

Title	Work Placement Search Template for Students
Description	This is a template that allows students to document their work placement search activities in a structured way, leading to securing a suitable work placement
User	Students
Goal	To provide the student with a structure when undertaking a work placement search and to provide evidence of the search activity for the teacher/tutor/trainer
Objective	Allows students to consider some key elements when undertaking a work placement search
Method	This can be completed electronically or in hard-copy
Recommended Use	This will facilitate students to document their work placement search information
When	To be completed by students when planning a preparing for their work placement
Language	English
Further links	

Evidence of using a variety of job-finding strategies

	Name of Organization	Address	Nature of Business	Contact Name	Telephone or Email or Web address	Form of contact (phone call / email / letter / visit) Evidence attached	Outcome (No place available / Successful)
1							
2							
3							
4							
5							
6							

Student's Name: _____

Class: _____

Date: _____