



My Rock and My Fortress

בס"ד

MASADA COLLEGE

**Early Learning Centre
Kindergarten to Year 12**

9-15 Link Road St Ives NSW 2075

PO Box 235 St Ives NSW 2075

Phone: (02) 9449 3744 **Fax:** (02) 9144 3722

Email: masada@masada.nsw.edu.au

www.masada.nsw.edu.au

Approaching Host Employers for Work Experience

How to source a work experience placement

Conduct some initial research by considering the following;

- Think about careers you are interested in understanding more about
 - If you are unsure, arrange to meet with the school Careers Adviser
- Identify employers for the careers you are interested in understanding more about by:
 - Checking the popular work experience placements list provided
 - Checking with your Careers Adviser about previous work experience hosts
 - Discuss potential contacts with your parents
 - Google search yellow pages

How to approach

Your approach can be by phone, email or, in some cases, in person.

The choice will depend on factors such as if you know someone at the organisation (perhaps a family member, family friend etc.) size of the organisation, the culture of the industry, and what you are comfortable with. It is generally best to aim for a discussion with the host employer about possibilities rather than asking a 'yes/no' question eg. Do you offer work experience?, particularly for an employer who you are really keen on.

- Whether you intend to email or phone, make an initial call to find out whom you should direct your enquiry to.
- If emailing, indicate that you will be contacting later by phone (in a few days perhaps) to talk further. An email approach alone is rarely enough.
- If phoning, give the option of making a more convenient time to talk.



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What to say?

It is important to think about what you are going to say and the best way to say it before you make contact.

Phone contact:

Though you can't prepare the whole conversation, here are some ways in which you can be prepared:

- Prepare and practise your introduction (clear, brief and engaging)
- Think about a connection to the employer that you can use in your introduction e.g. you've read about them, you/your parents know someone that works there, you have read an article by / about the organisation, or your Careers Adviser/Teacher has suggested you contact them.
- In particular, be prepared to talk about why you have contacted the organisation and what you have to offer.
- Think through how you will handle any resistance ('we have nothing available'; you need to speak to our HR Department'; 'I don't have time to talk')

Example of a phone introduction:

Hello. My name is....., I am a Year 10 student at Masada College and I have been given your details by.../I read about you in...../my Careers Adviser suggested I contact you.

I'm very interested in pursuing a career in and looking for opportunities to learn about... (ie. specific things related to the career in you are interested in etc.).....I wondered if you are in a position to offer work experience

Do you have time to talk at the moment? Or perhaps I could make a time to drop by and talk then?



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Email contact:

Emails need to be professional and also focused. The aim of the letter is to interest the reader to be open to further conversation.

- Indicate that you will be phoning in a few days to follow up and discuss further

Suggested format for email:

PARAGRAPH 1: Reason for writing

State clearly and briefly your reason for writing. Don't start talking about yourself before you say why you're writing. Include a point of connection to the organisation.

'I am writing to enquire about work experience with your organisation.....I have been given your details by / I read about your organisation in.....'

PARAGRAPH 2: Introduce yourself

Introduce yourself and your interest – start with the most relevant aspects e.g. if your education is most relevant then open with that.

'I am a Year 10 student at Masada College with a strong interest in'(something relevant to your work experience) Link your request to your career plans and motivation for the industry. Mention the general career area which you are seeking (not too specific, not too vague eg. Medical research or Architecture/Marketing etc.).
'I am really interested in exploring a career in....and would appreciate the opportunity to learn more about.....I am particularly wanting to.....'

PARAGRAPH 3: Promote yourself

Focus here on one or two experiences or interests which you believe would appeal to the employer and relate it to the sort of work experience you are seeking.

'I am studying Design and Technology and Mathematics for Year 11 next year' or 'I really enjoy working with animals and have undertaken volunteer work at Taronga Zoo' or 'I love young children and regularly babysit for families in my community'

PARAGRAPH 4: Thank you and Next moves

Indicate what you would like to happen next. Do not rely on employer responding to email; it is usual to make a follow-up phone call. Alert them to your intention to do this in your letter and an inquiry is less likely to be neglected.

'The dates for work experience at Masada College are 20th November to 24th November and I wondered if you would be able to accommodate me then or else during school holidays in 2017.

I appreciate your consideration of this possibility and look forward to hearing from you. I will give you a call in the next few days to follow up. Thank you kindly.

Warm regards,

Your name (first name and surname)'



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Questions the prospective host employer may ask:

When would you like to do work experience?

Answer: Monday 20th November to Friday 24th November is the week scheduled for work experience.

How long is your work experience for?

Answer: 1 week

You may choose to do 1 week at one organisation or to undertake 2 placements within the week for example 3 days at one employer and 2 days with another employer.

Does your school provide insurance cover for you on work experience?

Answer: Students involved are insured through AON Certificate of Currency Student Work Experience & Community; Activity Programs – Student Personal Accident APAS O4PO007734 and NSW Public Liability at 1023390PLB.

Are there any forms that need to be completed?

Answer: Yes

The host employer completes [ATTACHMENT A] HOST EMPLOYER CONSENT AND ACKNOWLEDGMENT FORM and the parent/s complete [ATTACHMENT B] PARENT CONSENT FORM. Both forms need to be completed and returned to Ms Christine Watson-Brown, Careers Adviser **4 weeks prior** to the commencement of work experience.

Forms are available on the College website: <http://www.masada.nsw.edu.au/careers/workexperience>

Who is my contact at Masada College for Work Experience?

Answer: Ms Christine Watson-Brown, Careers Adviser.

Ms Watson-Brown is at the college Monday, Tuesday and Thursday during term time and can be contacted by Phone on 02 9449 3744 or E-mail: cwatson-brown@staff.masada.nsw.edu.au