



Work Experience

Over the summer, spend time researching potential work experience and then approach employers to secure an opportunity. Please record below three companies that you have contacted and explain the opportunity, outcome and follow up actions. Bring this form, fully completed, with you to College at the start of term.

Please consider whether this is a company you would like to work for, whether the work experience is relevant to the course you are enrolling on, how you will travel there and back, and if they can accommodate you for all or part of your work experience.

Student Name:

Course:

Student no:

Hrs/Days required:

Company Name 1:

Address:

Company Overview:

Opportunity:

Contact Name:

Position:

Phone:

Email:

Contact Date:

Agreement Reached? Y/N

Follow up Action

Company Name 2:

Address:

Company Overview:

Opportunity:

Contact Name:

Position:

Phone:

Email:

Contact Date:

Agreement Reached? Y/N

Follow up Action

Company Name 3:

Address:

Company Overview:

Opportunity:

Contact Name:

Position:

Phone:

Email:

Contact Date:

Agreement Reached? Y/N

Follow up Action

Once you have secured your placement, you will need to [download the Connect app](#) and record the details. A member of the Work Experience team will support you with this.

A risk assessment will be carried out prior to you starting at the organisation. Please remember you are representing yourself and Cheshire College – South & West, please check in with your Personal Development Tutor (PDT), to make sure you are "work-ready".



Cheshire College
South & West

Finding your own industry placement

This will be great experience to get you ready for the world of work and will also show employers your **initiative, enthusiasm, motivation and maturity!**

The best place to start is with some research:



Think about what you will learn on your course and research suitable companies/businesses.



How will you get there? Check travel connections.



Think about what skills you want to develop and what companies can enable you to do that.



Research the reputation of companies. Are they known as a good place to work?



Check with your course lecturers the number of placement hours you need to complete for your study programme.

Ask for help:



Finding your own industry placement can be a daunting experience but it is also a really rewarding one. Remember that you don't have to do it alone! Ask for help and advice from family, parents, guardians, friends. Get in touch with the Careers and Work Experience teams at the College.

Be prepared:



If you are well prepared you will feel more confident making contact with employers.



Jot down your reasons for wanting to work with the employer and how it will help you on your course.



Let them know who you are and what you are studying.



Update your CV.



No one will expect you to know everything about the industry or employer, but it will be helpful to research the employer's website, news articles and social media to show you are up-to-date with their latest activities and interested.

If you're on a T Level course:



Scan for more guidance on finding your own industry placement.



Scan for help on preparing for your industry placement.

