



LOOKING FOR A PLACEMENT

Year 10 Work Experience
3rd – 7th June 2024



Getting started

We encourage students to find their own placements as the experience of placement hunting is of real value. You can use friends and family contacts – it is not always what you know but who you know! Students can also access the work placement database which contains the contact details of all the placements that have been used in the last three years, who have taken on work experience placements in the past, within the local area.

Accessing the database:

If you would like to look through the data base, please email natasha.brown@teignmouthschool.co.uk who will send you copy 😊

Narrowing your search

As there are more than 2000 records available, you can narrow down your search using a number of different options. You can search by '**Town**', '**Job title**' or '**Classification**' by clicking on the arrow in the drop down box in the appropriate column on the top row and ticking the one you want. (See the box overleaf which shows the many types of job classifications available to search.) You can also use a combination of searches e.g. 'retail assistant' in 'Teignmouth' by making the selections one at a time.

To get back to the complete list, make sure that all the drop down boxes have 'Select All' ticked.

Contacting the Employer

Whoever you decide to approach, the first contact must always come from the student. This shows the employer that you can be independent, show initiative and have a genuine interest in the workplace.

Applications to businesses can be made in person, by writing or email. If you write a letter, a quick phone call first, to ensure you address the letter to the correct person is always worthwhile. Remember to include a reply address and explain why you would like to go to their company. If you approach an employer in person, you will need to confirm the arrangements in writing as soon as possible.

An important thing to consider is where the placement is and how you will get there. Don't always rely on someone to give you a lift – if they weren't there one day, would you still be able to get there on foot or by bus or train? (Please Note: any travel costs to and from the placement are the student/parents responsibility)

It can take some time to find a placement, and for all the necessary paperwork to be completed, so the sooner you start looking the better and do not get disheartened if you are turned down – just keep trying!

Once the placement has been secured, ensure the Student Placement Form (in your pack, extra copies can be printed off from the school website) is completed by both the **Employer and Parent/Guardian** and handed into Miss Brown so the necessary Health & Safety and insurance checks can be made in time.

Step by step points to remember:

- Students to start contacting employers now!
- Once a placement is secured, complete the Student Placement Form and return to school. **Deadline to return forms - Monday 13th May 2024**
- TCS to contact all employers to arrange Health & Safety and insurance checks
- Students to receive a final briefing in school & collect their Work Experience Journal.
- **3rd – 7th June - Work Experience Week!**

Job titles and classifications

Below is a table of the job titles and classifications that are used on the database to give you an idea of the type of work that is available so you can filter your search to get more accurate results.

Classification	Examples of job titles included in the classification	
Administration & Office Work	Hotel Receptionist Clerical Assistant Property Services Assistant	HR Assistant Receptionist
Architecture, Planning & Surveying	Surveyors Assistant Architects Technical Assistant	Planning Assistant
Building & Construction	Assistant Floor Layer Assistant Glazier Building (general) Building Control Assistant Carpentry Assistant Electrician's Assistant Painting & Decorating Assistant	Joinery Assistant Plastering Assistant Plumbing Assistant Stonemasons Assistant Carpet Fitting Assistant
Computers & IT	Technical Support Assistant	
Design, Arts & Crafts	Assistant Potter Creative Artist Fabric Design Assistant	Graphic Design Assistant Interior Design Assistant Photographic Assistant
Education & Childcare	Classroom Assistant Nursery/Creche/Playgroup Assistant	Education Officer Assistant
Financial & Legal Services	Banking/Finance Assistant Court Administration Assistant Insurance Agent Assistant	Junior Clerk/Accounts Assistant Legal Assistant/Receptionist
Hair & Beauty	Beauty Assistant	Hairdressing Assistant
Healthcare	Assistant Optician Assistant to Pharmacist	Dental Assistant Healthcare Assistant

	Assistant Therapist	Physiotherapy Assistant
Hospitality & Catering	Bakery Assistant Catering Assistant	Hotel Assistant (general) Waiter/Counter Assistant
Land & Environment	Assistant Ranger Conservation Assistant Environment Assistant Environmental Health Assistant Green Keeping Assistant Landscape Gardening Assistant	Parks & Gardens Assistant Tree Surgeon Assistant Grounds Assistant Horticulture Assistant Forestry Assistant General Farm Hand
Leisure, Sport & Tourism	Assistant Curator Golf Club Assistant (general) Leisure Assistant (general)	Library Assistant Outdoor Education Assistant Sports Assistants
Maintenance & Engineering	Mechanic/Car Service Assistant Agricultural Engineering Assistant Air Conditioning Installation Assistant Boat Yard Assistant Civil Engineering Assistant Marine Engineering Mechanic/Car Service Assistant Vehicle Body Repair Assistant	Cleansing Operative Electrical Assistant Engineering Assistant Gas Engineering Maintenance Assistant Motor Cycle Mechanic Pool Maintenance Assistant Tyre/Exhaust Assistant Fitter
Manufacturing, Production & Distribution	Factory Operative	Warehouse Assistant
Media, Marketing, Print & Publishing	Audio Visual Technician Journalist Assistant Marketing Assistant	Printing Assistant Publishing Assistant Reprographics Assistant
Performing Arts	Dance Assistant Entertainment Assistant	Music Assistant Theatre Assistant
Removals & Transport	Harbour Masters Assistant Road Transport Assistant	Removals Assistant Station Assistant
Retail & Customer Service	Auctioneers Assistant Butchery Assistant Floristry Assistant Garden Centre Assistant Motor Sales/Parts Assistants	Postal Worker Retail Assistant Royal Mail Operative Technical Assistant Estate Agency Pet Retail Assistant
Security & Uniformed Services	Fire Fighter Medical Technician Uniformed Service Cadet	Police Security Assistant
Social, Youth & Community Work	Care Assistant Community Service	Youth Worker
Work with Animals	Animal Assistant (kennels) (birds) (general) (stables) (zoo) Dog Groomer Farrier/Blacksmith Assistant Gamekeepers Assistant	Fish Farm Assistant Laboratory Assistant (animals) Veterinary Assistant

