Students and Parents

Year 10 Own Placement Work Booklet

Version:	1.0
Date:	05/10/2026
Author:	Mrs J Gough

Table of Contents

1	What is Work Experience?	3
2	Assessing Your Skills	4
3	Choosing an Own Placement	5
4	Contacting an Employer	6
5	Contacting employers by telephone	7
5.1	Information about you	7
5.2	Making the call	7
6	What They May Say…	8
7	Sample Letter	9
8	Please Remember…	10
9	Work Experience Checklist	11

1 What is Work Experience?

This is your chance to spend a week out of school, finding out about the world of work.

19th -23rd April 2027

Through work experience, you may be able to:

- Try a job you are interested in for the future.
- Spend time with a local employer finding out about a range of jobs.
- Improve your skills, such as communication, teamwork, problem solving.
- Improve your confidence and become more independent.
- Gain skills that will help you with future job ideas.
- Find out about your own strengths and weaknesses to help you plan your future.

2 Assessing Your Skills

Fill in the following information to help you plan for finding a placement:

If you were to gain one thing from going on work experience, what would it be?

Have you already come across any jobs that appeal to you?

Where could you travel to for work experience? (Think about bus routes, family or friends who could take you).

Do you know anyone who may be able to provide a placement for you? (Relatives, neighbours, local businesses…)

Top Tip

Be ambitious! If you want to do something unusual or different, go for it. This is a great chance to try something new.

3 Choosing an Own Placement

List possible employers that you intend to contact about a work experience placement. Note their address, email and telephone

Employer	Contact	Telephone	Email

Google can help...

Search for local employers who may offer work experience in a particular industry, such as engineering or healthcare.

4 Contacting an Employer

Students are expected to identify and make contact with employers. Many employers prefer to have direct contact from students.

If you already have an offer of a work experience placement, then make sure you complete ALL the pages on the work experience form, including signatures from parents/carers and employers.

If you have some ideas but no confirmed placement:

- Contact employers by telephone to ask for a placement. Ask for the person who deals with work experience placements, then tell them who you are, which school you are from and that you are looking for a placement for 19-23 April 2027
- It is possible that you will be asked to send a letter of application or even a CV. Use the template letter provided and adapt to suit.
- When you have a placement confirmed and you have handed your form to Mrs Gough, you can sit back and relax, whilst the placement is checked out for insurance and health and safety

Don't Forget ...

This will help you in the future when you apply for jobs - however, if you are really struggling, please ask Mrs Gough!

5 Contacting employers by telephone

Call from a quiet room with no distractions if possible. Have the following things to hand:

- Company details - Contact Name, Number, Address
- School information - Telephone **023 8069 2679**
- Date of work experience: 19-23 April 2027

5.1 Information about you

- What GCSEs you are taking?
- What kind of work you are interested in?
- What (if any) experience do you have so far?
- Why have you contacted this particular company?
- Your telephone number/email address if they need to contact you.

5.2 Making the call

You will probably get through to a receptionist - explain who you are trying to contact and why. If they need to ring you back, let them know what time you are at home.

Explain clearly what you are asking for, for example: A one week placement from 19-23 April 2027. A placement in …… type or work or company.

You may then be asked for further information, eg:

- Why have you contacted this company? Why do you want this kind of work?
- What do you want to be doing on the placement? What are you doing at school?
- How are your GCSEs going? Have a notebook and pen handy to make notes.

6 What They May Say…

No - The company may have good reasons why they can't offer you a placement, thank them for their time and try to leave a good impression (you are representing Wyvern College when you make the call and it is important to keep the contact for future years).

Maybe - The company may want more information from you in writing or they may want to speak to the school. Make sure you act upon anything you agree to.

Yes - Well done! Now ask the employer to complete the Work Experience Form, make sure the employer and you and your parent/carer has signed it and return it to Mrs Gough in the Careers Office. At least 12 weeks before the work experience week is due to start, as Health and Safety regulations and the correct insurance need to be fully verified.

Remember

Placements must be confirmed 12 weeks before Work Experience week.

7 Sample Letter

Asking for a work experience placement

12 Wheatland Close
West End SO30 3GF
Tel: 02380 256232
Email: jbloggs123@gmail.com

Mr F Smith
Excel Solutions Ltd
Hedge End Industrial Estate
Southampton

Dear Mr Smith

I am writing to apply for a work experience placement with your company. I am currently a Year 10 student at Wyvern College, and I am working towards my GCSEs.

I particularly enjoy Computer Science and regularly use computers at home for homework, email communication, and online research. I am interested in developing my IT skills further and would welcome the opportunity to gain experience in a workplace that uses technology and software development.

From your website, I understand that your company designs its own software, which is used by many large organisations. This has made me particularly interested in completing my work experience placement with you, as it would provide valuable insight into careers in the IT sector.

The work experience dates are from Monday 19 April to Friday 23 April 2027. I would be happy to visit your company beforehand to meet you and learn more about the work I would be undertaking during the placement.

I hope you are able to offer me a placement, and I look forward to hearing from you.

Yours sincerely

J Bloggs

Jane Bloggs

8 Please Remember…

- **All the placements must be submitted early to ensure they meet Health and Safety regulations and have the correct insurance to provide work experience. Placements must be confirmed 12 weeks before the work experience week.**

- **All students will be expected to go out on work experience- If you are not able to go to your placement, e.g. due to illness, you will need to inform school and your employer.**

- **Whilst on placement, you are representing Wyvern College, and your attendance/behaviour will be reported back to us by employers. Teachers will also visit you whilst you are on your placement, and phone calls are made throughout the week.**

- **Work experience takes place during weekdays. Evening or weekend work can be negotiated between students/parents and employers - depending on the nature of the business. Be aware that students cannot work more than eight hours a day or forty hours a week.**

9 Work Experience Checklist

Task	Action By	Completed
Students and Parents to read through the Work Experience Pack.	Friday 6th November 2026	
Complete the Parental Consent form on EDULINK.	Friday 6th November 2026	
Students to discuss possible work experience placements with family, neighbours and local businesses as early as possible. Use Unifrog and the Year 10 Work Experience booklet if you are looking for an Own Placement.	Friday 6th November 2026	
Decide whether you would like to: • Arrange your own placement (Own Placement) • Apply for a placement through EBP South online. **If you are unable to secure a placement through the EBP South system, you will need to arrange an Own Placement by contacting employers directly and completing the required paperwork.**	Friday 6th November 2026	
Own Placement – Once an employer has agreed to provide a placement, an Own Placement Form must be completed. It is important that the employer, the student, and a parent/carer complete all relevant sections of the form to ensure that the placement can be processed and checked. • It may take up to 12 for the checks to be completed. **Please then submit your own placement form to Mrs Gough**	Before Monday 22nd February 2027	
EBP Online Placement - Apply for a work placement online with EBP and expect to hear back within three weeks. Once a placement has been accepted, the student should contact the employer and get the form signed by the employer, the student, and a parent/carer. **Please then hand in your completed form to Mrs Gough**	Please keep checking the EBP placement online.	
Contact or visit your employer to ensure that they are expecting you on Monday 19th of April 2026.	12th April 2027	
Work experience starts on the 19th April2027	19th April 2027	
Don't forget to contact the employer and Wyvern College Absence line if you are ill or absent during your work experience.	19th - April 2027	

CHOOSE ONLY ONE ROUTE: OWN PLACEMENT OR ONLINE EPB PLACEMENT