



E X P E R I E N C E

2026

Parent/Carer Briefing



A Values Led College



Work Experience Dates

From September 2025, all schools must provide a every student aged between 11-16yrs a number of first-hand experiences of the world of work.

This is highlighted in the Gatsby Benchmark (No 6) which every school is assessed against for their careers provision.

In order that we maximise the opportunity to get every student out on work experience, we have broken our Year 10 cohort into two groups, going out on separate weeks. These are:

10CCO, 10JBA, 10NBE & 10SDU: Monday 11 - Friday 15 May 2026

10LYL, 10RCD & 10RGN: Monday 18 - Friday 22 May 2026





Work Experience Placement Goals

All **Work Experience** placements must ensure that:

- There is a **clear purpose to the work experience**, which is shared and committed to by the employer and the student.
- There are several **lifelong learning outcomes** that are achieved by undertaking work experience.
 - Students gain **extensive two-way interactions** between them and the employer, which allows them to gain a **real sense of being part of a work force**.
 - Students gain an opportunity to **meet a number of different people within the workforce**.
 - Students can **undertake a series of tasks set by the employer**, which allows the students to **work with a range of other employees**.
 - Students gain **meaningful feedback on the work that they perform**, as well as the students being able to reflect on their own performance during the placement.





Finding Work Experience Placements

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It is **the student's responsibility** to find their own work placement.

This way **students are then committed** to finding experiences in the **typical types of careers/roles that they are interested in.**

In the first instance, it is best to be able to **speak to a potential employer face to face**. This provides the employer, a good indication that the student wants to be part of their work force.

For those businesses, where trying to meet them face to face is not always possible, then **making contact by phone, with a follow up email** is the best approach.

Once a placement has been found, the student must then log this with the college





Finding Work Experience Placements

The employers' details for the work experience placement **must then be logged via the following link, in full detail.**

[Yr10 Work Experience 2026 - Placement Secured - Employer/Business Details – Fill in form](#)

Yr10 Work Experience 2026 - Placement Secured - Employer/Business Details

As a reminder, when looking for **your work experience placement**, do check that **you have booked the correct set of dates** linked to your tutor group. You only do the one 5 day placement.
Inspire & Pioneer - 10SDU, 10NBE, 10JBA & 10CCO will attend on Monday 11th – Friday 15th May 2026
Phoenix & Venture - 10LYL, 10RCD, & 10RGN will attend on Monday 18th – Friday 22nd May 2026

Congratulations on securing your Work Experience placement.

Please complete the details below, so that the next stage of the process can begin. Your business/company/venue, will be **contacted by the College to confirm the placement**, and to run through all the **relevant safety checks & insurances** are in place.

Please ensure that you complete all the questions, in as much detail as possible.

Thank You

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

1. Student's First Name *

The college will then be able to send the Employer/Business the **Employer Declaration & Risk Assessment** for the place of work.

Without this **we cannot send any student** to that place of work.





Dates to be aware of

By **Friday 20 March** all students **must have logged their work experience** placement using the link

[Yr10 Work Experience 2026 - Placement Secured - Employer/Business Details – Fill in form](#)

A vertical screenshot of a work experience form. The form is divided into several sections: 'CONTACT' (with fields for name, address, phone, and email), 'HOBBIES' (with fields for hobby 1, 2, and 3), 'PERSONAL DESCRIPTION' (with a field for 'Name of person you are here'), 'EDUCATION' (with fields for 'School Name' and 'Qualifications Studied'), 'WORK EXPERIENCE' (with fields for 'Company Name', 'Job Title', and 'Responsibilities held'), and 'SKILLS ACHIEVED' (with a field for 'In bullet points list skills you have gained'). The form is set against a purple background.

In addition, **students need to have completed their Skills CV**, by the above date.

These are handed to their employers, so that the employer understands the temporary employee they have with them for the week.

These were started back in November, with students being reminded when these had to be complete for.



If for any reason that the student is unable to meet these deadlines, their Head of Year, Mr Wordsworth, or myself Mrs Aston, must be notified.



What Happens next....

Employers will be sent the **Employer Declaration & Risk Assessment Form** once we receive these details via the link from the student.

We can then only confirm your son/daughter's **placement is then live**, once we receive this back from the employer, and the risk assessment checked.

The students will then receive confirmation via their tutors/HOY when their placement has been confirmed.





What Happens next.....

Students will also be sent their **Employment Letter**, a week or so later.

This letter will **confirm all the information** that the student and yourself will need to know, including:

Business name, address & contact phone number.

Start time & finish time

Typical work tasks to perform

(this will just be an overview not an extensive list)

Dress code

Lunch arrangements

Named mentor during the week





Last Reminders

Students will have **several electronic journal entries** to make during the week to review their progress. These are a compulsory part of the experience week.

Mobile phones will **not be permitted to be used during the working day.**

If you son/daughter **falls ill during work experience week**, and is too unwell to go to work, **contact must be made with both the college & the employer by 9am** at the latest.

Students will **not be allowed to leave their place of work for any reason**, other than to go home at the end of the working day. **They will have lunch on site**, just as they would if they were at school.

If a problem arises with the placement, **college must be contact straight away.**

