



TEMPLATE EMAIL TO AN EMPLOYER REQUESTING A WORK EXPERIENCE PLACEMENT

Dear [Name] or [Sir/Madam],

I am a student from The British International School Shanghai, Puxi. I will be completing my work experience Monday 19th June until Friday 23rd June 2017. I am hoping that you are able to offer me a placement within your company/organisation.

The reason why I would like to complete my placement at [Company name] is [explain why you have chosen to write to them e.g. I am interested in finding out more about..... or I would like to gain experience in.....]

[You can also use this section to show what you know about the company: At school I am studying.... Or my hobbies and interests are.....]

[Tell the company a bit about yourself; include any responsibilities that you have, both in and out of school]

Please find to follow a description of the Work Experience Programme at my school:

What is work experience?

Work experience is a compulsory component of Secondary education for our Year 10 students. This year the programme will take place from Monday 19th June until Friday 23rd June 2017.

Work experience is an organised educational activity. It is a placement on an employer's premises in which a student carries out a particular task or duty, or a range of tasks or duties, more or less as an employee would, but with the emphasis on the learning aspects of the experience.

The experience provides students with an insight into the realities of working life and helps to prepare them for their future in the adult world. It also gives students an insight into different industries and careers.

Work experience is a part of a student's education and employers should make no payment for the work. Student will also be responsible for providing their own insurance so employers do not need to provide this.

Why is work experience so important?

Work experience enables student to:

- gain an insight into the world of work
- find out if a career/job is what they imagined
- reflect on their interests/abilities and decide upon their future career paths
- increase their chance of employability in the future
- develop key skills such as communication, problem solving, time management and acting responsibly
- prepare for the transition to adult and working life.



What happens during work experience?

Students will assist with daily tasks and duties under the supervision of an employee. We aim for students to learn how to work with other adults in a professional environment. We want students to develop one or more of the following skills:

Team work, communication, problem solving and improving own learning.

Students will keep a diary with them so that they can record what they do each day. We ask that supervisors sign the diary at the end of the week and also write a short review of the student's week.

A teacher will telephone on the first day to make sure the student has arrived and will then arrange to visit the student during the week for a brief chat to make sure everything is going well.

Benefits to the employer

Providing work experience can bring a number of opportunities and benefits to your organisation and the staff involved.

By hosting a work experience placement, your company and/or staff can:

- raise the awareness of career opportunities within your field
- enhance links with local schools and parents (they're all potential customers!)
- demonstrate your organisation's commitment to investing in the future of the local community
- develop recruitment channels
- guide and influence the future career paths of individuals
- keep up to date with developments in education
- identify work practices which may need to be reviewed
- share enthusiasm for work with young people

Please let me know if you require any further information. I look forward to hearing from you.

Yours sincerely

Your name