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**THE MILTON
KEYNES ACADEMY**
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Organising your work experience:

When planning your work experience there are various sources of help. The school will help you, but it is your responsibility to organise a placement.

What help is there available?

1 Personal contacts - speak to family, friends and neighbours. These can reap dividends, but you need to ask around.

2 Talk to your form tutor and pastoral support team. Be prepared to ring around different companies and be prepared with any queries you may have. If possible, get the name of the person in a company responsible for work experience so you can speak to them directly.

3 We advise you to make multiple requests for work experience as demand for placements can be heavy and early application is necessary.

4 Send and chase e-mails or letters – if you haven't heard from potential placements within a week, then try again. If you are not successful, then move on to another employer or try phoning your contact. Be pro-active!

You must ensure that you and your parent/carer are happy with the working conditions of the placement, employers will have health and safety procedures in place. When the time comes, seize the moment and be eager to learn and assist with any tasks.