



# Year 10 Work Experience 2025 Information Booklet



## **Work experience for your child**

At Newent Community School and Sixth Form Centre we are pleased to offer Year 10 students the opportunity of taking part in work experience. Work experience offers students the chance to experience a variety of situations and gives them insight into the demands that will be made on them when they leave full time education. Students complete work experience with an employer to learn about a job or an industry. To help your child get the most from their placement, talk to them about what jobs they are most interested in and the skills they already have.

**You can further support them with identifying a suitable work experience placement by doing the following:**

- Discuss with your child their ideas for a work placement
- Talk to them about subjects they like and dislike
- Use Unifrog and careers websites to generate job ideas
- Encourage them to speak to Miss Jones in school
- Encourage them to start their search for a placement early
- Rehearse telephone calls they may need to make to an employer
- Proofread emails they send to employers
- Think about the location of the placement and how they will get there

Details of any employer offering your child a work placement must be recorded on Unifrog to ensure all the required checks are carried out prior to the placement commencing.

All paperwork should be returned promptly and completed in full by the given deadlines to allow enough time for these checks to be completed.

## **Benefits of work experience**

Work experience is often the first contact your child will have with the world of work. It forms part of their careers education and allows them to observe and learn – not to do activities which require extensive training or experience. Talking to your child about the benefits of work experience can help them to understand how useful it can be. Work experience:

- Gives insight into the skills required for a particular job
- Is an opportunity to test out a job to see if your child really likes it
- Can broaden their knowledge of jobs they have never considered
- Will increase their awareness of their own skills and strengths and build confidence
- Helps them understand how the subjects they study in school link to certain jobs
- Gives insight into what the world of work is really like and employers' expectations
- Can increase their motivation to do well in school
- Puts them in contact with potential employers
- Can give them useful experience for their CV and provide referees
- Helps them appreciate the skills needed to succeed in a job

## **Skills in demand**

There are job opportunities across all occupational areas but there is higher demand for jobs in science, technology, engineering and mathematics (STEM). If your child's strengths relate to STEM subjects, they may benefit from taking part in work experience linked to that area.

## **The role of the student**

- Students can source a work experience placement through personal contacts or by independently researching a particular type of business. They will then need to contact the company themselves to ask whether the employer is able to provide a work experience placement. Students can do this by telephone, letter, email or in person. An example letter is included in this booklet
- Students should ensure all completed placement forms are submitted on Unifrog to school by the specific deadlines

## **The role of the school**

The school will prepare the students beforehand in health and safety and work experience to ensure the student has a positive, valuable and safe experience.

In some instances, employers will arrange interviews for students prior to agreeing a placement – this can assist students in experiencing a real-life interview, the type of questions asked and gives insight into what employers are looking for.

Placements will be checked to ensure Health and Safety policy & procedures (including those relating to COVID-19) are in place and that the employer holds Public & Employer Liability Insurances.

Students may receive a visit from a school representative, whilst on their placement. All placements will be contacted by telephone to ensure the work placement is going well.

## **The role of the employer**

By taking part in work experience, the employer will gain the opportunity to help shape their future workforce, promote their company and can allow employees to develop their own supervisory skills.

Employers should aim to:

- Give your child an induction to help them understand the nature of the business
- Explain what will be expected of them during their work placement
- Explain health and safety requirements for the company
- Identify a supervisor/trainer to oversee your child's work during the placement
- Give feedback to the student at the end of the placement

## **Prohibitions for children under the age of 16**

There are certain activities which a Work Experience student is prohibited from undertaking:

Use of machinery or equipment which may be dangerous for new or young workers to operate, handling hazardous chemicals, firing equipment/arms, driving of any sort, riding in an open trailer or working above 2 metres in height.

Students should only observe working practices from a safe distance where prohibited activities are within the placement location. Further recommendations state that students should not work on unstable flooring/platforms and when being transported in a vehicle, whether with a group or lone driver, seatbelts should be worn by the student and employers should ensure the car is road worthy with valid vehicle documents and insurers are aware of students on work experience.

In addition, any students working with animals should be supervised at all times and those students riding animals should be assessed by the provider for experience and competence prior to agreeing to any such activity and any inexperienced student should not be allowed to participate.

## **Parental/carer consent**

You will be required to complete a parental consent form on Unifrog. The school is responsible for overseeing the work experience placement and will ensure that all the arrangements are in place before a student goes out on placement.

## **Making final preparations**

Briefings are provided by the school and the employer but you can help by ensuring that your son or daughter knows:

- How to get there
- How long it takes to get there to ensure punctuality
- To whom they report
- The hours and meal arrangements
- The clothing requirements and dress code

It is also essential that you ensure:

- Your child has made contact with the employer a week before the placement begins to finalise arrangements
- You have notified the placement, in advance, of any Special Educational Needs, disabilities or medical conditions your child may have

You can also stress the importance of both Health and Safety in a workplace and of mature conduct and behaviour during the placement.

## **Useful Tips**

As a parent or carer, you will want to make sure that your son or daughter will get the most out of their work experience. The following tips will help you to support them:

- Ask your child how their placement is going, and encourage them to try harder with tasks they enjoy. Suggest that they make time to chat with people who are working in the type of job they've enjoyed shadowing
- Make sure they arrive on time
- As work days are longer than school days, make sure they have a good night's sleep
- Talk to them on a daily basis about their experiences
- Remind them to note any computer packages they may use

- Inform both the school and the employer if your child is unable to attend at any point during the placement
- Contact the school immediately if you feel your child is having problems during the work placement

If your child isn't enjoying their placement, help them to stay positive by focusing on the new skills they are developing. A placement can develop transferable employability skills and build contacts and references for future applications. Should you require any assistance during the work placement please contact Miss Jones (Careers Coordinator) – contact details can be found at the end of this booklet.

## **Work experience time scale**

September 2024 – Launch of Work Experience to parents and students. Students will be able to update their work experience details onto Unifrog from September 2024.

### **DEADLINES FOR RETURNING WORK EXPERIENCE CONSENT FORMS**

**Monday 24<sup>th</sup> February 2025**

January to April - Each PSHE class will be seen by Miss Jones with support on Unifrog

Week commencing Monday 2<sup>nd</sup> June 2025 – Students to contact employer to confirm final arrangements

**Monday 16<sup>th</sup> to Friday 20<sup>th</sup> June – Y10 Work Experience Week**



## **A SAMPLE LETTER OF APPLICATION FOR WORK EXPERIENCE**

Your name  
Your address  
Your postcode

Date [Employer's name]  
[Full address]  
[Postcode]

Dear Sir/Madam [or name] I am a Year 10 student at Newent Community School and Sixth Form Centre and studying [list of subjects].

I would like to inquire about undertaking a work experience placement at [company], the date for my work experience is 16<sup>th</sup> to 20<sup>th</sup> June 2025.

I'm very interested in gaining some work experience in [chosen field of work], because [give a reason e.g I enjoy creative work; I am also organised and motivated. I like working as a member of a team but also meeting my own targets and deadlines].

In my spare time, I like to [list hobbies and interests] and I have also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in your company I would be extremely grateful to be considered for an opportunity to undertake work experience.

I look forward to hearing from you soon

Yours sincerely [if name is known]  
Yours faithfully [if addressed to Sir/Madam]  
(Enter your name)

### **When you telephone a placement, remember ...**

- You only get one chance to make a first impression
- Write down what you want to say beforehand
- Be polite, speak clearly and smile down the telephone
- Introduce yourself clearly and politely, say that you are a student at Newent Community School and Sixth Form Centre and say why you are telephoning
- If the person is unavailable ask when it would be convenient to call back
- Tell the person why you want to undertake work experience with their company; show you know what their company does and how you would benefit from it
- When you have obtained a placement, don't forget to write down the name of the person in the company who offered you a placement, and ask if they have a direct telephone number
- Finally, GOOD LUCK! – it's not always easy finding a placement, but it will be worth the effort. Be Positive

## **Contact Information**

### **Miss K Jones – Careers Co-ordinator**

Tel: 01531 820550

E-mail: [kjones@newent.gloucs.sch.uk](mailto:kjones@newent.gloucs.sch.uk)

### **Mr I McCarthy - Assistant Principal and Careers Lead**

Tel: 01531 820550

E-mail: [imccarthy@newent.gloucs.sch.uk](mailto:imccarthy@newent.gloucs.sch.uk)

### **Newent Community School and Sixth Form Centre Website**

<https://newent.gloucs.sch.uk>