

## In Person or Telephone Script.

- ✓ Ensure you are not eating when ringing
- ✓ Be prepared with a written script for the phone call
- ✓ Make sure you are in a quiet location.
- ✓ Have a pen and paper ready to make any notes

## Example Script

*“Hello, I am calling to ask whether I could perhaps do a work experience placement with [employer e.g. ASDA] later this year. Do you know who the best person would be to speak to about that please?”*

**Listen carefully** to their response. They may give you the name of the person responsible for the lead on work experience. Write down the name and ask how **best to contact them**. When is the best time to catch them? Do they have an email address or a direct telephone number you could use? Once you have contacted the person **responsible for work experience**, you can give them more details:

*“Hello, my name is [your name]. I am a Year 10 student at Thistley Hough Academy. I am doing a one-week work experience placement, from 30th June – 4th July 2025. I was wondering if it would be possible to do my placement with you at [employer’s organisation] please?”*

Listen carefully to their response and be prepared to answer any questions they may have. It is important that the employer has **Employers Liability Insurance** and can provide a **Risk Assessment, and Health & Safety document** for the placement.

If they say **no**, for whatever reason, say:

*“Thank you for your time.”*

If they say **yes** or **maybe**, make sure you agree what happens next. If **yes**, explain that you have a short form to complete. Ask them for an email address and explain that they will be receiving an email from Unifrog. This is where they will upload their Employer Liability Insurance documentation and their Risk Assessment for employees.

If it’s a **maybe**, ask when should you call back? Write down the name of the person you spoke to and the date.

Remember to be polite, professional and confident, listen carefully, speaking clearly and slowly.