



Year 10 Work Experience

Monday 2nd - Friday 6th June 2025



What is work experience?

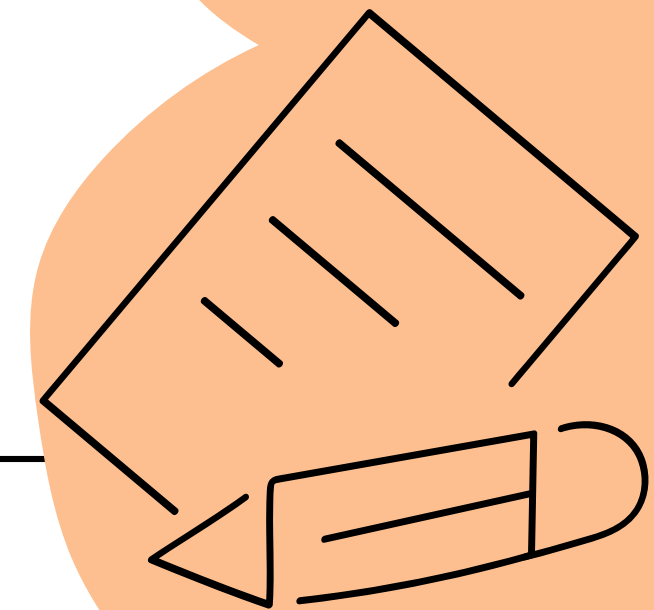
Work experience is an unpaid, short term, work placement.

It involves shadowing another person and learning about the job they do.

Why do we do it?

Competitive edge – Most employers view work experience as essential.

Lack of experience is the number one reason employers turn young job applicants away





Work Experience placements are a good way for young people to gain an insight into working life and an insight into the types of roles typically available. They also give you some great experiences which you can then talk about in future applications and interviews.

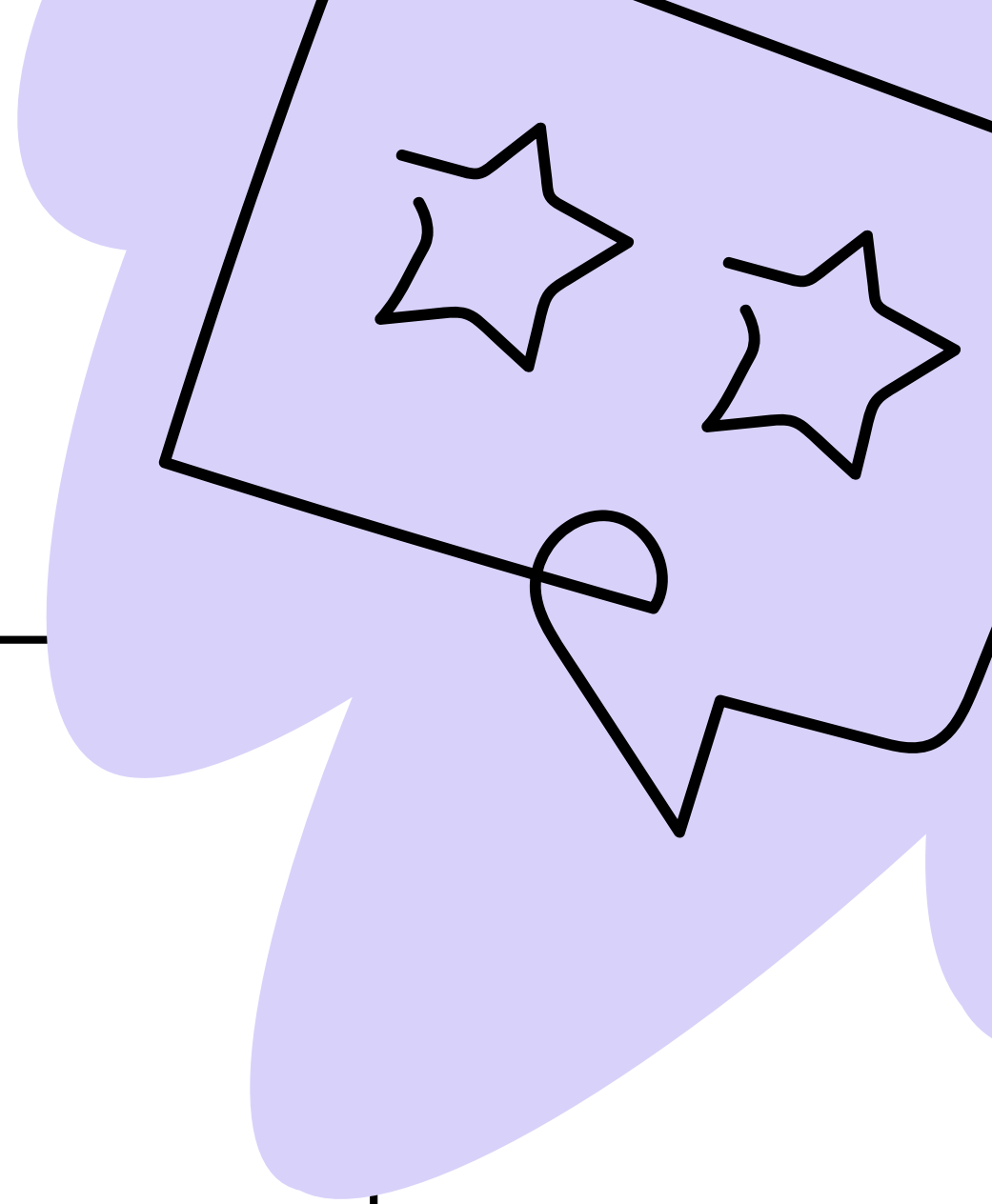
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Employers look for work experience when it comes to applying for jobs; having as much relevant work experience to the area you hope to enter makes you a better candidate for us.

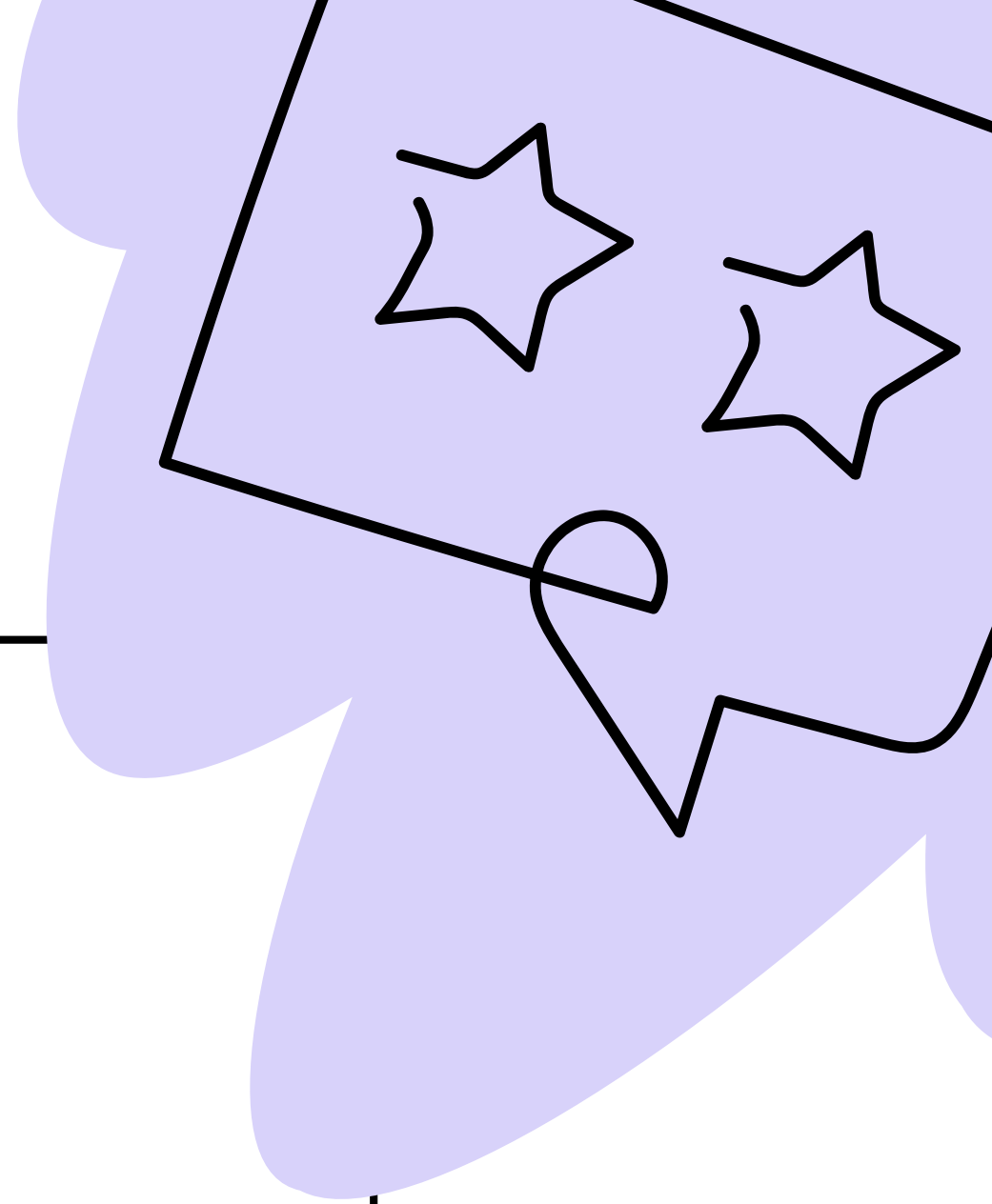
Benefits of Work Experience

- Experience the workplace
- Develop employability skills valued by future employers e.g. confidence, reliability and timekeeping
- Opportunity to meet and work with new people
- Opportunity to make informed decisions about your future career: you will be able to try out something that you are interested in and see if that could be a possibility for you in the future.
- Gain future references & a great addition to your CV



Top 10 Employability Skills

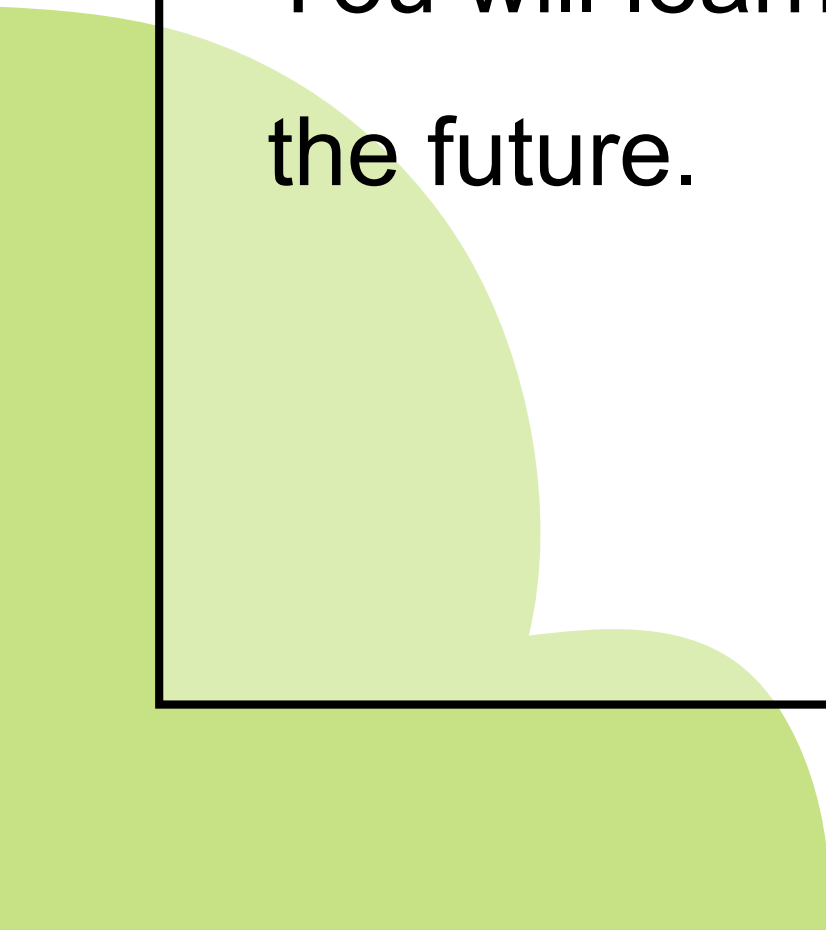
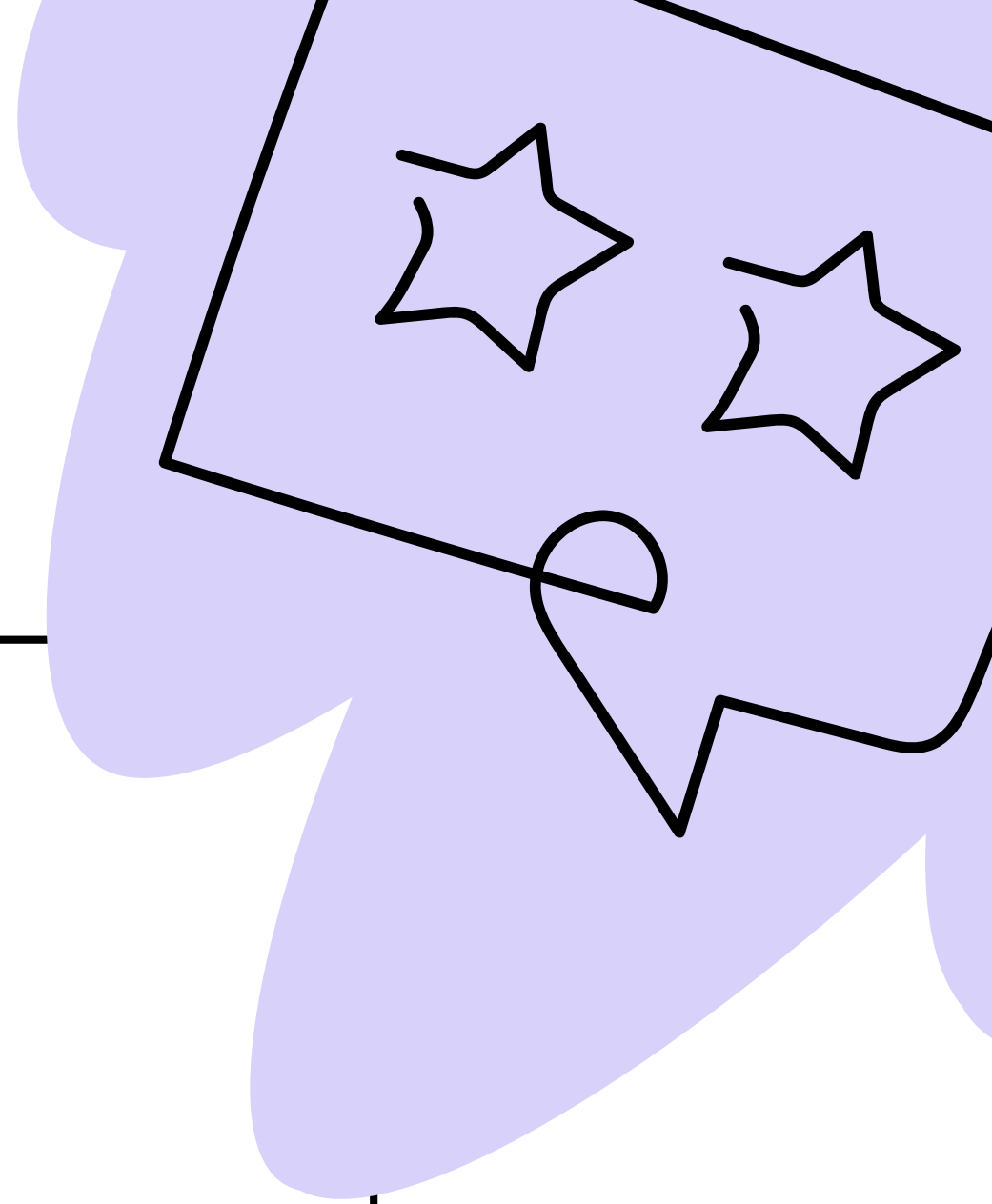
- Communication (writing, listening, speaking, presenting)
- Motivation and resilience
- Leadership
- Reliability
- Ability to learn on the job and follow instructions
- Teamwork
- Self management
- Emotional intelligence and awareness of others (e.g. self control and empathy)
- Analytical and problem - solving skills
- Administrative skills e.g. organisation



Remember...

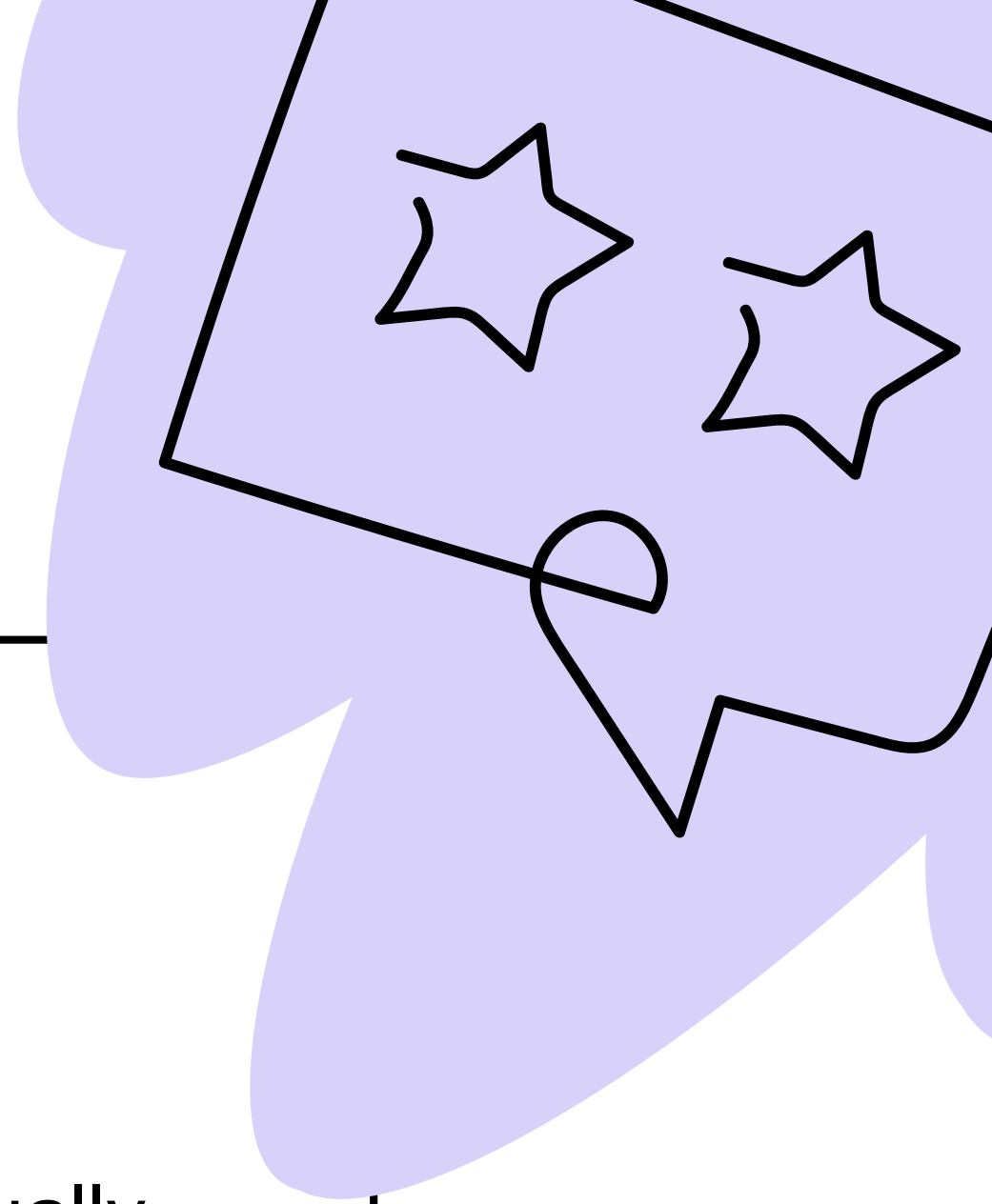
All work experience placements will be valuable, it doesn't have to be your dream job or chosen career path.

You will learn many skills that will help you achieve that in the future.



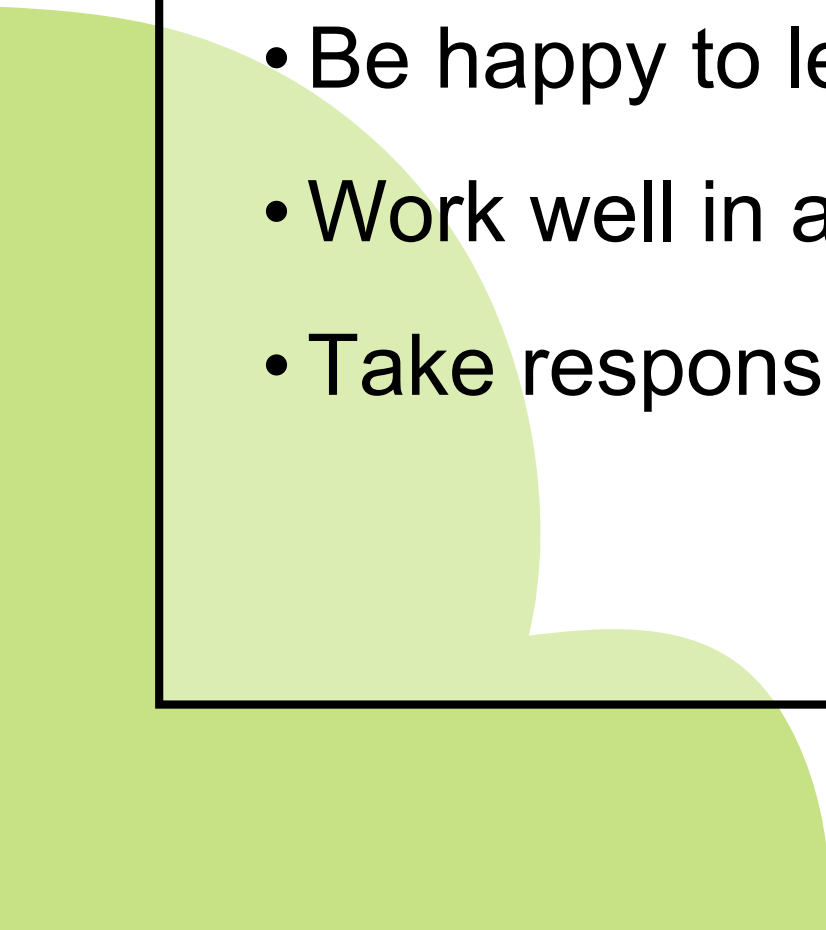
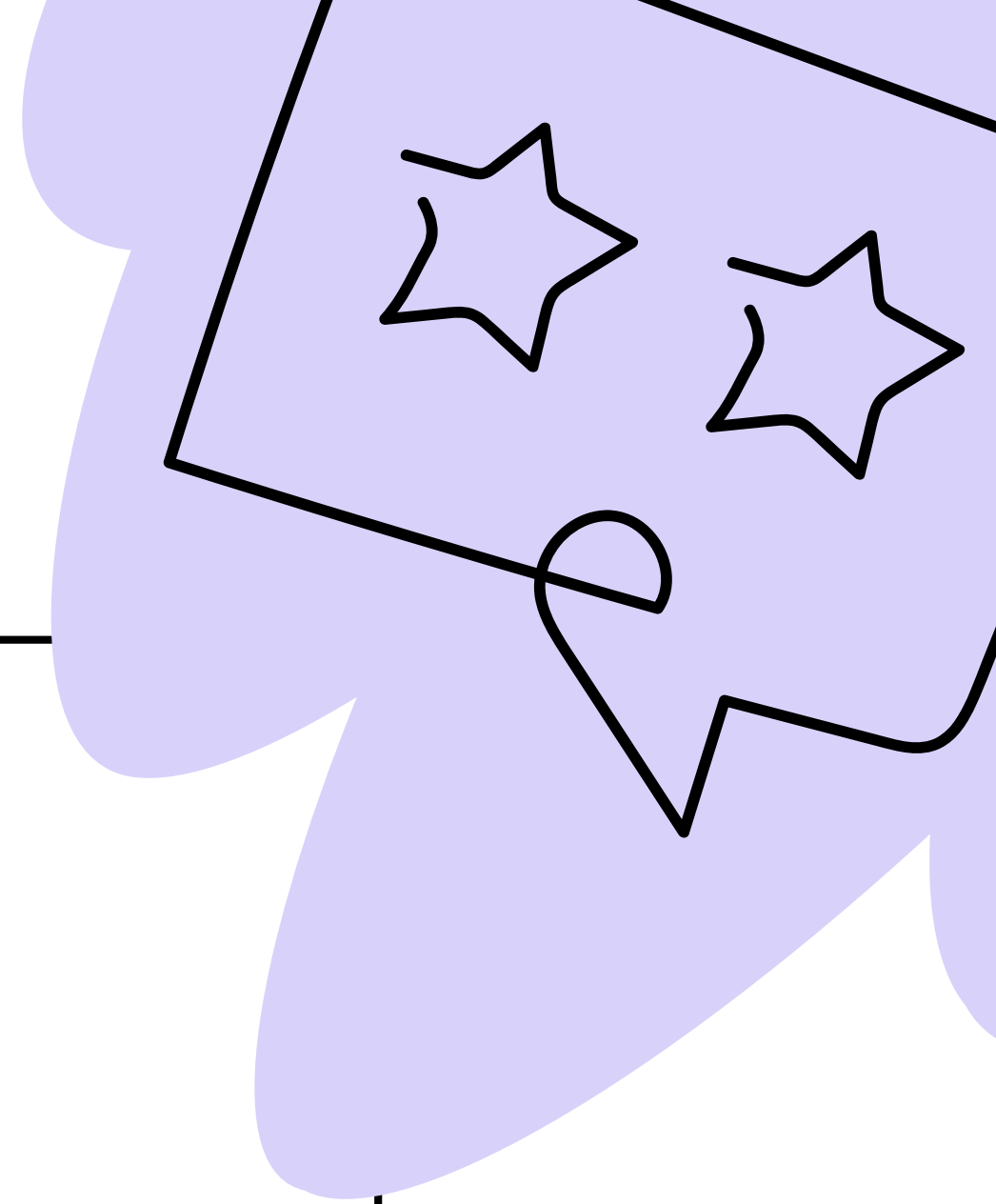
In summary, WEX gives you...

- an opportunity to 'try out' life in the real world
- motivation to do well in school
- a better understanding of what you may like to do or - equally
as important - what you may not want to do in future
- An opportunity to develop 'employability skills' further



Employers will expect students to:

- Be polite
- Think independently
- Have a positive attitude
- Be happy to learn new things
- Work well in a team
- Take responsibility for themselves and their work



What do you need to do?

Find a placement...

Step 1

Ask yourself:

1. What would your ideal occupation be?
2. What subjects are you most interested in?
3. What do you plan to do once you finish year 11?
4. What are your areas of interest / hobbies?
5. What placements are available and realistic?

STEP 2

Do your research.

Make a list of local companies.

Speak to family members and friends who may have contacts

STEP 3

Contact employers, either in person, by email or a phone call.
Include a CV / covering letter.

STEP 4

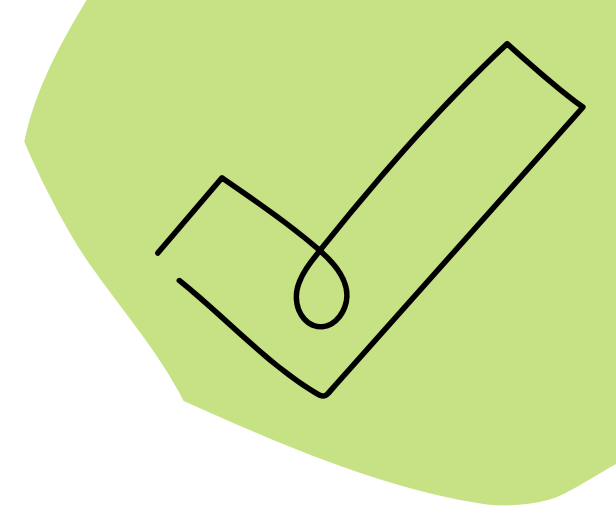
Confirm your placement with the employer.

Complete the form on Unifrog.

unifrog

<https://www.unifrog.org>

TIMELINE



January	Research placement opportunities
Friday 28th February - Deadline	Students to complete placement form on Unifrog
March	Unifrog emails employers asking for further information e.g. risk assessment and their insurance details.
Friday 28th March - Deadline	Your parents will be contacted via Unifrog to sign off consent for you to take part.
Friday 4th April - Deadline	Mrs Robb completes 'School Permission' to confirm the placement is safe and you can take part.
Mon 26 May to Fri 30 May	Half Term
Mon 2nd to Fri 6th June	Work Experience – Teachers will contact employers to check attendance throughout the week
Tuesday 13th June	During PDT - You will complete a reflection and evaluation based on your experience and consider how this has shaped your future choices.

FAQs

1. What if my placement does not have employer/public liability insurance?

You will not be able to do this placement. The school cannot insure students on placements that do not have public liability insurance.

2. Can I go on a placement outside the local area?

Yes, as long as the employer has public liability insurance.

3. Can I go to work with my Parent/Carer?

Yes, as long as the employer has public liability insurance.

4. Can I split the placement across two employers?

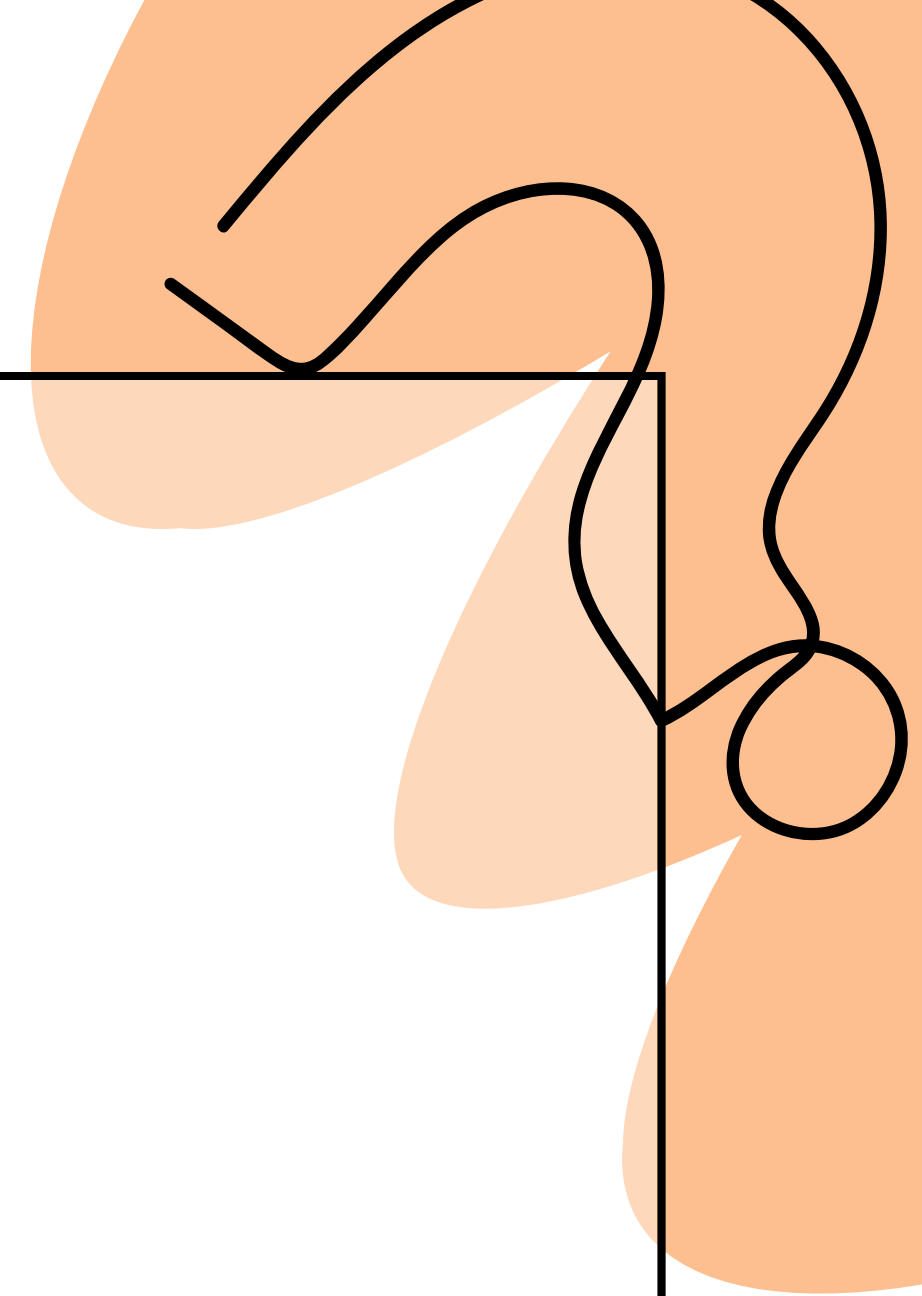
Yes, this is fine. You will need to complete two forms on [Unifrog](#)

5. Can I do my placement at my previous primary school?

Some primary schools do not accept their former students; however, this is down to the primary school. You may get a truer experience at a different primary school to the one you attended.

6. Can more than one student go to the same placement?

Yes. This may mean that students can share travel arrangements.



What happens if I can't find a placement?

Anyone who does not complete the consent and risk assessment checks by the deadlines will not be able to take part. You will come to school as normal.

Anyone unable to find a work placement will come to school as normal.

During the week, you will complete work -related activities, including virtual work experience online

recap

1. Find a placement. Do your research. Speak to family members and friends who may have contacts
2. Start contacting employers now! Send emails, talk to people
3. Once you have an employer, complete the Placement Form on Unifrog. Speak to Mrs Robb if you have problems logging in.
4. Make sure that you enter the correct email address for the employer and your parent/carer
5. Unifrog will do the rest...

Good luck!