



Y10 Work Experience
Week of 26th to 30th April

Why do work experience ?

- Understand how work is different to school
- Develop skills and gain experience
- Decide if that job or career is right for you

Work experience - the process

You need to find your own placement!

There are **two** forms you need to get completed

Parental consent form to be completed by 22nd October

Work experience placement form - to be done by **5th February**

Once you have told us where you are going, we need to carry out various checks to make sure that it is a suitable and safe placement.

The sooner you can do this the easier it is for us to authorize

Also – the sooner you do this the more chance you have of gaining your first choice!

Work experience - how to find a placement

- Step 2 - Decide what you would like to do.
- How far are you willing to travel?
- Do you want
 - a placement linked to a future career?
 - or do you just want an experience of any workplace?
- What skills do you want to develop?

Work experience - how to find a placement

- Step 3 - Find some companies that fit your needs.
- Use the internet - do a google search or use yell.com
- Ask family and friends.

Then make a list of companies that you are interested in.

TASK -

Use the internet to find some companies you might be interested in.

Work experience - how to find a placement

- Step 4 - Approach the company to ask for work experience.
- You could do this by:
 - Phone
 - Email
 - In person

Things to consider.

There can be competition for work experience placements. You need to make a really good first impression.

If making contact by phone or in person, think about exactly what you are going to say. Plan it out and write yourself a script.

If making contact by email, this needs to be very carefully written. Also, be aware that it is very easy for someone to ignore an email! If you don't hear from them, follow it up with a phone call.

- Y10 Work Experience Request Template 2026/27
- To whom it may concern, My name is (Full name), and I am a Year 10 student at Beverley High School. I am currently studying a range of Level 2 qualifications including (list your subjects or the most important ones to the work experience). In the future, I am interested in working in / studying (give a job role or area of study), so I am keen to gain some work experience in this area. From my research I understand that you are (say something nice about them to show you have done some research – just look on their website/social media), so I would love the opportunity to undertake a work experience with you. My work experience is between Monday 26th April and Friday 30th April 2027. If you feel that you would be able to allow me to undertake some work experience with you, please could you respond to this email so we can discuss it further. Thank you for taking the time to read this email. I hope to hear from you, but if you are unable to help on this occasion, I wish you all the very best for the future.
- Kind Regards