

Work Experience Instructions 2025

Step 1 - Consider your options

Use the Grofar database to search for sectors, such as engineering' that you are interested in. You can also use your contacts via family and friends. In an ideal world you will find a placement directly related to what you want to do or are interested in but if that isn't possible you need to be prepared to be flexible about where you work. It is important to have something in place, so a few options is better than none.

Step 2 – Contact potential placements

Once you have worked out who you would like to work with get in contact. Ideally find out the name of the correct person to contact, either via the Grofar database, some internet research or by calling Reception and asking.

You can use the suggested template letter provided.

Step 3 - Get your placement approved

Log onto Grofar and log your placement – [instruction for Grofar can be found here](#). If you have forgotten your log in details contact Mrs Wilson (sonya.wilson@adamsgs.uk)

Once you have logged your placement it will be passed to EBL to approve, sometimes this takes a couple of days but it can be much longer. Once it has been approved you will receive an email via Grofar to confirm this.

Step 4 - Keep in touch

After sending the form in, please keep in touch with the employer. If there is a long period of no communication, employers can sometimes start to doubt that the programme is happening, so please keep in touch with them. The few months in between is a useful time for finding out information about the first day, the induction, what to wear, lunch arrangements, who to report to, and so on.