

## Contacting the employer

Once you have chosen a job from the database, you will need to contact the employer to see if they are willing to take you for the two weeks from **Monday the 8<sup>th</sup> of July until Friday the 19<sup>th</sup> of July.** Bear in mind that they may have another student already booked for those dates. **Students in Legally Blonde must find an employer for the first week only from July 8<sup>th</sup> to 12<sup>th</sup>. Your second week will count as a professional placement as you will be involved in the musical.** Some companies will say they will only take you if you do the two full weeks and will go with a different student instead.

To prepare yourself, write down the name of the contact person that you need to ask for and make sure you have your school email address ready to give to them and the school's telephone number.

Remember the following:-

- You are representing the Studio school so be polite at all times.
- They have probably had a lot of enquiries for work experience, so you can stand out by being friendly, efficient and confident.
- They don't have to offer you a placement.
- You are asking them to do you a favour by using their time, facilities and equipment.
- Have a pen and paper ready to write down information.

### **When they answer the telephone**

Say "Good morning (if it is before 12 o'clock) or Good afternoon (after 12 o'clock) please can I speak to ....." (give the name of the contact person listed on the database.)

### **If the person who answers says they are the contact person**

Say "my name is .....and I am a student at LeAF Studio school. Please can I talk to you about the possibility of a work experience placement for either two full weeks, from Monday the 8<sup>th</sup> of July until Friday the 19<sup>th</sup> of July, or for just one of those weeks."

### **If the person who answers is not the contact person**

Ask if the contact person is in today and free at the moment for you to speak to them about a possible work experience placement this July. At this stage you may be put through to the person, so stay on the line until they answer. Or, you may be given the contact persons mobile number or an email address, so be ready with a pen and paper at this point. Make sure you take the details down carefully and read it back to the person so that you are sure it is correct.

If they say that the person you need to speak to is not in today, or is in a meeting at the moment, say "please can you tell me when would be a better time for me to call back." Make sure you write down the date and time you have been given.

If they say the person no longer works at the company, say "please can you put me through to the person who now deals with work experience placements." Write down the name of the new person. If you get their answerphone, leave a very clear message for them.

### **Possible outcomes**

If they say they will take you, say "that's great, thank you very much. My school will have some paperwork that will need to be completed, please can you tell me when would be a good time for me to bring it in to you." Write down their name, the time and date that you called and the job number and take this to reception.

## Work experience initial choices

- <http://dorset.learnaboutwork.org>
- **Click Student**
- **Click on Click here to enter a school name (if it does not appear)**
- **Scroll down and select LeAF Studio School**
- **Click on Submit**
- **Type Studio Student in the box next to Name**
- **Enter the PIN number 719**
- **Click Log In**
- **Click Search**

**Student name:.....Tutor.....**

Please have a look on the database above, where you will find hundreds of different companies who will take students during their two weeks of work experience. Please don't choose the same placements as your friends as we will only place two students at the same placement in very special circumstances. You will probably need to call a few companies until you find one with availability on the dates that you need, which are **Monday the 8<sup>th</sup> of July until Friday the 19<sup>th</sup> of July. (Or the 8<sup>th</sup> to the 12<sup>th</sup> for Legally Blonde students)**

When you get a confirmed offer of a placement, please write down the name of the person who offered you the placement and the date and time that you spoke to them. Please also add the job number, company name and job title in the space below and return it to Mrs Wain at reception, who will book the job officially for you and provide you with paperwork to take home and to take to the employer. Once all the paperwork is signed, it must be returned to Mrs Wain.

**Contact name.....Company name.....**  
**Job number.....Job title.....**  
**Date of call.....Time of call.....**

Placements in London must be made and finalised by the **15<sup>th</sup> of March 2019**.  
Placements out of the local area must be made and finalised by the **12<sup>th</sup> of April 2019**.  
Placements within the local area must be made and finalised by the **17<sup>th</sup> of May 2019**.

We hope that you enjoy your placement and that it is helpful in your future further education choices and career plans.