

Parent Guide to Work Experience



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Monday 22nd March- Thursday 25th March (Friday is Good Friday Bank Holiday)



Why Work Experience?

It is more than just a week out of school. It is your child's first step into their professional future.



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The Benefits of work experience



Real World Skills

Develop communication, teamwork, and problem-solving skills that can't be taught in a classroom.



Career Clarity

Test out an industry to see if it's actually for you. Refine your goals before picking A-Level or BTEC subjects.



Professional Links

Build a network of contacts who can provide advice, references, or even future jobs.





Johanan
GE
Aerospace

Paula Sone

Head of Careers



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Work experience planning sessions



Summer term:

- Help students identify their priorities for work experience
- Discover how and where to research employers to approach
- Learn how to make contact with employers - write an effective email and telephone script

Summer Holidays - secure placement

Autumn term (year 10)

- Recap the information above and look at how to follow up with employers
- How to log the placement on Unifrog
- Continue to work with students that have not secured a placement

Spring term

- Prepare and plan for the placement



Planning work experience



WEX PLANNING WORKBOOK

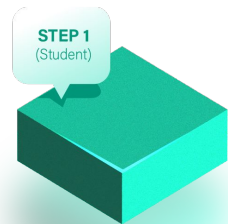
Name _____ Tutor Group _____

This workbook is your complete guide to securing a Year 10 Work Experience placement. It will help you move from the "Discovery" phase to the "Action" phase.

STEP 1: SELF-DISCOVERY (FINDING YOUR FIT)

Use the table below to reflect on your interests and personality. This will help you identify industries that match who you are.

Category	Reflection Prompt	Your Answer
Interests & Hobbies	What do you enjoy doing in your spare time? (e.g. coding, sports, art). Is there an industry related to these you'd like to see?	
Work Environment	Do you prefer being indoors (office/studio) or outdoors? Do you want to work with people, animals, technology, or data?	
The "Zero Prep" Test	What is a topic you could give a 10-minute presentation on right now with zero preparation? (Identifies natural expertise).	



Priorities for work experience

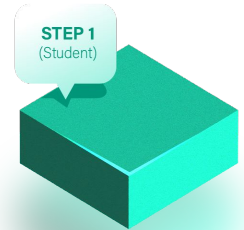


Student 1:

- Gain an understanding of working in engineering
- What is it like to work in a team
- Learn to communicate in a professional manner

Student 2:

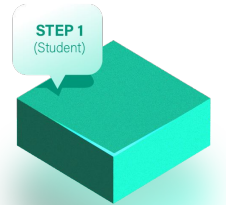
- Learn to feel comfortable in new situations
- Be able to travel independently somewhere new
- Learn to work independently.



Networking with family and friends



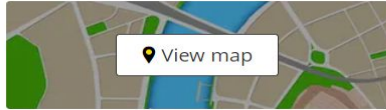
Parents, guardians and extended family members



<https://www.yell.com>



Find out more:



Filter results

Category

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- Consulting Engineers
- Engineers
- Civil Engineers
- Building Surveyors
- Design and Development Engineers
- Engineers' Supplies
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- Architectural Technologists
- Hydraulic Engineers
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- Loft Extension
- 20 Years + Exp

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D B Soundproofing London Ltd

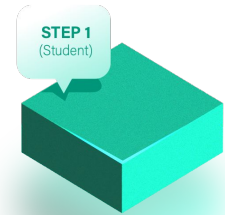
Soundproofing

5.0 (1 Rating)

No time to search?

Simply share details to connect with the best businesses for the job

[Post your enquiry](#)



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Research employers to contact

<https://uk.indeed.com>

Graduate Civil Engineer
HDR
Croydon

Full-time

- Assist senior **engineers** and the wider team in the design process in order to gain a detailed working knowledge of all parts of the industry.

Posted 1 day ago · More...

Quality Engineer
NHS Property Services 3.7
London E14

£50,000 - £55,000 a year **Full-time +1**

- The ideal candidate will have a strong background in manual testing, proficiency in automation testing tools, and a minimum of three years of relevant...

Posted 1 day ago · More...

Endur / ETRM Engineer, hybrid working
Publicis Sapient 3.9
Hybrid remote in London

Graduate Civil Engineer

[HDR](#)

Croydon

Full-time

You must create an Indeed account before continuing to the company website to apply

[Apply on company site](#)

Job details

No matching job preferences [✉](#)

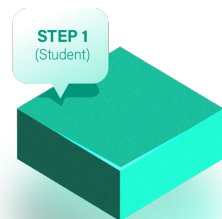
Job type

Full-time

Graduate Civil Engineer - (173179) Description

About Us

At HDR, we specialize in engineering, architecture, environmental and construction services. While we are most well-known for adding beauty and structure to communities through high-performance buildings and smart infrastructure, we provide much more than that. We create an unshakable foundation for progress because our multidisciplinary teams also include scientists, economists, builders, analysts and artists. That's why we believe diversity is our greatest strength. HDR is proud to be an equal opportunity workplace and an affirmative action employer.



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Applying for work experience



Speculative email

From: psone@greenshawhigh.co.uk

To: jobloggs@Springnursery.co.uk

Clear subject

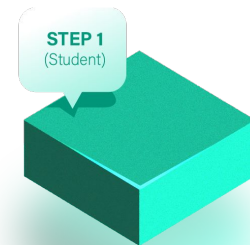
Subject: Work Experience Enquiry

Professional opening

Dear Mrs Bloggs

Introduce yourself

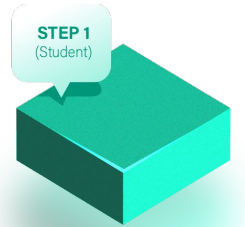
I am a year 10 student at Greenshaw High School currently studying child development and am interested in a career working with children. I am writing to see if you offer any work experience opportunities at Spring Nursery, and if so how could I apply.



Securing a placement



Work experience provides an understanding of the world of work it is not about training for a particular role!!!



Important things to consider

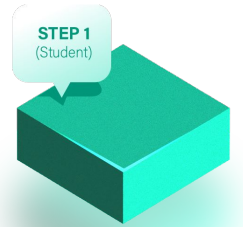


Do not contact sole traders as they will not have public liability insurance which is a requirement for the placement to go ahead.

The work experience dates are fixed, other dates cannot be considered.

The placement **MUST** be in the UK.

The hours of work will vary from company to company however students **MUST** be looking to do a minimum of 4 hours per day



Recording placement details

Autumn term

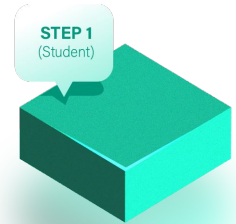


Collect

- Name of the business/organisation
- Name, email address and title of the person responsible for the placement (the person confirming the placement)
- Time commitment (expected hours of work)

Advise

- They will receive an email from school, via the **Unifrog** platform asking them to confirm the placement details and provide information regarding their public liability insurance, and complete a health and safety risk assessment.
- Placement cannot proceed unless this information is completed



Add your placement on Unifrog

You need to **create a placement in Unifrog** and complete the form with the information requested.



Y7 Y8 Y9 Y10 Y11 Y12 Y13 All tools

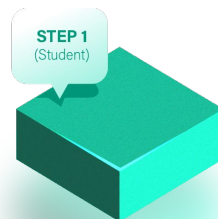
- Recorded at least 10
- Skills
Completed all 12
- Interactions
Missing 6 Interaction types
- Academics
No Classes selected
- Placements
2 placements added, 0 completed



1 placement added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

[+ Add new placement](#)



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What happens next?

② Employer initial form Completed on 6 May 2024

more ^

Employer placement lead	Reena Barai, Owner, reena.barai@nhs.net , +44 020 8644 7035
Employer	S. G. BARAI PHARMACY , Pharmacy, 5-15 employees
Has your organisation hosted a placement before?	Yes
What languages do students need to be able to speak?	English
Overview of the placement	shadow the members of the pharmacy team and support non-patient facing activities
Is the student likely to be on their own with only one adult, for significant periods of time?	No
Does the student need a criminal records (eg DBS or AccessNI) check?	No
Does the placement and its environment carry any risks additional to a typical low risk workplace?	No
Dress code	Smart casual, no jeans and no trainers
Is PPE or other special safety equipment	No



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What happens next?



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GUIDING YOU IN THE RIGHT DIRECTION

3 Parent / Guardian agreement Completed on 6 May 2024

[more ^](#)

Name and contact details Shakhnoza Abdumuminova, Parent,
sabdumuminova@yahoo.com, +44 07594523720

Confirmation that the placement provider has primary responsibility for the health and safety of the student, and the school/college's role is to satisfy itself that the placement provider is acting responsibly Yes, I confirm

Does the student have any special needs, illnesses, medical conditions, allergies or injuries that may affect the placement? No

Agreement Yes, I agree to Diyora taking part in this placement

4 Permission Completed on 8 May 2024

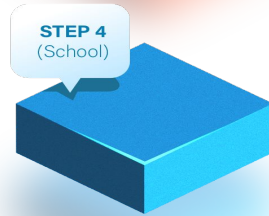
[more v](#)

5 During-placement check-in Completed on 8 May 2024

This stage is optional: **Ms YR12 WEX Coordinator** the placement coordinator can check-in on how the placement is going

Check-in due after: 28 May 2024

[Start >](#) (disabled until placement starts)



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Questions:

- Can my child accept a placement outside of the authorised dates?
No dates are fixed, dates outside this would be disruptive to learning.
- Should my child apply to more than one company?
Yes, your child should apply to several employers, it is unlikely they will all say yes and if they do your child can choose the one they like the most.
- When is the deadline for securing a placement?
Your child will complete their WEX workbook on 23rd June, added this to Frog by 2nd July and have secured and recorded their placement by 2nd November

If your individual question has not been covered this evening please email me directly psone@greenshawhigh.co.uk



Dates/Deadlines

Monday 22nd March-Thursday 25th March



Complete the WEX workbook 23rd June 2026
details added to Frog by 2nd July

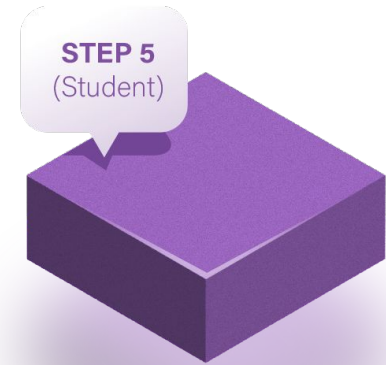
Secured and logged
WEX placement
2nd November 2026



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March 2027



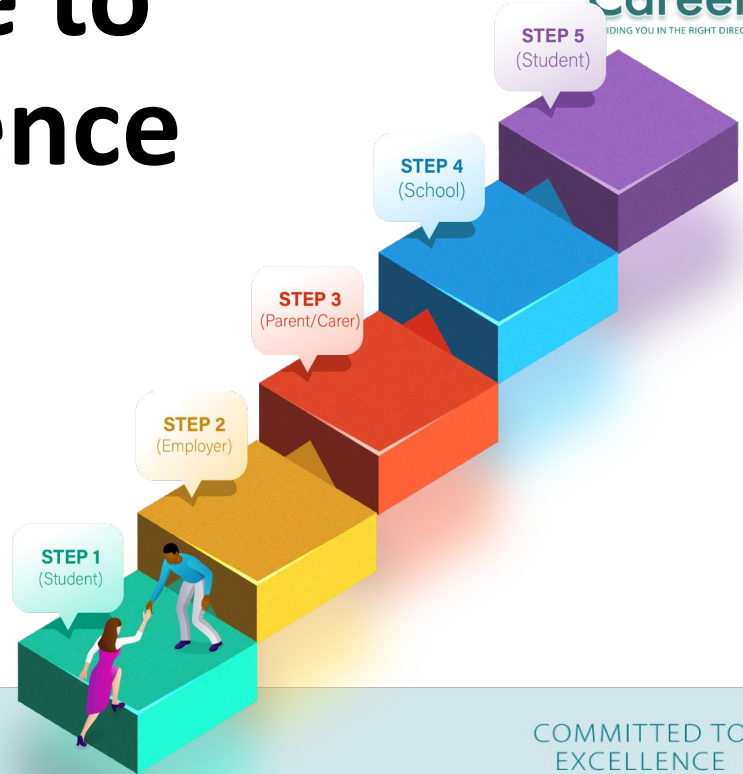
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