



WORK EXPERIENCE

Year 10 & 12



Dates for Work Experience

Monday 6th July – Friday 10th July 2026

Monday 13th – 17th July 2026

(1-week or 2-week, placement)



Importance of work experience



First experience of a real work environment and work situations



Insight into a chosen career



Work as part of a team



Network with new people and make employment links



Grow employability skills



Build on your C.V and support further applications

Importance of work experience



90% of employers thought that work experience was essential for anyone applying for jobs in the current jobs climate.



67% of employers thought job applicants with good work experience were more *employable*.

Where can you work?

In the past students have worked in the following places:

- Primary schools
- Veterinary places
- Doctors surgeries
- Solicitors
- Garages
- Gyms
- Hotels
- Shops
- Offices
- Nurseries



Hybrid Working



- The Pandemic may have affected opportunities as more people are still hot desking or working from home
- Many businesses are still hybrid working
- Please don't be disheartened
- Option of virtual work experience are still valuable!

Work experience - finding a placement

- You need to find your own placement if possible.
- Templates available for emails and phone calls.
- The Careers Team can support if needed.
- Work experience form needs to be complete by student, parent and employer.
- Forms are available online on Unifrog under the (placement tool) [Short Video how to log a placement](#)

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Placements
✖ No placements added



Why is it important for you to find a placement?

- You have a better chance of getting something you're interested in.
- You enhance your communication and influencing skills.
- You acquire the skills needed to apply for jobs or apprenticeships.



Finding a placement

- Consider your career aspiration and think of employers linked to this, make a list.
- Find contact details online.
- Prepare in advance what you're going to say.
- Mention that it's related to a possible future career choice. State briefly what you hope to achieve by working there.
- Offer to come to meet them to discuss the placement.

Finding a placement

- Send them an email
- Go and see them in person
- Make a phone call



Templates available: Contact the Careers office

What you need to do

- Consider where you want to gain work experience – linked to career aspiration
- Log onto Unifrog and register your placement: completed by parents and employer
- Ensure your forms are completed as soon as possible and at the latest by end of June.
- Ask for help if needed – drop into the careers office – break and lunchtimes.

Key dates

- **January – May 2026** Look and arrange your work experience placement. The earlier you do this the easier it will be to find a placement.
- **29th June 2026**
- **DEADLINE – Work Experience Forms must be completed and logged on Unifrog.**
- **July 2026** Session on preparing for WEX & receive your work experience logbook
- **6th July 2026** Start work experience placement

Further Support



If you have any questions
please speak to the Careers Team.

Email: careers@ous.e-act.org.uk

Office: located at the back of the library,
drop-in sessions daily every break or
lunchtime.