



E X P E R I E N C E

2026

Spring Reminder



A Values Led College



What do I need to know?

Work Experience consists of:

- Of a **5 day Experiencing work** placement.
- Your year group will be split into 2 and go out on 2 separate weeks, these are....

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

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





How do I secure a Work Experience placement?





What do I need to know?

This is down to youto start with.

You will need to **find the place of work, that**
you would like to work at/ gain experience
working in.....





What do I need to know?

- The **sooner you start to look** & approach business / companies etc **the better** .
- Remember you are **up against other Y10 students** at **other schools in the same position as you.**
(some businesses/companies will only take 1 person a year - make this you)





What do I need to know?

1. Approach the Business/Company.

- Either by **Phone** or **In Person**
- Provide them with your **Work Experience Dates**.
- If they can help / agree to take you need, **need to record who the contact person will be** at the company/business (point of contact)
- Then **fill out the Work Experience – Employer Log**





What do I need to know?

2. Confirming the placement with the business/company.

- From the **Employer Log details** – College will then **ring to confirm the placement**
- We will run through all the **Health & Safety requirements** needed by the business.
- We will **send the link to the business/company** for them to **complete a questionnaire on how you are doing** during your work placement





What do I need to know?

2. **Confirming the placement** with the business/company.

-Log your employer details using the link seen below & has been sent out to you. (see your emails)

Experience 2026 – Placement Secured

Otherwise we can't:

- 1. **Confirm** the placement with the employer.*
- 2. We can't then send out all the **risk assessment forms** for the employer to complete.*

*No completed risk assessment = **NO** placement.*





What's next.....

3. Produce your **Skills CV**

Skills CV focuses on just the **employability skills** and transfer **Hard & Soft Skills** that you possess/record.

- You will have **started** these during **FLD 1**.
- Needs **to be completed** by **Friday 20 March 2026** and sent to your tutors to check.
- You will need to then **print these off** to take to the Employer.





Your Skills CV

Whilst you are still in **Full Time Education**, completing a **“Professionals CV”** will be hard to do.

However

By completing a **“Skills Orientated CV”** you can add in more **details about you** and that are **still really useful** to a **potential part time Job employer & later to your work experience employer**



Add your **Photo** here
Or
Add in **your initials** in Capital Letters, in a **colour** of your choice, & **font** that reflects you.
Eg LA

Change this to a colour that reflects you.

CONTACT
PHONE:
Mobile:
Home: 01803

EMAIL:
someone@example.com

HOBBIES
Hobby #1
Hobby #2
Hobby #3

PERSONAL DESCRIPTION
Describe the type of person you are HERE
I am.....

FIRST Name MIDDLE Name HERE
Surname HERE

EDUCATION

School Name

Date (From) and (To)

Copy this text box if you have attend a previous secondary school

Qualifications Studying

List Subject	(Predicted Grade HERE)

WORK EXPERIENCE *(Paid & Volunteering)*

Company Name	Job Title	Paid/Volunteered
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Responsibilities held

Describe the responsibilities that you have, and the skills that you have gained because of this job or Work Experience

Company Name	Job Title
Paid/Volunteered	

Responsibilities held

Describe the responsibilities that you have, and the skills that you have gained because of this job or Work Experience
Copy this text box if you have attend a previous secondary school

SKILLS ACHIEVED

In bullet points list skills you have gained

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