



## **WHAT TO SAY IF PHONING AN EMPLOYER TO ASK FOR WORK EXPERIENCE 11-15 JULY 2016**

You should say something like this:

**Hello, can I speak to the person to looks after Work Experience please?**

Then:

**Hello, my name is ..... I am a student at St. Katherine's School and I was wondering if it would be possible for me to do my work experience with you for a week starting the 11 July?**

If they say no you should say:

**Thank you for your time, good-bye.**

If they say yes you should say:

**I have a letter and a form that needs to be completed. Can I bring it to you or shall I post it?**

**Who should I address it to?**

**Would you like me to come in so that you can meet me before the placement starts?**

**Thank you. Good-bye.**

Remember to make a note of the details:

Did they say yes or no?

Who did you speak to/ what is the name of the contact person?

What did you agree?

What do you need to do next?

Do you need to write a letter or send/ take in the Employer's Letter, the Work Placement Form, the Work Experience Assessment Record and the Information for Employers?

Do I have to go and see the employer?