



Year 10

Work Experience Week

7<sup>th</sup>-11<sup>th</sup> July 2025



STUDENT & FAMILY GUIDE



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# Guidelines for Year 10 Work Experience

## When is Work Experience (WEX)?

- WEX week is 7<sup>th</sup> - 11<sup>th</sup> July 2025
- All students have to go on a WEX placement during WEX week. The only exception is if you are going on the school residential Geography trip to Sicily during that week. If so, you will need to arrange a placement at a different time during year 10, and for it to be during non-term time, for example half term or the Easter holidays.
- Sometimes an exceptional WEX opportunity is offered but it is not available during WEX week and is during term time. In this case you will have to put in a request to be considered and authorised by Mr Hildrew for you to be out of school. Please email [WEX@churchill-academy.org](mailto:WEX@churchill-academy.org) in the first instance for an authorisation form. If the placement is authorised, you must still find a placement to go on during WEX week (unless on the Geography trip). Examples of exceptional placements are those with the NHS, with a university, the Army's residential WEX.

## What are the benefits of Work Experience?

- Experience of 'job hunting'
- Experience of a work environment and the working world
- Experience working the hours of a placement
- Greater understanding of adult life and increased maturity
- Learning and using key employability skills
- Confirming whether a career of interest is for you. If you don't enjoy your placement, it may make you realise that this career path is not for you. It's better to find out now rather than later!
- Giving you extra motivation in school to work hard for the qualifications you need
- Improved likelihood of finding employment and more likely to find the right pathway



# Overview of Your Requirements

## Placements should be added to unifrog by 28<sup>th</sup> March

**Read the WEX Student & Family Guide**  
On Google Classroom (Class name: 'Work Experience - year 10')

**Speak to your parents/carers** to check what locations you can get to for your WEX and ask for their support with finding a placement.

**Consider what sort of placement you want** / in what sector / with what type of employer

You must continue to contact employers until one of them offers you a placement.

The Academy is unable to find placements or follow-up on your enquiries / applications.

**Contact employers** to ask for a placement - by phone, email, in person or by letter

If you can't find a placement in the particular job you want, consider similar jobs, the same sector, or where you will use similar relevant skills.

You can **use the Employer Database** on Google Classroom (Class name: 'Work Experience - year 10') for some suggestions of employers to contact

**Add your placement to unifrog** once an employer has confirmed it to you and your parents/carers agree to it.

See the Guide and/or [watch this video](#) for how to add your placement to unifrog.

Once added, unifrog will send the employer a form to complete with the full placement details.  
Once done, unifrog will email your parent/carer for them to approve the placement.

Once your parent/carer has approved it on unifrog, the Academy will review the placement and check it is appropriate and meets health and safety requirements.

**Stay in contact with the employer** and check-in with them a couple of weeks before the placement starts.

Make sure you know before your first day, where to go, who to ask for, what to wear and what to do for lunch!



## Finding a Placement

- You and your parent/carer are responsible for finding a placement. This will mean contacting employers to enquire if they can offer you one and continuing to enquire until an employer confirms a placement with you.
- Consider how and where you can get to before you start enquiring/applying.
- You are much more likely to find a placement you like by finding it yourself, rather than someone finding it for you.
- A placement that is with a close family member is not usually the best choice as you won't get the same experience as working in a different environment/with new people.
- Identify as many employers as possible and enquire about a placement.

Go to the '**Work Experience – year 10**' Google Classroom for a spreadsheet which lists employers that have offered placements to Churchill's year 10 students in the last 3 years. This is a really good starting point for where to make enquiries, but you can contact other employers as well.

- The spreadsheet lists employers by type of sector/placement on one sheet and by location on the other. You can also use 'Ctrl' and 'F' (at the same time) on your keyboard when in the spreadsheet to search for specific words. For example, you could search for sport, animals, automotive, health, legal, finance etc. depending on your interests.
- We will add to the database if we hear about any new opportunities and so please always use the live version on Google Classroom. Likewise, we may remove an employer if you tell us that they have asked to be removed (just email us on [WEX@churchill-academy.org](mailto:WEX@churchill-academy.org)).



## Don't Delay, Start Looking Today!

- Popular placements go very quickly, so enquire early.
- You should go through this guide with your parent/carer so that you can discuss practical issues, like where you could get to and how you would get there. Also, to consider if you have any health or special education needs or disabilities that will need to be taken into account to ensure a placement is suitable for you.
- Telephoning employers to find out who is the best person to speak to about work experience works well, as does visiting an employer in person.
- Check that the employer has Employer's Liability Insurance (and if they say that they are exempt from needing it, check if the placement is suitable by contacting [WEX@churchill-academy.org](mailto:WEX@churchill-academy.org))
- Follow up employer conversations with an email.
- It's a good idea to enquire with several employers at once, rather than one at a time. If you have not received any replies after a couple of weeks, you should contact the employer/s again, as well as looking for something else.
- If you cannot find a placement in the career area you are thinking of, then look for something else that you have an interest in or where you will still learn relevant skills.
- An employer may ask you to send them your CV or to tell them why you are interested in having a placement with them. They are most likely to offer you a placement if they feel you are interested in their area of work. You will be working on your CVs on unifrog during PSHE lessons.
- Once a placement is confirmed, you must add it to unifrog.

This unifrog guide gives further advice about finding a placement [a guide to placements/work experience](#)



## Example Application Email

You should use your school email address when contacting employers/people that you don't know, but make sure you monitor it for replies. If you are going to use your own email address, because you know the person your message is being sent to, then make sure your email address/name is sensible and formal as this is a business/work communication.

When enquiring, it is worth mentioning what your age will be at the time of the placement, as some employers have a minimum age requirement on their insurance.

Work Experience placement request \_ ↗ ✕

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Recipients

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Work Experience placement request

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Dear (Name),

I was given your name when I [telephoned/called in] and I am contacting you to enquire if your company could offer me a work experience placement during the week of 7th to 11th July 2025 when I will be [14/15] years old.

I am a year 10 student at Churchill Academy & Sixth Form [and I have attached my CV/I am studying .....]. I am particularly interested in a placement with your company because [e.g. I am thinking of this as a future career, it would give me an insight to working in this sector/role etc.].

I would appreciate if you could let me know if this is a possibility or not, and if yes, when would be a good time to discuss it in more detail.

Many thanks and with regards

Yours sincerely,

[Your name]



## Jobs You Cannot Do

North Somerset Council bylaws say, that no child of school age may be employed:

- in a cinema, theatre, discotheque, dance hall or night club, except in connection with a performance given entirely by children (except where children are licensed by this authority to take part in performances).
- to sell or deliver alcohol, except in sealed containers
- to deliver milk
- to deliver fuel oils
- in a commercial kitchen
- to collect or sort refuse
- in any work which is more than three metres above ground level or, in the case of internal work, more than three metres above floor level
- in employment involving harmful exposure to physical, biological or chemical agents
- to collect money or to sell or canvass door to door
- in work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children
- in telephone sales
- in any slaughterhouse or in that part of any butcher's shop or other premises connected with the killing of livestock, butchery, or the preparation of carcasses or meat for sale
- as an attendant or assistant in a fairground or amusement arcade or in any other premises used for the purpose of public amusement by means of automatic machines, games of chance or skill or similar devices
- in the personal care of residents of any residential care home or nursing home.





## Information to Give to and Collect From the Employer

- Make sure you tell the employer about any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement so that the employer can ensure the placement is suitable for you and/or make any adjustments to support you during the placement.
- You will need to gather the below information from the employer when they offer you a placement. You can use the table below to record the information and hard copies are available via reception from Mrs Belcher.

Does the employer have <b>Employer's Liability Insurance?</b> If an employer says they are exempt from having ELI, please contact <a href="mailto:WEX@churchill-academy.org">WEX@churchill-academy.org</a> to check the placement is suitable before adding it to unifrog.		
Name of business/organisation		
Placement start date and end date		
Time commitment (what days of the week will you be working and what your start and finish times will be each day, if known at this stage – leave blank if unknown)	Mon Tues Weds Thus Fri	
Employer placement lead's name (we will need their first and last name)		
Employer placement lead's email address		



## What to do When You Have a Confirmed Placement

- Once a placement has been confirmed and you have collected the required information, you must login to your unifrog account and add it to the Placements tool.
- A placement is confirmed when the employer has offered it to you, your parent/carer has agreed to the placement, and you have told the employer that you accept their offer.
- The short video below shows you how to add a placement to unifrog and there are instructions with some screen shots to help on the following pages.

Video Link: [Adding a Placement to Unifrog](#)

- **All placements should be added to Unifrog by the end of term 4 (28th March 2025),** to allow plenty of time for employers and parents/carers to complete the forms they need to and for the Academy to make their checks.
- All confirmed placements added to unifrog by 28th March will earn you a House point!
- Once a placement has been added, unifrog will email the employer a link to a form to complete with the full placement details. Employers will be asked to add a copy of their Employer's Liability Insurance certificate to the form.
- Once the employer has completed their form, unifrog will send your parent/carer an email asking them to review the full placement details. This will include the information you added to unifrog and what the employer has added to unifrog. Your parent/carer will be asked to consent to the placement.
- Once your parent/carer has consented, the Academy will review the placement and check it is appropriate and that the employer meets the health and safety requirements.



# Adding a Confirmed Placement to unifrog

Video Link: [Adding a Placement to Unifrog](#)

1. From the home page scroll down to Placements

The screenshot shows the Unifrog home page with a navigation bar at the top containing 'HOME', 'FAVOURITES', 'LOCKER', 'APPLY', 'HELP', a search icon, a settings icon, and an email icon. Below the navigation bar is the heading 'Exploring pathways'. The main content area features a grid of seven cards: 'Careers library' (yellow), 'Subjects library' (purple), 'Know-how library' (dark red), 'Courses' (red), 'MOOC' (teal), 'Unifrog events' (orange), and 'Placements' (grey). The 'Placements' card is circled in red and displays '1 placement added, 0 completed' and a 'Go to tool >' button. The 'HOME' menu item is also circled in red.

2. Start to add your placement

The screenshot shows the Unifrog 'Placements' page. The navigation bar at the top includes 'HOME', 'FAVOURITES', 'LOCKER', 'APPLY', 'HELP', a search icon, a settings icon, and an email icon. The page title is 'Placements'. Below the title is a paragraph: '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? [See the whole process >](#)'. Below this is an information icon (i) followed by the text '0 placements added so far' and 'Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.'. At the bottom, there is a green button with a white plus sign and the text '+ Add new placement', which is circled in red. The 'HOME' menu item in the navigation bar is also circled in red.



3. Make sure you select 'in person' and then '- year 10 Work Experience (Mrs Yvette Belcher)' in the first drop down menus as below.

### Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form. Afterwards we'll ask the placement lead at the employer to fill in the next form.

\* In person or Virtual

**Placements tool or Activities tool?** The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

**Virtual or In person?** If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

\* Placement coordinator

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side

\* Name of placement business / organisation

\* Placement start date

Placement end date

4. Complete the form with all of the placement details. You can stop part way through if needed and unifrog will save what you have completed so far.



5. You will be asked if you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement and this information will be passed on to the employer. It is very important that you answer this honestly so that the employer can ensure the placement is suitable for you and/or make any adjustments to support you during the placement.
6. Once you have completed all the required information, tick the final boxes and finally click on 'Add placement'.

**Do you agree to:**

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school/college as soon as possible of any absences?

\* Agree  Yes, I agree to **all four points** above

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

or [cancel changes](#)

Well done - you have done your part for now and if you've added your placement by 28th March 2025, you will get a House point!



## During the Placement

- In June, during PSHE you will be issued with a work experience log book with an explanation of how to use it.
- You must complete parts of the log book during your placement and your employer must sign it at the end. This will be set as homework to be completed by the end of term 6.
- Employers will require you to follow their company's Health & Safety requirements as well as guidelines regarding dress, behaviour, punctuality, mobile phone usage etc.
- During your placement you will either have a visit from a staff member or they will phone your employer to check how you are getting on.
- If you are unwell, or if there are unforeseen circumstances, you or your parent/carer must contact both the employer and Churchill Academy to explain your absence as soon as possible.

Remember - you are representing the Academy whilst on a placement and we are proud of the excellent reputation we have with employers



## After The Placement

- You should write a thank you email/letter to your employer.
- The Employer will be asked to complete a feedback form.
- You will need to hand your completed log book in to school reception. It will be used in your PSHE lessons early in year 11 to discuss and record your experience and the skills you have used.
- You will receive a Work Experience Certificate of Achievement from the Academy.
- You should add your work experience to your CV as employment when applying for future jobs.

Example thank you email.

**Thank you for my placement** \_ ↗ ✕

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To Cc Bcc

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Thank you for my placement

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Dear [\[Name\]](#)

I am writing to say thank you for my work experience placement.

I really enjoyed spending time with [\[company name\]](#), and it has given me good experience of the working world. I have also learnt useful employability skills which I can now build on and add to my CV.

The experience has confirmed my interest in working in this area and so thank you again for inspiring me.

With regards

[\[Your Name\]](#)

For any queries contact [WEX@churchill-academy.org](mailto:WEX@churchill-academy.org)