



How to secure a placement

Finding your own work placement is an important part of the work experience process. It means you have more choice and control over where you go, which will make the placement more successful! It can help you decide on your options for after Year 11 and will give you the opportunity to develop and show evidence of key skills such as self-confidence, communication, independence and a variety of others, depending on what kind of placement you do.

First things first

- Make a list of the top 10 placements/jobs you would like to work in
- Imagine the kinds of things you might do on your placement
- Try to be realistic
- Remember that you won't be given a lot of responsibility
- Ask yourself if the placement is realistic for someone your age
- Expect to do some repetitive and easy tasks.

Start your search

Now you've got a list of the type of placements you want, it's time to find one! Remember that you won't be the only student looking for a work placement so you need to act fast! Here are some ideas on how to find companies and organisations that you can ask for a work experience placement with:

- If someone in your family works somewhere interesting, you can ask them if they'll contact their human resources department for you to find out if they offer work placements.
- Ask neighbours and family friends if their work would consider you for a placement.
- If you already know of an organisation that interests you, do a web search for their contact details and contact them.
- Find employers in your local area by searching on Google.

- Use social media to find companies.
- Think of companies you pass in everyday life; many students think of shops and local hairdressers as good placements which means many of you could be trying to get a placement at the same place, so think of some different companies too.
- Be willing to travel out of Morecambe, Lancaster is only a bus journey away and has lots of opportunities.

Get in touch

Once you have a list of companies, the next step is to contact them, you can:

1. Call in and speak to them
2. Email them (template attached)
3. Phone them (see below)

Try and do this yourself, remember its your work experience not your parents!

Make the call

Lots of young people find it a bit scary to call an employer. Even some adults get nervous phoning companies. The more you do it, the easier it will be – you'll soon wonder what you were worried about. Here are some tips that might help:

- Think about what you want to say before you make the call
- Write it down on a piece of paper and keep it in front of you
- Have a pen and paper ready to take down any names or notes
- Take a deep breath and relax before dialling the number
- Always be polite and try to speak clearly
- Start by introducing yourself – give your name, your school/college and explain that you're looking for work experience, don't forget the dates! 3rd -7th July
- Be prepared to explain why you're interested in a placement with that employer
- Don't be discouraged by employers saying no – it's nothing personal
- Keep trying other employers and don't give up

If you are really nervous, Mrs Louth will do a practice call with you - practice makes perfect! 😊

Popular placements

Lots of our students go back to their old primary school, if this is something you would like to do I would advise getting in touch with them asap. Other companies/employer our students go to are;

- Morecambe Bay Academy departments
- Morecambe Road School
- Asda/Sainsburys/Tesco/Booths/Marks & Spencer's
- Boots/Superdrug
- Charity shops
- Local hairdresser/beauty salons
- Morecambe Football Club
- Lancaster City Council
- Lancaster and Morecambe college (Animal Care/Public services/sport/Catering/Reception/Business/marketing)
- Local Care Homes (The Sands, Bare Hall, Mayfair)
- Nurseries
- The Midland Hotel/The Morecambe Hotel
- Jump Rush
- Soul Bowl
- B&M
- Cinema
- Heysham Power Station
- HestBank Kennels
- Animal Care Lancaster
- Morecambe Town Hall (Environmental)
- Parkdean Resorts Morecambe
- Lancaster University
- Any builders/contractors
- Mechanics
- Estate agents
- Salt Ayre
- Uniform & Leisure wear
- The factory shop
- Lancaster Brewery
- The bridal shop
- Hotfoot design (Graphic design)
- Two stories (Graphic/web design)
- Williamsons Park
- Lancaster Library/Museums

Example email

Dear [Sir/Madam] [or name],

I am a Year 10 student at Morecambe Bay Academy

I'd like to enquire about a potential work experience placement at [their company name], from 3rd -7th July 2023

I'm keen on gaining some work experience in [sector their business is in], because [reasoning for pursuing a placement with this specific company and field].

I'm a [relevant skills and attributes] young person, which can be shown in my [real-life examples that demonstrate your skills].

In my spare time, I like to [list relevant hobbies and interests], and I also [have experience in/am a member of] [list any groups/clubs/other work experience].

I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours [faithfully] [or sincerely if you named them]

[Your full name]

[Your school email address]