

# Unsworth Academy Year 10 Work Experience Programme

W/C 27th April 2026



# What is Work Experience?



# Why Is Work Experience Important?

- Work experience is a fantastic opportunity to gain an introduction into the world of work.
- It develops your employability skills such as communication, teamwork, IT and problem solving. These are just some of the skills that employers look for.
- Gain confidence in your abilities and start to build your CV.
- Helps you to think more clearly about your future career path.



# Arranging your placement

- It is up to each of you to research and arrange your own placement. Why?
- This is good practice for entering the world of work. It is also more likely that you will find a placement that you are interested in. Plus, employers prefer to hear from enthusiastic students rather than parents or school staff!
- If you are actively looking for a placement and struggling to find something, speak to Mrs Isles/Ms Pickup/Mr Gilchrist at your earliest convenience – don't leave it until the last minute!



# Self-Placing Tips

- Use the internet to find employers in the local area. Email, telephone or visit employers in person to make an enquiry.
- Ask family and friends if they are aware of any companies willing offer a placement.
- You may have a friend of family contact that is willing to offer you a placement



# Email a potential placement

- Introduce yourself (including name and school)
- Include the dates of your placement
- Ask for the name of a contact and email address for the contact
- Let them know that a company will be contacting them to arrange a health and safety check



# Phone/approach a potential placement in person

- Introduce yourself (including name and school)
- Let them know when the placement is
- Ask for the name of a contact and email address for the contact so you can confirm via email
- Let them know that a company will be contacting them to arrange a health and safety check



# When a Placement has been confirmed...

- Details of your placement MUST be input onto the Microsoft Form. The link to the form is in the parent letter that has been emailed to you and to parents/carers.
- When this is completed and sent to school, Miss Lowthian / Mrs Isles will contact the employer to confirm the placement and arrange for it to be health and safety checked.
- Should the health and safety checks come back unsatisfactory, a new placement will need to be found.
- School will also ask your placement to sign to ensure that adequate safeguarding procedures are in place
- During the placement, staff at school will make contact with the employer to make sure everything is going well.
- An evaluation will be completed by each employer and returned to school.



# What Next?

- A letter giving all of the information has been emailed to your parents/carers
- The deadline for confirming placements is **Friday 28th November 2025**. This is because a lot of 'behind the scenes' work must be done before each placement can be confirmed
- We strongly advise that you 'get on it' straight away! Remember the earlier you start, the better your chances of finding a placement you are keen to go to.



MS Form Link:



This must be completed by  
28th November

**Reminder:** If you are  
struggling, speak to Mrs  
Isles/Ms Pickup ASAP!





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