hours can only be counted after health and safety checks have been approved.**

STEP 4

On placement

Track your hours on your ILP and on a paper attendance record. This is available on Learnzone and it is emailed to you once a placement is confirmed.

Please ensure this is signed by the employer as evidence for your placement.

Who to Contact?

Ria Foster

Sport
HE Sport
Business
Elite Sport

Ellie Clarke

Travel and Toursim
Hair and Beauty
Hospitality
Electrical

Joanna Knight

Engineering Motor
Vehicle

Sue Deacon

Health and Social
Childcare

For further information please contact: thejobshop@loucoll.ac.uk

Approaching new people can be daunting but if you are well prepared, you will feel more confident.

DON'T

- **DON'T Go it alone.**
If you are struggling we can help!

This is a new challenge and your family, teachers, careers service and friends want to support you. Get another pair of eyes to check your email before you send it, get comments on your CV and practise a phone call so you feel familiar with what you want to say.

- **DON'T Hesitate** to ask for help at every stage of the process if you need it.
- **DON'T take it personally**
Remember that it is a completely normal part of life to get knocked back and there are many reasons why employers can't accept a work placement student which have nothing to do with you –

All of this is great practice for your future in the world of work.

DO

- **DO E-mail: thejobshop@loucoll.ac.uk** or pop into the Jobshop (opposite the box office) to have a chat with the work placement team
- **DO Prepare!** In the first conversation, give them the key information that they'll need to decide. If they haven't had a placement student before, they might have some questions. You may even need to convince them that hosting a placement is worth doing.
- **DO Consult our team by email: thejobshop@loucoll.ac.uk** if any questions are too tricky. Your potential placement might want to contact us to ask some further questions.

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Here is an example e-mail you could send to an employer you are interested in:

Dear *(insert name)*,

My name is *XX*. I am currently studying *(insert relevant qualification and subject)* at Loughborough College.

I am seeking 40 hours of work experience to enhance my skills alongside my studies. I have been researching local organisations in *(insert your industry)* and I was really impressed with what I have found about *(insert name of organisation)*. I particularly like *(insert 1 or 2 things you have found in your research that stood out for you such as: new projects, reputation in the industry, reviews from staff members, mission or company values)* and would like to learn more about them.

I would like to bring my *(energy, hunger to learn and fresh perspective – what else can you bring? Make this original!)* to work in your organisation and ask you to consider taking me for work experience, most likely during *(insert term and/or dates)*. Please let me know if you would like to arrange a call or meeting to discuss.

I look forward to hearing from you.

Kind Regards,

(insert your name)



Then what?

The conversation will **end in three ways**: NO, YES or I NEED TO THINK ABOUT IT.

If it's a NO, thank them for their time, go back to your list and see which other organisations you'd like to try next.

If it's a YES, thank them for the offer and tell them the college will be in contact. You will then need let the team know the details via a form on Learnzone.

If it's an "I NEED TO THINK ABOUT IT", ask them if they have any further questions, when you should get back in touch and whether they would like you to put them in touch with your work placement coordinator. Follow up the phone call or meeting with an email if you can.