

# WORK EXPERIENCE PLACEMENT STUDENT SUPPORT SHEET

## MAKING CONTACT WITH AND VISITING THE WORKPLACE

### CONTACTING POTENTIAL EMPLOYERS

Once you have decided on the type of work experience you are interested in and have completed your list of choices you are ready to contact potential employers. It is a good idea to think about how you will contact employers and what you will say to them before making contact.

**Please note – For Latrobe City, Latrobe Regional Hospital and Loy Yang Power Station you need to register your name with the Careers staff. You must not call these employers directly. You will need to complete an application by 30<sup>th</sup> August 2019.**

### METHODS OF CONTACTING EMPLOYERS:

Cold calling, a phone call or through friends or family contacts.

### PRACTICE WHAT YOU ARE GOING TO SAY BEFORE YOU CONTACT A POTENTIAL EMPLOYER

(Make sure you have a pen and paper next to the phone)

**1. Ask to speak to the owner or manager of the place of employment contacted. Introduce yourself.**

"My name is .....

I am a Year 10 student at Lowanna College."

**2. Explain the purpose of the telephone call or workplace visit.**

"As part of my Year 10 Humanities Work Education, I am required to do work experience placement for 5 days from 21<sup>st</sup> October to 25<sup>th</sup> October 2019.

**3. Explain why you would like work placement with this employer**

"I am interested in..... because..... and I hope that you will consider having me as a work experience student."

**4. Response from employer**

If the response to your request is positive, your potential employer will probably have some questions about the work experience arrangements.

If the employer is not interested or cannot offer you a work placement, politely thank them for their time (Steps 5 to 7 are not required)."

**5. Provide details about what the school requires for work experience**

"I am required to do 5 days of work experience from Monday 21<sup>st</sup> October - Friday 25<sup>th</sup> October."

Advise that this week you will have no timetabled classes, school will cover your workplace insurance and that payment is \$5.00 per day unless a not for profit organisation.

**6. While speaking to the employer organise to meet them**

Ask if you can visit the workplace to meet the owner or manager. Find out what time after school hours is suitable. Advise them you will have paperwork for them to sign.

**7. Thank the employer**

Thank the employer for considering you and say that you are looking forward to meeting them if you have made telephone contact.

**OR**

Thank the employer for their time and say that you are looking forward to hearing from them if you have visited them.