

# **A Step by Step Guide**

## **How to make a phone call to ask for a Work Experience Placement**

There are advantages to making a phone call to a company to ask about work experience

One main advantage is that when you make that phone call, you are often redirected to the Work Experience Coordinator and you can then organise your work experience placement straightaway.

Here is a step by step guide to help you with calling an employer.

### **Step 1: Introduce yourself**

It is best to introduce yourself first.

- Start with a polite greeting ie good morning or good afternoon
- State your full name (first name and surname)
- State which school you are from (Winchmore School)
- State that you are looking for a work experience opportunity

Now the employer knows who you are, where you are from and why you are calling.

### **Step 2: State why you are calling**

Now it's time to explain why you are calling in more detail. Keep it simple and clear.

- State why you are contacting that particular company. Is it a sector or an area of work that interests you?
- Ask if they have any placements available
- Give the company the dates when you need a work experience placement.
- State if you are in Year 10 or Year 12

Now the employer knows what you are trying to achieve and why

### **Step 3: Additional information you may need to provide**

You may be asked some additional questions. It is useful to have the following information ready

- Your school email address.  
**Do not give your personal email address.** You must only use your school email address
- If the employer asks for a contact number please give your parent/carers number (please check with them first that they are happy for you to do this)

### **Step 4 Further steps- redirected to a new contact**

If you are redirected:

- You will need to introduce and explain yourself again
- Make a note of whom you are talking to and their job title

### **Step 5 Questions you may be asked by the employer**

You may also be asked additional questions such as

- What are you currently studying
- What are your interests
- Why do you want to work for the company
- Why do you want to work in that sector
- If you are in Year 12 and applying to a school, you may be asked if you have a Disclosure and Barring Service document (DBS ). If this is requested by the employer please speak to the Work Experience Coordinator at Winchmore School to see if this can be arranged.

### **Step 6 - Required Unifrog details**

The school uses the online platform Unifrog to support its work experience programme..

If you are successful in securing a placement please advise the company that we use the Unifrog platform to process our placements. Employers will receive an email from

Unifrog with an Employers Form to complete. **Employers must have Employers Liability Insurance otherwise the placement will not be approved by the school.**

Make sure you know the following so you can complete your part of the Unifrog Form

- The company name
- The company address
- The company phone number
- The name of the person organising your work experience in the company
- Their email address