

YEAR 10

WORK EXPERIENCE

29th June – 3rd July 2026

What is a work experience placement?

A work experience placement is a period of time spent in a working environment. It is an opportunity to learn about a particular job or area of work by experiencing it for yourself. It should be a high quality and meaningful experience. Work experience can be a potential route to employment when vacancies arise. It is expected to help you prepare for entering the world of work. This guide is designed to help you to get the most from your work experience placement and give you tips and advice on preparing to find the placement.

Dates:

Year 10: Monday 29th June – 3rd July 2026

Please note: Employers must have employers liability insurance to host a student – please check that they have this otherwise your placement may not be able to go ahead.

DEADLINE for finding a placement is: Friday 30 January 2026.

Benefits of Work Experience

How will work experience benefit me in my career choices?

1. **Make informed choices** – try out an area of work that you are interested in to see if you enjoy it. It can also help you to find out what you don't enjoy!
2. **Find out about jobs** and industry sectors you hadn't considered or weren't aware of before
3. **Get an idea of what it's like to work** in your chosen work environment and what would be expected of you
4. **Stand out from the crowd** – work experience shows potential employers your ambition and gives them a chance to get to know you
5. **Understand the relevance of your current learning** and how it relates to the workplace and getting a job, which can help motivate you to achieve your learning goals

How will work experience benefit me in my personal development?

1. **Identify your strengths and weaknesses** and the skills you already have
2. **Learn new skills and improve others** – such as teamwork and problem solving. You can get real examples to add to your CV
3. **Develop your social skills** – meeting and talking to new and different people, from workplace colleagues to your potential boss!
4. **Develop independence** e.g., travelling to work
5. **Gain confidence** and feel proud of what you achieved

Choosing a Placement: Things to consider

Thinking of ideas for work experience can be a challenge, it can feel like there are lots of different options. Rather than trying to find the 'perfect' opportunity, look for a placement that ticks as many boxes as possible.

Instead of focusing on one specific job role, consider the wider career industry. For example, it may not be possible to shadow an anesthetist, but you could explore other roles in the healthcare industry like working in a dental practice, nursing home, or GP clinic. These will all give you relevant experience that you can still learn from and reflect on in your applications.

Interests	Location	Aims	Challenge
What are your interests and what careers are linked to that area?	Where can you travel to?	What do you want to achieve and what sort of placement could help you to do that?	You may want to step out of your comfort zone and try something that challenges and stretches you

Thinking about my Work Experience Placement

Think about how you can get the most out of your work experience placement, is there a career area that you would like to gain experience in? Would you like to find a part time job? Are there specific skills that you would like to develop?

Using the sector guides on the work experience database and by discussing your interests and skills, complete the information below:

Areas of work that I would like to apply for:

Skills that I would like to develop on work experience:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Do you have any family members or contacts that you can ask to take you on a work placement? If you do make a note of them here.

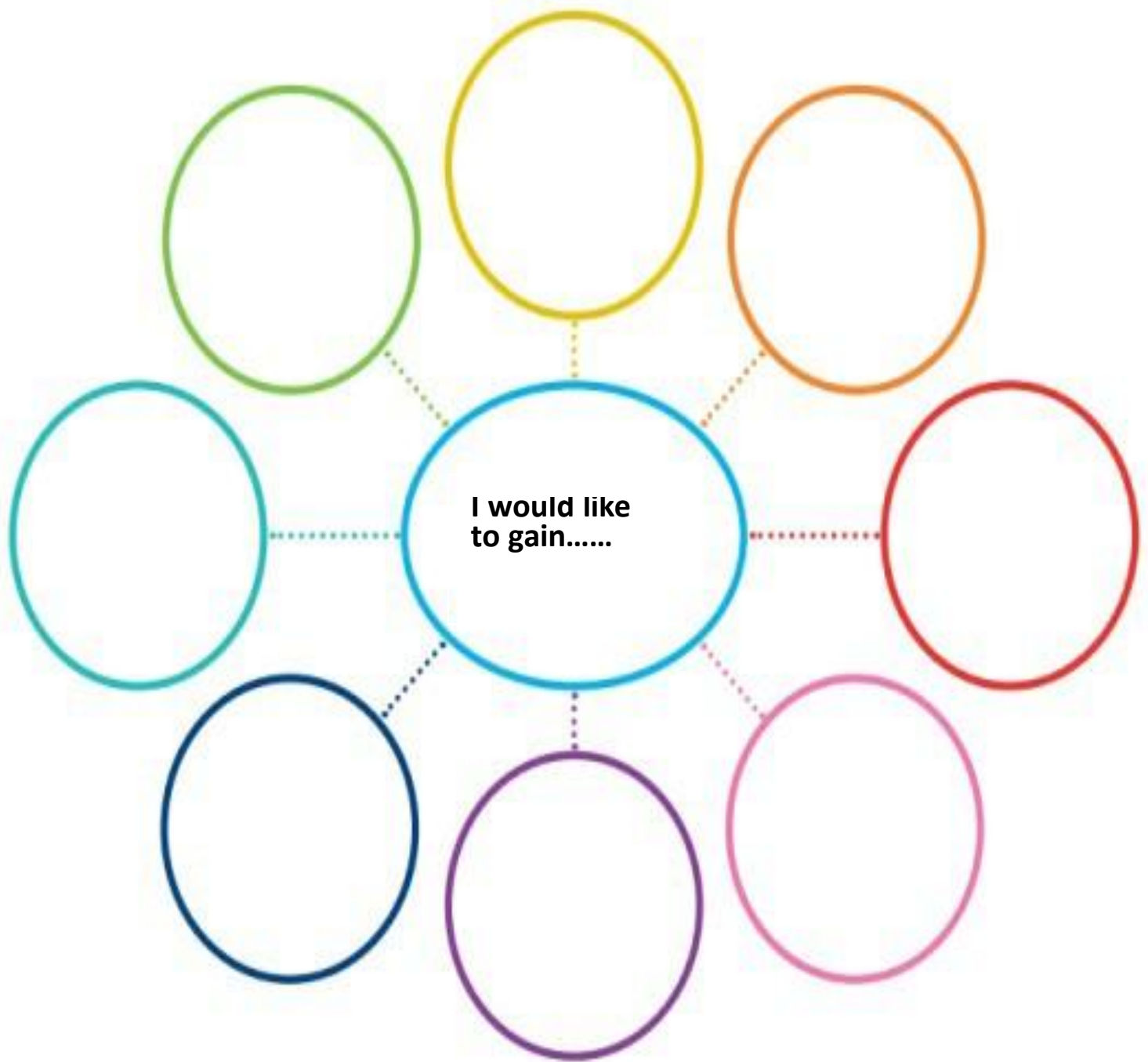
What are your soft skills? What are you good at? What do you need to work on the most?

Most valued soft skills



What do you want to gain from the work experience placement?

Summarise some key ideas as to what you would like to gain from your work experience placement. This will help your parents/carers, form tutor, head of year and the careers advisor support you in finding a suitable placement.



Sourcing a Placement:

- Research industry sectors that interest you e.g., IT, finance, publishing, retail, social care, engineering, hair & beauty, sport & leisure.
- Search online for local employers working in your area/s of interest
- Ask family and friends for suggestions and contacts too. Employers could vary from small/medium sized companies that you haven't heard of, to well-known companies or organisations.
- Research employers' websites to find out what they do. What interests you about them?
- You will be working on creating a CV and cover letter to send off to potential employers in your tutor sessions

Need further help/support?

- Contact Ms Wedgbrow for additional guidance
- Speak with your tutor
- Go to the Unifrog guide to Work Experience: <https://www.unifrog.org/teacher/resources/sort/work-experience-researching-possible>

Use these helpful websites:

- <https://www.ucas.com/careers/getting-job/10-ways-get-most-out-work-experience>
- <https://www.pearson.com/uk/learners/fe-and-college-students/career-choices/careers>
- [School work experience | Barclays LifeSkills](#)

Interviews

An interested employer might ask you for a telephone or face-to-face interview. Make a good first impression. Be professional and polite. Impress them with your research of their business and be passionate and enthusiastic about the possibility of working for them!

Practice answering some commonly asked questions, such as:

- Can you tell me a little about yourself?
- What do you know about our company?
- Why are you interested in doing a work experience placement with us?
- What are your strengths?
- What are your weaknesses?
- What's the accomplishment you feel proudest about?
- Do you have any questions about the job or this company?



Applying for a placement

Keep a note of things

It is helpful if you can keep a note of which businesses you have approached, the date you applied and the date they replied. This will give you an instant reminder of how many applications you have sent and who you have contacted. You can use the grid at the end of this booklet to support.

How to apply for a placement through an email

You may wish to contact a potential placement via email to see if they can host you.

1. Search on the company website for an email address – make sure you want to go on placement there (i.e., Where are they located – can you get there, is it in an industry that you want to work in, are you studying a subject linked to this area)
2. Use this sample email to send to the employer
3. Please adjust this email to reflect the skills and interests you have

Sample email – Year 10:

Dear _____,

I am a Year 10 student at Myton School who is currently looking for work experience opportunities from the 29th – 3rd July 2026. I am *hardworking and friendly person who gets on well with others and can work well as part of a team.*

I would be willing to learn new skills and complete all tasks given to me to a high standard. I live in the local area and would be able to commute to the placement easily and would also be able to assist in part time work opportunities if they become available.

I have applied to your company because *I enjoy baking and learning new skills and techniques* in my spare time. I also study *Food Technology at school and have a passion for this subject.* I would like to develop my *customer service skills and learn more about the hospitality industry* while on work placement. Please would you consider taking me for a work placement as I think I would enjoy working for your company. I look forward to hearing from you.

Yours sincerely,

xxx

How to apply for a placement by letter

Writing a speculative letter is probably one of the most important types of letters you'll write.

The employer may receive hundreds of letters for work experience and will only consider a few. There are some basic rules you must follow:

- Carefully research the company
- Choose a suitable format – formal letter.
- The letter will be the employer's first impression of you and will create either a good or bad impression
- You will likely send the letter via email, make sure that you spell check it and that your teacher/parent has checked it before you send it
- If you have a specific person's name, use it.
- Do not overload the letter with information, but do not 'sell yourself short' either. Make sure you give the employer enough accurate information to be impressed.
- Keep a copy of the letter for reference.

What points should you cover in your letter?

Checklist – You could add:

- Who you are
- Which area of experience are you applying for
- Why you would like to complete work experience at their workplace
- Where you can be contacted (your postal and email addresses, your mobile telephone number)
- The dates of work experience
- The name of the specific person you are writing to and the firm's address
- Why you think you are suitable, show you're keen

- You are enclosing your C.V.
- You are willing to attend an interview if needed
- Your interests or experience
- Make sure you 'finish' the letter correctly. If you started with 'Dear Sir or Madam', finish the letter with 'Yours faithfully'. If you had a specific name, (Dear Mrs. Wood), finish with 'Yours sincerely'.
- Always sign your name and print your name in capitals underneath.
- Think about the person receiving the letter – what will they want to know? Research the company. They want to know you are interested in spending a week shadowing an employee of that company.
- Employers ask you to apply in different ways. Letter, phone call, call in and see them.

How to make a speculative phone call to a company to gain a work experience.

A telephone is the fastest means of communicating with an employer. Learning how to use the telephone correctly could help you to get a placement.

1. Before you make the call know: -
 - Where you are ringing, get the number right!
 - Who you want to speak to
 - What you are going to say
 - Know what the next steps are if they agree to a placement
2. Be Organised
 - This is your chance to make your first impression, be prepared and confident
 - Write the person's name on a notepad
 - Have the notepad and pen ready
 - Make a list of things to ask
3. Make the Call
 - Make sure there are no loud background noises, i.e., music, loud voices and laughter.
 - Speak confidently and clearly, don't mutter
 - Use your natural speaking voice; don't 'put on' a posh one!
 - Listen to the person and answer their questions concisely, but not abruptly
 - Understand what you are told
 - Never eat, drink whilst making the call

What to do once you have confirmed a placement with an employer

You will need to complete the Private Placement form forms can be completed by clicking on the link below or scanning the QR Code.

Alternatively, there is a paper copy at the back of this pack which you can return to your form tutor or Head of Year

[Work Experience Private Placement Details - 29 June-3 July 2026 – Fill in form](#)

QR Code Below



MYTON  SCHOOL

PRIVATE PLACEMENT DETAILS FORM

29th June – 3rd JULY 2026

Student Name	
Year Group	
Tutor Group	

PLACEMENT DETAILS

Company Name	
Company Address	
Contact	
Tel No	
Email address	
Type of Placement	

COMPANY INSURANCE DETAILS

(Ask the company/organisation for)

Employer Liability Insurance (please include insurance company name, policy number and renewal date)	
Public Liability Insurance (please include insurance company name, policy number and renewal date)	

Once this form has been completed, please return to your form tutor or Miss Nowell

Before your work experience

Before your placement you will need to complete a number of tasks related to planning and preparation. Each task is quite straightforward. Work through them carefully. Use the checklist below to help you.

Planning and preparation checklist:

- Discuss the placement with your parent(s)/carer(s) and your teacher(s).
- Telephone your work supervisor before the placement.
- Confirm with your placement the expected dress code and lunch arrangements
- Look at the opportunities for skills development
- Figure out what time you will need to leave home to get to your placement. Plan to arrive ten minutes early.
- Calculate what time you will need to leave home to get to your placement.

Whilst on your work experience week

Arrive on time.

Appropriately dressed.

Plan for your day (money, bus pass/fare, packed lunch etc)

Be realistic about the type of duties you will be given. Hair salons will not let you cut hair, but you may be asked to shampoo a client's hair, sweep up or make refreshments for the clients. Retail organisations will not let you deal with money at the pay point but you may be asked to help wrap/bag purchases.

Turn up every day eager to learn, keen to work and friendly and polite to other staff members and customers and you will have a great work experience week.

The keener you are the more varied and interesting activities you'll be given to do.

During work experience

Your child should attend work experience for the whole week, during the hours stated on their Placement Details unless they need to be absent for:

- illness
- other pre-agreed reasons

In all cases, you must advise both the school and your child's placement if they are to be absent from work experience for any reason. If your child is held up on the way to their placement (eg, transport delays) they should also ring their placement to advise them that they are running late.

Please ensure that you are always contactable on the mobile numbers you have given us in case there is an emergency. This is particularly important if your child is working outside normal office hours eg, evening/weekend, as you will need to be the first point of contact for an employer should any problem arise.

There will, however, also be an emergency contact mobile number available to employers, which will be held by a member of staff during the week.

If, either you or your child have any concerns about their safety, about things that are being done or said around them, or that they are being asked to do things that either of you feel are not appropriate, then they should raise this with their supervisor and you should inform either Mrs Nowell or Ms O'Sullivan at school immediately.

FREQUENTLY ASKED QUESTIONS

On what grounds may a placement be rejected?

- The employer does not have Employer Liability Insurance;
- The placement is 'Out of Area';
- The placement fails a Health and Safety Risk Assessment conducted by Tailored Education;
- The placement is outside of the allocated school work experience week;
- The placement is outside of school hours.

What insurance does an employer need to have?

Under health and safety law, work experience placements are considered the same as any employee position. They are to be treated no differently, in regards to insurance, than any other young person they employ. Existing employers' liability insurance policy will cover work placements provided the insurer is a member of the Association of British Insurers. Therefore, there is no need to obtain any additional employer's liability insurance if you take on work experience students. However, a specific young person's risk assessment will be required if not already in place. Support for Tailored Education will be available for guidance on this. All placements must have a valid ELI Insurance to be authorised

What is classed as 'Out of Area'?

This is a placement where the child is unable to commute from their home address each day. It could also be that it is not within reasonable travelling distance from the school. While on work experience, together with the employer, the school retains responsibility for the welfare of the child while on placement. Parents/Guardians must have a conversation with the careers team if they wish for their child to have a placement where they work which is 'Out of Area'. Contact the careers team by email – Careers@myton.co.uk.

Can my child come and work where I work?

Yes, providing the employer meets all the necessary ELI insurance, risk assessment criteria. If a direct guardian, such as a mother/father/guardian wants their child to have a work experience placement with them and they do not have the necessary ELI insurance, please discuss this with the careers team – Careers@myton.co.uk

What happens if my child doesn't find a placement or the placement is not for a full week?

Pupils will be expected to attend school in their full uniform and will attend their regular timetable.

My child has a medical condition and/or SEND needs, and I have concerns about their wellbeing on placement, what should I do?

A medical or SEND need should hold no barrier regarding your child attending a work experience placement. Please note Myton School will not disclose any medical and/or SEND needs. Please ensure any relevant medical conditions, additional need requirements or any other concerns that may affect your child's time on placement are discussed with the employer so that they will be able to carry out a risk assessment and make reasonable adjustments to support your child. In the unlikely event the employer is not supportive in any way; the placement must not be considered.

What happens if my child is not sure what to do?

The most valuable learning gained from work experience is not necessarily for the type of job they do. It is from the experience of being out in the world and in the workplace. A restaurant or a local shop may not be a chosen career path but may lead to some part-time work. Working where parents work can be a great insight into what parents do. Be open to all placement opportunities and the learning experiences they can individually offer.

Will my child be able to do anything on placement?

Unfortunately, health and safety requirements will no doubt limit what your child will be able to do on placement. Setting expectations is essential, in most cases, there will be a lot of work shadowing and observations. This can get frustrating and can be annoying if not prepared. Spending time with professionals and employers should be viewed as an opportunity to ask how they got into that form of employment and what pathways they took, do they recommend it. This is a fantastic career research opportunity and should be considered in that light.