



E X P E R I E N C E

2026

# Employer Information



A Values Led College



## Y10 Work Experience – Employability Skills

Here at Brixham College we have a clear understanding as to the importance, and the experience that our students gain, by undertaking a work experience placement.

As part of our careers provision, we ensure that our students no matter what year they are in, have a clear understanding of the key employability skills, and why these are so important to employers.

This is especially true for our Y10 students, when it is time for them to undertake their 5 day work experience placement. We hope you will agree that our students know and are able to demonstrate these key skills in your businesses.



Careers Information Advice & Guidance at Brixham College

### 10 EMPLOYABILITY/CAREER SKILLS

Employability skills are a **set of skills** that are **vital** for you to **develop across your time at Brixham College**. These skills will ensure that you are **able to secure job roles at each stage of your working life.....** so, whether it's a new part-time summer job, working part time to support life at university, or entering the career path of your choice full time, these skills will ensure that you are work ready.

**Communication Skills....** How you write, speak, present yourself online and through body language.

**Teamwork....** Your ability to bring people together to work as an effective team, as well as work with others both old and new.

**Being Creative....** the ability to brainstorm, demonstrate curiosity, develop new concepts..... create, innovate and grow.

**Adaptability....** Your ability to change what you are doing quickly and effectively and can adapt to changing situations in a calm and rational manner.

**Problem-solving skills....** Your ability to solve problems and resolve issues, and work out the best way to overcome a problem not planned for.

**Leadership....** It's about leading by example, being a person others can trust and follow as well as you being able to assigning and delegating tasks.

**Time management & motivation....** Able to prioritise, work efficiently and productively, and manage your time well. Meet deadlines and show employers how you decide what is important to focus on and get done.

**Be Enterprising....** Being able to seek out opportunities, being resourceful and finding ways to be commercially minded (ability to create / make money)

**Work Ethic....** Show commitment and diligence to the work that you do, you work to the very best of your ability and can demonstrate you can go above and beyond.

**Emotional Intelligence....** your ability & confidence to interact with others, establish & invest in work related relationships, and make a positive impression on those around you. (Empathy, Humour, Networking, Tolerance, Diplomacy)





## Y10 Work Experience – What we want for our students

We want to ensure that during this week students are also able to:

- To **gain relevant experience to support their decisions** for Post 16 courses / and training.
- To assist students to make **educated decisions as to what Post 18 destinations** may hold for them, whether that be a university place, apprenticeship or a job.
- To allow our students to **practice and develop their personal and social skills** in a real-life context
- To develop and demonstrate a **sense of self-discipline and responsibility** in matters such as timekeeping, presentation, motivation.
- To **develop a partnership** between students, the school and the community.
- To **enrich the educational experience** of students by relating subjects studied in school to the world of work.
- To enable students to **become more aware of different values and ethics** which might exist in the world of employment.





# Y10 Work Experience – 5 Day Placement

We know there are some fantastic opportunities to be had by our students, in the range of business and employers that we have within Torbay and our wider neighbours. In order to give as many of our students the chance to visit, and work within your business, we took the decision 3 years ago, to run our work experience placements over a 2 week period.

This year our two work experience weeks run from:

**Monday 11 - Friday 15 May** & **Monday 18 - Friday 22 May**

Our Y10's have been divided across the 2 week window, and are aware which week that they will need to secure their placement for. Obviously, we will of course work with employer's to facilitate the other week, should you only be able to offer placements to a student/s on one set week.

On Day one with you, the student/s will also hand in their Skills CV, so that this gives you overview of the student within your business that week.





# Y10 Work Experience – Keeping Students Safe

All employers need to be aware that for students to attend work experience at your place of business, students are:

- Covered as a member of your workforce & you have your **Full Employers Liability Insurance** in place.
- Employers will need to confirm that you abide & comply with the requirements of the **Health and Safety at Work Act 1974** and subsequent legislation which includes reference to the induction of employees into aspects of Health and Safety.





# Y10 Work Experience – Keeping Students Safe

- The following link will also give you information on work experience by the **Healthy & Safety Executive**. <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>
- That you are aware of the **activities & tasks** that students **under the age of 16 can't undertake**. You can find these on the next slide.....





## Y10 Work Experience – Work students Legally CAN NOT undertake.

- In a cinema, theatre, nightclub, Bookmakers or bingo hall, except if the child is performing and is licensed to do so
- In a factory or industrial undertaking
- To sell or deliver alcohol (except in sealed containers and under the supervision of a responsible adult)
- Delivering milk
- Delivering fuel oils
- Work fully in any commercial kitchen such as a café, pub, hotel or fish and chip shop.
- Collecting or sorting refuse
- In any work that is more than three metres above ground or floor level
- In employment involving harmful exposure to physical, biological or chemical agents
- Collecting money or selling or canvassing door to door
- In work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children
- In telephone sales
- In any slaughterhouse or in that part of a butcher's shop or any other premises connected with the killing of livestock, butchery or the preparation of carcasses or meat for sale
- An attendant or assistant in a fairground or amusement arcade (where gambling takes place)
- In the personal care of residents in any residential care home or nursing home.





## Y10 Work Experience – Keeping Students Safe

Prior to our students starting with you, we will need employers to undertake our simple to follow **Declaration Questionnaire & Risk Assessment**.

This is so you can confirm that your **business premises, and employment tasks / skills** the students would be required to undertake are properly risk assessed.

You will receive this via an email from the college, with a deadline date that we will need to have received the DQRA from you. **With out this completed, we can not release a student into your care.**





# Y10 Work Experience – Keeping Students Safe

Our placements **run for a full 5 day period**, so that our students gain that vital insight into what a full working week looks like, and feels like.

We would expect that our students are able to carry out the appropriate work activities with you, as if they were a **young trainee starting out with your business**. They should be able to undertake a variety of different tasks, thus gaining an understanding of what is expected from an employee.

During their first morning with you, it is important and **your legal duty to undertake a health and safety briefing**, including any **additional information linked to the tasks/roles** that you would like to be able to offer to that student during their week with you.





# Y10 Work Experience – During the Week

Whilst the student is with you, **we will make contact with you to check their progress.** Ideally, we will phone you within the first 2/3 days of a placement, or make contact via email depending on your feedback on the Employer Questionnaire & Risk Assessment.

If there is also the chance that either our Assistant Principal, Head of Year 10, Pastoral Lead, or Year 10 tutor **could do a quick drop in, to see the student in situ,** that would be great. We appreciate in some cases this won't be possible.

The students will undertake 4 separate electronic journal entries whilst with you. These will be undertaken prior to starting work, after Day 1, Day 3 and at the end of the week. If a member of your staff could follow up with the student as to how they got on completing some of these, this can help to foster a relationship with the student.

Students are **not allowed to be paid** whilst they are on this work experience placement.





# Y10 Work Experience – During the Week

While students are on placement with you:

- Please notify the college if the student fails to turn up for work, **within the first 30min**. Please call us on: **03333 602 250**

- Some students may find the adjustment to a work environment difficult. If for any reason we need to withdraw a student from a placement, we will only do so after consulting you.

- If at any time an issue arises that needs us to intervene, please contact Lizzie Aston via email [Lizzie.Aston@brixhamcollege.tsat.uk](mailto:Lizzie.Aston@brixhamcollege.tsat.uk) or via phone so we can support you and the student to resolve any issues.





# Y10 Work Experience – During the Week

While students are on placement with you Cont'd:

- If in the unlikely event that any work placement gets to the stage it is irreconcilable, then please call us to outline issues prior to the placement ceasing.
- Typically work experience placements are very successful, with both students and employers gaining very positive experiences. If you feel a student does deserve **special recognition** for the week they have had with you, please let us know.
- We do award those students at our annual Achievement Awards Evening, for those that have done exceptionally well on their placement.





## Y10 Work Experience – Thank You

“Brixham College would like to express our gratitude to all our employers, for your time, assistance and support of this important and vital part of the curriculum. It is of tremendous benefit to the students, the college and the community for the future.”

