



# WORK PLACEMENT GUIDE

01

**DYW**

**EDINBURGH, MIDLOTHIAN  
& EAST LOTHIAN**  
Developing the  
Young Workforce

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Websites and videos to check out that will help you with your work placement journey

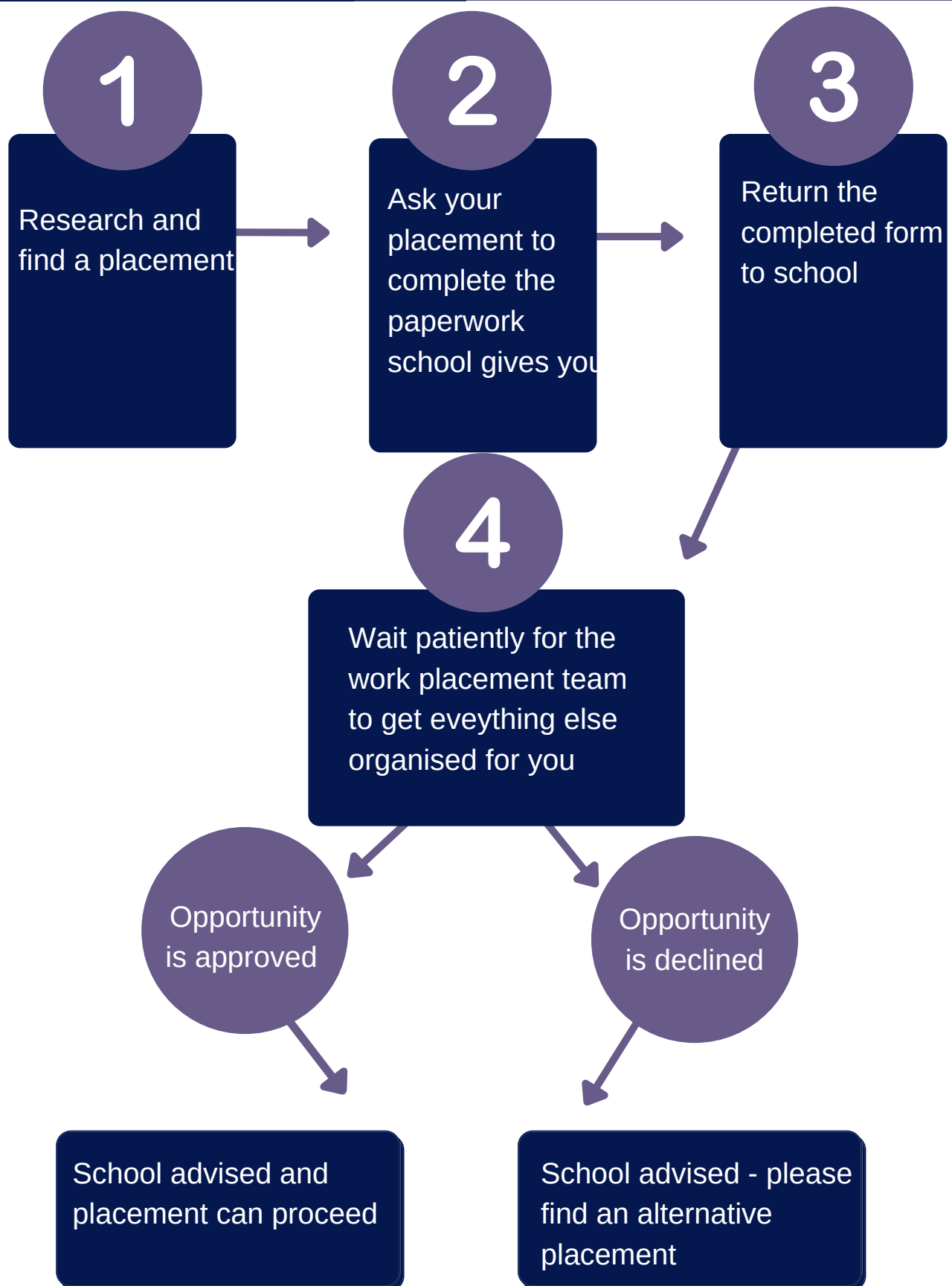






# BEFORE WORK PLACEMENT

# SELF FOUND PROCESS





# TOP TIPS FOR FINDING A PLACEMENT

1.

Consider what kind of industry you want your placement to be in.

2.

Ask friends and family if they can help - do they know anywhere that you could contact?

3.

Do your research. Use Google to find out what organisations offer placements.

4.

Make an appointment to speak with your guidance teacher to discuss your options.

5.

Contact several organisations - it's always good to have a back up!

6.

Don't give up! You might not get your first placement but keep looking - you will find one eventually.



# EMAILING A WORK PLACEMENT



When sending an initial e-mail it is important to include all the key information and questions you may have. At this point you are exploring the possibility of the company/organisation being able to accommodate your request.

Before sending an e-mail it is a good idea to check your e-mail address is appropriate e.g.

fortnitefanatic@gmail.com ✗

carlybabyxox@hotmail.com ✗

john.smith@gmail.com ✓

carly\_lewis@hotmail.com ✓

A screenshot of a Microsoft Word document titled "School Work Placement Request - w/b 08/06/2020 - Message (HTML)". The ribbon shows the "Message" tab selected. The document content is as follows:

Dear Sir/Madam,

My name is John Smith and I am currently an S4 pupil at NAME High School in Edinburgh.

I am hoping to secure a work placement with your company on the following dates: DATE- DATE

I am keen to explore a career in accountancy therefore, if possible, could I be placed within this department?

Please let me know if thid is something you are able to offer. I can be contacted by email: john.smith@gmail.com or via my mobile: 076543211 23.

I look forward to hearing from you.

Kind Regards,  
John Smith

# CONTACTING A WORK PLACEMENT

You might be required to contact the companies/organisations you are keen to pursue a work placement with. This can be daunting at first – but it is a key skill that almost all work places will expect you to be able to have.

## **How to: Contacting a work placement**

- 1) Prepare what you want to say
- 2) Know who you are contacting
- 3) Make notes/ structure your conversation
- 4) Introduce yourself
- 5) Explain the reason for your call
- 6) Provide contact information
- 7) Thank them for their time



You may find it useful to practice with a family member/friend/teacher.





# DURING WORK PLACEMENT



# Work Placement Do's and Dont's

## Do's

[CLICK HERE for  
more advice!](#)

- Be on time- in the morning/after breaks/after lunch
- Plan your route and how you are going to travel there.
- Be prepared- pack your bag the night before
- Dress appropriately- ask the employer before you start if there is anything in particular you need to wear/bring.
- Be friendly and be polite- smile and say hello to other employees
- Ask questions! Make the most of the people around you
- Use appropriate language (no swearing) and behave responsibly. Remember- you are now in a work place.
- Pay attention in meetings or when listening to instructions
- Follow all rules and instruction given to you, especially health and safety
- Research the company beforehand- this will make it easier to ask relevant questions and it will help you make a good impression.

## Dont's

- Waste this opportunity! Make the most of every conversation and every task you are given to do
- Behave inappropriately. Remember- the employer can give you a reference, which can help you get a permanent job in the near future
- Spend your time on your phone, unless absolutely necessary. This can give a bad impression.
- Worry! It is perfectly normal to feel anxious about your placement- your employer will understand. Try to relax, and enjoy it!



# AFTER WORK PLACEMENT



# WHAT TO DO AFTER A WORK PLACEMENT

## After a work experience pupils should:

- Say thank you, discuss what you learned during your time there and thank them for the opportunity – you never know how this role might help you in your future career.
- Ask your employer for feedback on your time with them. Don't forget to ask them for a reference when you leave.
- Add your work experience to your CV. During your placement keep a note of the work you do, the skills you learned and the strengths you used.

## What can I get out of my placement?

- **You will** be able to identify skills you have learned at school and how they relate to the world of work
- **You will** be able to apply the skills you have learned at school during your work placement
- **You will** be able to demonstrate the skills, attributes and behaviours needed to sustain and progress your career
- **You will** understand the rights and responsibilities placed on employers and employees and how these relate to creating a positive, productive, and sustainable work environment
- **You will** be able to create a CV that highlights the skills you have and how you have demonstrated these in a work environment



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# **ADDITIONAL RESOURCES**

Check out these  
handy websites!

[CLICK HERE for info  
on work experience](#)

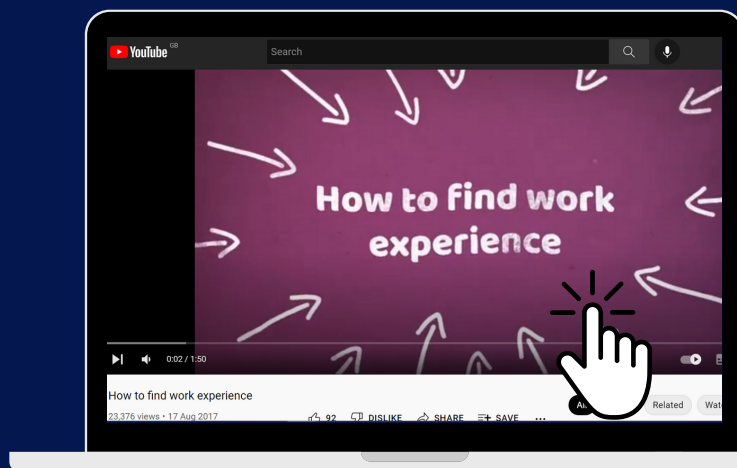
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as a parent  
supporting a young  
person with work  
placements](#)

[CLICK HERE for info  
on getting a head  
start with work  
placements](#)

[CLICK HERE for info  
on finding work  
experience](#)

[CLICK HERE for info  
on CVs and  
applications](#)







# GOT A QUESTION?

Speak with your Guidance teacher, reach out to JET:

[DYW@edinburgh.gov.uk](mailto:DYW@edinburgh.gov.uk)

Or speak with your DYW School Coordinator

# DYW

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