



# Year 10 Work Experience

## 29 June – 3 July 2026

### ALL YOU NEED TO KNOW ABOUT WORK EXPERIENCE

Work Experience is an important and exciting part of your education.

The following information will outline to both you and your parent/carer the way in which this program will run.

We encourage you to explore your own options independently but will offer you support throughout.

Work Experience should not just be looked upon as a 'career sampling' exercise but also an opportunity to give you a real-life 'experience of the world of work'.

Please read all the information carefully and consider the employers' requirements and your travel arrangements before contacting them.

If anyone needs any support, please email [workexperience@kas.cambrianlt.org](mailto:workexperience@kas.cambrianlt.org)

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## What is work experience and why do you want me to do it?

Work experience is when you learn about a particular role, organization or career path by spending time in a company. It is protected time away from the classroom which allows you to experience a new environment and see first-hand what goes into the day-to-day running of a business. Work experience, or you might hear it referred to as a placement, is essential for any future career aspirations as it teaches you not only about yourself and the skills/knowledge you might need for a specific role but also the practical life-skills part of going out to work each day, for example time management – making sure you get up in time to travel to work on time.

We aim for our students to:

- Have the opportunity to develop knowledge and understanding of the structures and functions within a workplace;
- Prepare for the transition from education to adult working life;
- Develop a range of personal and social skills necessary for success in working life;
- Develop independent thinking, self-confidence and self-discipline;
- Broaden their career vision and planning.

## What are the benefits of work experience?

Work experience is a chance for you to:

- Gain a real-world experience in a workplace setting;
- Find out more about your strengths, values, motivations and interests;
- Develop and improve your interpersonal skills such as communication, team working and confidence;
- Learn new skills;
- Be introduced to an industry which you may wish to work in;
- Try out career ideas and rule out the options available;
- Meet new people and build contact;

## How do I find work experience opportunities?

- Talk to your family and friends – they could have ideas or contacts;
- Complete the interests and skills quizzes on UniFrog – these will give you a suggestion of job roles which might spark your interest;
- Research local employers to find out what they offer;
- Look at the list of industries in the “Work Experience ideas” section to see if there is somewhere you might want to go to.

## Work experience ideas:

**Medical/healthcare** – local hospital, GP surgery, dentist surgery, pharmaceutical company/pharmacy, occupational therapist, research centre, optician, chiropractor, podiatrist, physiotherapist

**Health and social care** – residential care home, charity, shadow a professional working for the NHS, special school, social worker, childminder/nursery, youth worker, food bank,

**Teaching/working with children** – primary school, youth club, nursery/day care centre, sports club, soft play centre, farm, zoo,

**Media/publishing** – local radio station, local newspaper, TV studio, publishing company

**English** – library, local newspaper, shadow someone with a role in media, advertising agency

**Architecture, building and construction** - architecture firm, construction company, town planning, local council, estate agent

**Geography** – environmental charity, travel agent, nature reserve, local council, transport company, Met office

**Science, Technology, Engineering and Maths (STEM)** – accountancy firm, laboratory, research centre, vets, car manufacturer, electrician, mechanic, garage, IT department, software development, cybersecurity department, museum, observatory, Formula 1, Met office, electronics manufacturer, animal shelter, housing developer, plumber, hospitality, water works, research and development departments,

**Psychology** – mental health specialist, charity, psychologist, psychiatrist, teaching assistant in a school, support groups,

**Art and creative industries** – theatre, recording studio, museums, art galleries, auction houses, charities, community centre, hairdresser/barber, beauty salon, interior designer, painter, baker, graphic design company, landscape gardener, cinema,

**Sports** – sports club, shadow a coach/PT, gym, sports shop, spa, golf club, physiotherapist,

**Business studies** – marketing department, auditors, project management company, insurance firm, investment banking, social media company, bank, consultancy firm,

**Law** – legal advice clinic, court, law firm, legal secretary, youth justice services, police, HR department, legal department within a company

**History and classics** – museum, heritage conservation, archaeologist, tour guide, National Trust site

**Foreign Languages** – embassy, translation agency, tourist information centre, airport,

## Things to consider

- Your parents have responsibility for your travel to a placement so make sure that you can get there;
- Not all job roles are suitable for work experience so you may need to be realistic in your choice and/or what you will be able to do when on the placement;
- Some sectors are very competitive and you might not be offered a place. You will need to have a back-up plan in place;

- Some organisations may have an application form to complete and you may also be invited for an informal interview. This is not unusual so please ask your tutor and parent/carer to support you with this.

## Careers inspiration and advice

Don't worry if you're not sure what kind of career you want. Work experience is a great way of trying out a career to see if it's something you'd like to explore in the future. Before you start looking into specific careers, it can be helpful to think about what you like to do and where you feel your strengths lie. Ask yourself the following questions:

- What are my favourite subjects at School?
- Which subjects am I good at and which ones do I find more difficult?
- What do I enjoy doing outside of School?
- Could I turn my hobby into a career?
- What jobs have I heard about or seen other people doing that I'm interested in?

It can be helpful to speak with friends, family members and your teachers about their careers and how they got to where they are today. It might not be as conventional as you think! These conversations will help you start to get an idea of what different jobs are like, what qualifications you will need and progression routes i.e. do I need to get a degree or complete an apprenticeship.

The easiest way to find out whether an organisation operates its own work experience programme is by searching for the name of the business online followed by the words 'work experience' or 'work placement'. You may also want to see if they have an 'Early Careers' department. This will direct you to a page on their website and explain how students apply for a placement. If a business does not advertise work experience opportunities, do not let this put you off from asking if you can go! If you're interested in what a business does, it's always worth asking them if they would support you with your work experience.

## Advice from employers

### Be **PROFESSIONAL**

- Write your own application letter and ask your tutor/parent/carer to check it;
- Expect to be invited to an interview and/or a meeting before your placement;
- Remember to say thank you regularly;
- Remember you are representing the School. How you act may impact whether that company will work with us in the future.

### Be **PREPARED**

- Make sure you plan how to get to your placement so that you're not late;
- Check with the company what you should wear and if in doubt, wear smart clothes for your first day;
- Make notes before and during the placement to get the most out of the experience.

### Be **POLITE**

- Never swear or be rude about, or to, anyone you meet;
- Don't look at your phone or social media whilst in the workplace;
- Treat all information you hear as confidential.

### **PUT** yourself out there

- Be as communicative as possible and ask lots of questions;
- Show initiative and make suggestions that might help employers;
- Be confident in the skills you have already;
- If you are unsure, be confident to ask questions and for help;
- Companies want you to approach them rather than your parent/carer/teacher.

### Be **PRACTICAL**

- Going to work is hard;
- Don't expect to be running things on your first day – some tasks are boring and/or repetitive;
- Consider how you could build on what you learn after the placement.

### Take time to **PONDER**

- Reflect on what you have learnt and tell your employer the impression it made on you;
- Request feedback on how you did;
- Ask if you can stay in touch and if the employer will give you a reference;
- If you enjoyed your work experience, find out what future careers they offer and what progression routes are required.

# Things you should know when looking for a work experience placement

## Hours of work

The Working Time Regulations apply for work experience, not child employment laws, so a student (young worker) will be expected to work the same sort of hours as the business they are in.

- There is a maximum of an 8-hour day, not including breaks or travel
- Students should not usually work before 7am or after 7pm
- Students are entitled to a rest break of at least 30 minutes after 4.5 hours worked
- Students should have a rest period of not less than 12 consecutive hours in each 24-hour period

Some jobs will require flexibility or may involve shift work, so your hours of work will need to be agreed in advance with the employer. Hours should be confirmed ahead of the start of the placement so parents can organise suitable travel arrangements.

## Payment and Expenses

Work experience is part of the school curriculum and therefore students are not paid. Employers may give expenses for lunch or travel but this is not to be expected.

## Travel

Parents/carers have the responsibility of getting their child to their work experience placement, just as they do for getting them to School. We therefore expect that the majority of work experience placements will take place in the local area/close to where students live. There may be some exceptions to the rule and so if you are expecting to be going on a placement away from home, please ensure you contact Mr Shaw ([lshaw1@kas.cambrianlt.org](mailto:lshaw1@kas.cambrianlt.org)) as soon as possible to discuss it. Unfortunately, we are unable to facilitate any overseas placements.

## Lunch arrangements

Students should follow the guidelines the employer sets and breaks will be factored in. Your employer may ask that the student brings a packed lunch if facilities are not available onsite. Students may also require money to purchase lunch if a canteen is available.

## Health, Safety and Insurance

All employers providing work experience placements will be checked to ensure that they hold appropriate insurances including Employers Liability Insurance. This insurance covers injury to students on work placement as they are deemed to be employees for insurance purposes. Therefore, it is essential that any employer offering a work placement has it.

Employers will be asked to provide the School with this information once the placement has been confirmed with the student. On receipt of this, the Careers and Work Experience Manager will check all the details and only when satisfied will approve the placement. Secondary risk assessments may be required and these will be communicated to the students, parent/carer and employer.

## Safeguarding

For most work experience placements, additional DBS checks are not required, however the School may seek a DBS check in some circumstances. Employers are provided with safeguarding guidance and asked to confirm that they will adhere to the statements.

## Confidentiality

You may be asked to sign a confidentiality agreement, particularly if you are working in a research or development environment, HR, Finance etc. Do not be put off by this - companies are putting a lot of trust in you when allowing you to go into their workplace, and they will need to ensure that certain areas remain confidential to the outside world.

# I know where I want to go, what do I do next?

## Contacting the employer

Approaching new people can be daunting but if students are prepared, they are likely to feel more confident. Students can contact the organization by letter or email, doing their best to look (and sound) professional, interested and polite. Remember that people in business are busy, so students may need to follow up several times to get an answer. If the answer is 'no', always be polite and thank them for their time. Likewise, students may need to try a few people to get a 'yes', just like they will need to apply for more than one training provider or employer in the future. The key feedback received from employers last year was that they would have preferred the student to have contacted them rather than their parents as it shows an interest in the business and a level of maturity. Bear this in mind when you are contacting companies.

You will need to include:

- Paragraph 1: introduce yourself and the School you go to
- Paragraph 2: politely ask about work experience opportunities on dates you are able to attend.
- Paragraph 3: say a little about why you are interested in the company/industry. A couple of sentences is enough.

## Sample email

Below is a template email that you could edit to send (feel free to write your own version):

To: employers email address

Subject: King Alfred's Academy Work Experience request

Dear **[name of employer if you know it or Sir/Madam]**,

My name is **[your name]** and I am a Year 12 student studying at King Alfred's Academy in Wantage.

I would like to enquire about a potential work experience placement at **[company name]**, which I will be able to carry out for one week from Monday 29 June 2026. Do you have any spaces available?

I am particularly interested in gaining some practical work experience with your company because **[give reasoning for pursuing a placement with this specific company and field of work]**. In my spare time, I like to **[list relevant hobbies and interests]** which I enjoy because **[give reasoning]**. I am also a member of **[list any clubs/groups]**.

I would be grateful to be considered for an opportunity at **[company name]** and I look forward to hearing from you soon.

Yours **[sincerely if you know their name, faithfully if you don't]**

**[Your name]**

It is advisable to send the email from your school email address as it confirms to the employer that you are a student at King Alfred's.

## I have been offered a placement

### The process

We are using [UniFrog](#) to collate the work experience information from students, employers and parents/carers. The following shows the process within the placements tool:

1. A **student** adds a new placement onto UniFrog (see How do I add my placement into UniFrog section)
2. The **employer** receives an email directly from Unifrog, showing them what the student has submitted. They are asked to confirm that they follow best practices in:
  - a. Safeguarding
  - b. Health and safety
  - c. Risk assessments
  - d. Insurance
  - e. GDPR
3. The **parent/carer** is sent an email directly from Unifrog. They can read what the student and employer have submitted and provide further information if required, such as medical conditions, allergies etc. Once the parent/carer is happy with the information provided, they grant their permission for the student to carry out the placement.
4. The School's **Careers and Work Experience Manager** reviews all the information provided by each party and approves the placement for the School. If a student requires a specific risk assessment, this will be written at this stage and communicated to the student, employer and parent/carer.
5. **Teachers** have an overview of the status of all the placements at the School. They can filter to see which placements have forms outstanding and nudge people who need to be chased.
6. The placement takes place; **teachers** will visit/contact the student whilst they are not in school and put their report onto Unifrog.
7. After the placement has finished, the **student** and **employer** will be sent an evaluation form to complete – the student's will be sent to their School email address. Once the **employer** has completed their evaluation, it will be saved as a reference in the CV section of Unifrog.

## Inputting the placement details into Unifrog

Log into Unifrog using your School email address – [www.unifrog.org](http://www.unifrog.org)

If you can't remember what your password is, click "reset password" and complete the form. An email will be sent to your School email account.

**If you have any problems logging into Unifrog, please tell your tutor as soon as possible.**

Follow these steps to add your placement:

 <p><b>Placements</b> ✕ No placements added &gt;</p>	Scroll down "Exploring" and click on the purple placements button
<h3>Placements</h3> <p>Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms. Want an overview of how organising a placement works? <a href="#">See the whole process &gt;</a></p> <p> <b>0 placements added so far</b> Only add a placement <b>after</b> you've been in contact with the employer, and they have agreed to host you.</p> <p><a href="#">+ Add new placement</a></p>	Click on "add new placement"
<h3>Student initial form</h3> <p>You're adding a Student initial form for a placement</p>	You will be taken to the Student initial form page
<p>* Already agreed with the employer? <input type="text" value="---- select ----"/></p> <p>Agree the placement with the employer (eg by email) <b>before</b> adding it on this tool.</p>	You should only enter your placement on Unifrog when you have had confirmation from the employer that you have been accepted. Select Yes and continue
<h3>Basic details</h3> <p>* Name of placement business / organisation <input type="text" value="eg Lottie's little bakery"/></p>	Enter Company's name

<p>* Placement start date</p> <p>-- day --    -- month --    -- year --</p> <p>Placement end date</p> <p>-- leave --    -- leave blank --    -- leave blank --</p>	<p>Enter dates of Work Experience week: Start – 29 June 2026 End – 3 July 2026</p>
<p>* Placement coordinator</p> <p>---- pick one ----</p> <p>This is the <b>school / college</b> staff member who will be coordinating the placement from your school's / college's side.</p>	<p>Select “Mr Work Experience Manager”</p>
<p><b>Logistics</b></p> <p>* Describe the time commitment</p> <p>eg Full time</p>	<p>The majority of you should be at the company full time and the hours you will be working, e.g. Full time 9am-5pm. If you are working shifts, you can put this information in this section.</p>
<p>* Will you meet the employer in-person (not on a video call) at any point during the placement?</p> <p>---- select ----</p>	<p>You are all doing “in person” work experience – please select this option.</p>
<p>* Placement country</p> <p>--- select ---</p>	<p>The majority of students will undertake their work experience in the local area. If you have found a placement outside of the area, please speak to Mr Shaw about it as a matter of urgency.</p>
<p>* Placement address</p> <p>eg 100 Pudding Lane, London</p> <p>* Placement postcode / zip code</p> <p>eg EC3R 8AB</p>	<p>Insert the company's address and postcode details.</p>
<p>* Is this the workplace where you'll be based throughout the placement?</p> <p>Yes</p>	<p>Please choose either Yes or No. If your answer is no, please complete the additional question with details of where else you will be based whilst</p>

	<p>on work experience e.g. Wednesday at Head office. Address: 3 Park Road, London, N3 6RG.</p>
<p>* Is this the workplace where you'll be based throughout the placement?</p> <p>* Explain where you'll be based throughout the placement</p>	<p>No</p> <p>eg I'll be working at the office the whole time.</p>
<p>* Will you live at home as normal during the placement?</p>	<p>Yes</p> <p>Please choose either Yes or No. If your answer is no, please complete the additional question including the name of the person you will be staying with, their relationship to you e.g. grandparent/aunt/uncle etc. and their contact telephone number</p>
<p>* How will you travel to and from the placement?</p>	<p>eg I'll take the 21 bus</p> <p>Enter how you will get to and from the placement, e.g. parents will drop me off in a car, bus, bus and train etc.</p>

## Your objectives

\* What are your objectives for this placement?

Words: 0. 25 minimum recommended.

**We will show this to the employer, to help them plan a really useful placement for you.**

Consider:

- What skills you want to develop
- What you'd like to observe and learn at the workplace
- Any questions you have about the employer's work

[See example ^](#)

I want to work in the building trades, though I'm not sure what exactly, and I'd like to eventually either be self-employed or run my own company. On this work experience I would like to see the day to day work of being a roofer - doing roofing work, and also how to manage clients and finances.

Please enter what you want to get out of the placement, an example is available.

## Employer contact details

\* Employer placement lead: name

eg Tim Cook

\* Employer placement lead: email

eg tcook@apple.com

**Important:** this must be correct, or we won't be able to progress the placement.

\* Employer placement lead: email (again)

eg tcook@apple.com

Enter the name of the person who has given you permission to undertake the work experience

Enter the email address of the person who has given you permission to undertake the work experience in both boxes – double check that it is correct.

\* Employer placement lead: phone number

-- country code --



Phone number

Enter phone number of company

Country code: United Kingdom (+44)

## Your details

\* Your date of birth

-- day --



-- month --



-- year --



Insert your date of birth or if already inputted, check that it is correct

<p>* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?</p> <p style="text-align: right;">Yes <input type="button" value="v"/></p> <p>* Describe what special needs, illnesses, medical conditions, allergies or injuries you have that may affect your placement.</p> <p style="border: 1px solid gray; padding: 5px;">eg I injured my back last year and now have mobility problems.</p> <p style="text-align: center;">We'll share this with the placement coordinator and employer placement lead that you have specified above, but we won't share it with your parent / guardian.</p> <p>* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?</p> <p style="text-align: right;">No <input type="button" value="v"/></p>	<p>Please choose yes or no. If your answer is yes, please enter anything you think might be relevant. If you are unsure, please discuss it with your tutor.</p>
<p>* Parent / guardian (who must also be your emergency contact)</p> <p style="border: 1px solid gray; padding: 5px;">eg Salvador Dali</p>	<p>Enter the name of your parent/carer</p>
<p>* Parent / guardian email</p> <p style="border: 1px solid gray; padding: 5px;">eg s.dali@gmail.com</p> <p><b>Important:</b> this must be correct, or we won't be able to progress the placement.</p> <p>* Parent / guardian email (again)</p> <p style="border: 1px solid gray; padding: 5px;">eg s.dali@gmail.com</p>	<p>Enter the email address of your parent/carer in both boxes - double check that it is correct.</p>
<p><b>Do you agree to:</b></p> <ul style="list-style-type: none"> <li>- Unifrog sending your details to the employer email address you've provided;</li> <li>- Abiding by any confidentiality policies held by the employer;</li> <li>- Observing all safety, security and other policies laid down by the employer;</li> <li>- Informing the employer and school/college as soon as possible of any absences?</li> </ul> <p>* Agree <input type="checkbox"/> Yes, I agree to <b>all four points</b> above.</p>	<p>Read the statement and tick the box to agree to the terms.</p>

Form finished?  mark this form as finished and notify employer to fill in their initial form

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You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

If you have completed all the details, tick the "form finished" box.

Add placement

Click add placement button

## Information for parents/carers

### Key responsibilities

We would encourage all parents/carers to read this student guide in order to support your child with the process. In addition to this, we would ask that you support us with the following:

- Follow the advice and guidance given in this booklet;
- Support your child by having conversations with them about where they would like to go on work experience and suggest places they could approach;
- Read through their communication to the employer ahead of it being sent;
- Ensure that they are dressed appropriately – School may be able to assist if PPE is required and not provided by the employer;
- Ensure that the placement location is appropriate, and your child is going to be able to get to and from the place of work, whether supported by you or independently;
- Provide the School with any updated medical information when completing the parental permission via Unifrog. This will ensure that we carry out a secondary risk assessment if necessary;
- Inform the School and employer of any absence from the placement within 30 minutes of the usual start time. You will be provided with the employer's information prior to the placement;
- Inform the School of any issues during the placement so they can be followed up directly with the employer;
- Encourage your child to complete their work experience logbook and the student feedback section on UniFrog.

### Issues or complaints

Parents/carers are requested to bring any issues or complaints to the attention of the Careers and Work Experience Manager in the first instance. We would kindly ask that you do not use other outlets, such as social media, for this purpose as it can be damaging for school-employer relations.

Please send any queries by email to [workexperience@kas.cambrianlt.org](mailto:workexperience@kas.cambrianlt.org)