



Schools &
Colleges

Ormiston Chadwick Academy

Year 10: Work Experience Launch



The Purpose of This Today's Assembly



We are a careers guidance charity working with schools across the UK



We are working with school to support Work Experience placements for Year 10 Pupils



We want to give you information about work experience, the process and some points to consider.



To discuss what you will need to do next and by when

You will be going on work
experience on the
18th May – 22nd May 2026



WHY DO WORK EXPERIENCE?



Why do work experience?



- It is a requirement of Year 10
- It is an opportunity to sample different types of careers
- It will help with your decision about what to do after Year 11
- It is a chance to make yourself stand out when competing for a place at University or for Apprenticeships/Jobs
- It will give you the chance to understand the difference between being at school or work
- It will give you an opportunity to sample some ideas without making a long term commitment

Why is work experience important?

- We now have a very skills based jobs market and therefore those who understand their skills and can talk about these are more likely to secure better future opportunities. Work experience can give young people the chance to explore and understand their skills
- Work experience is an opportunity for you to see your learning in action and is something that is not just about academic achievements
- Top skills employers are looking for a - problem solving, team work, commitment to completing tasks and customer awareness



Some Points to Consider



What are your career interests?

What are you thinking about doing after completing school?

Not all industries can offer work experience it is important to be realistic

Work experience is never a wasted experience, you will always be able to talk about the things you have learnt

What are the differences between work and school?

What Next? Making a Choice



- It is important to **be realistic** about what can be done during a weeks work experience.
- There are some career sectors that find it **difficult to offer work experience** for example:
 - Financial Services
 - Engineering firms
 - Laboratories
 - Health
- **In Year 10 its important to have an experience of the work place** so be open minded about where you might want to go, have more than one option

We are asking
everyone to try to
find their own
placement



Modern Working Life

- It is important to consider that for some employers now operate quite differently to how they used to
- Not all firms work in the same way now and many have abandoned their offices
- Some industries such as health and care may struggle to offer placements as have in the past
- You may be required to follow specific rules on placement that are in line with an organisations policy, these could be different to school so if you are not comfortable with that you will need to speak to your Head of Year



Find your own placement!



You may have personal connections who can help you find a placement you are really interested in



Employers often appreciate the bravery of being approached by the person wanting the placement



It makes you look more motivated and enthusiastic - employers will look on you more favourably

Where might offer a work experience placement?

- Primary Schools
- Local shops
- Hairdressers
- Car Garages
- Charities
- Hotels
- Cafes
- Kennels/Catteries



Where to start?

- Are there companies you are already aware of in your local area?
- Do you have friends or family members working in these areas who can help?
- Use the internet to research local companies in the fields you are interested in.
- Make yourself a list and research into each company to find out more about what they do, using their websites and social media pages.



Tips for finding placements



- Approach more than one potential employer
- Do not leave it until the last minute, approach people early so you get the best placements
- Don't be put off if there is no response, keep trying
- Don't panic if you are not sure what they want to do, google the local area and think about places they know/feel comfortable to travel to and have interesting opportunities.
- A personal approach always helps, for example go in to employers premises and introduce yourself
- Good places to start - primary schools, local offices, local shops, small local businesses
- Personal connections are always useful – friends and family

Making Contact

- Once you have your list, you now need to figure out the best way to contact each company about work experience.
- Some employers will have instructions on their website regarding applying for work experience so look for this. If they do, follow the instructions given. If not, make a note of their telephone number and give them a call.
- Phone Call – when calling make a note of what you want to say first. Introduce yourself and ask for the right contact person to speak to regarding work experience. They may give you this persons email address or put you through on the phone.



Emails

- **Must include:**
- Dates of work experience
- Your name
- Your school name
- Your age / what year you are in
- Explain your interest and why you wish to go here for work experience
- Their name and company name – personalise the email.

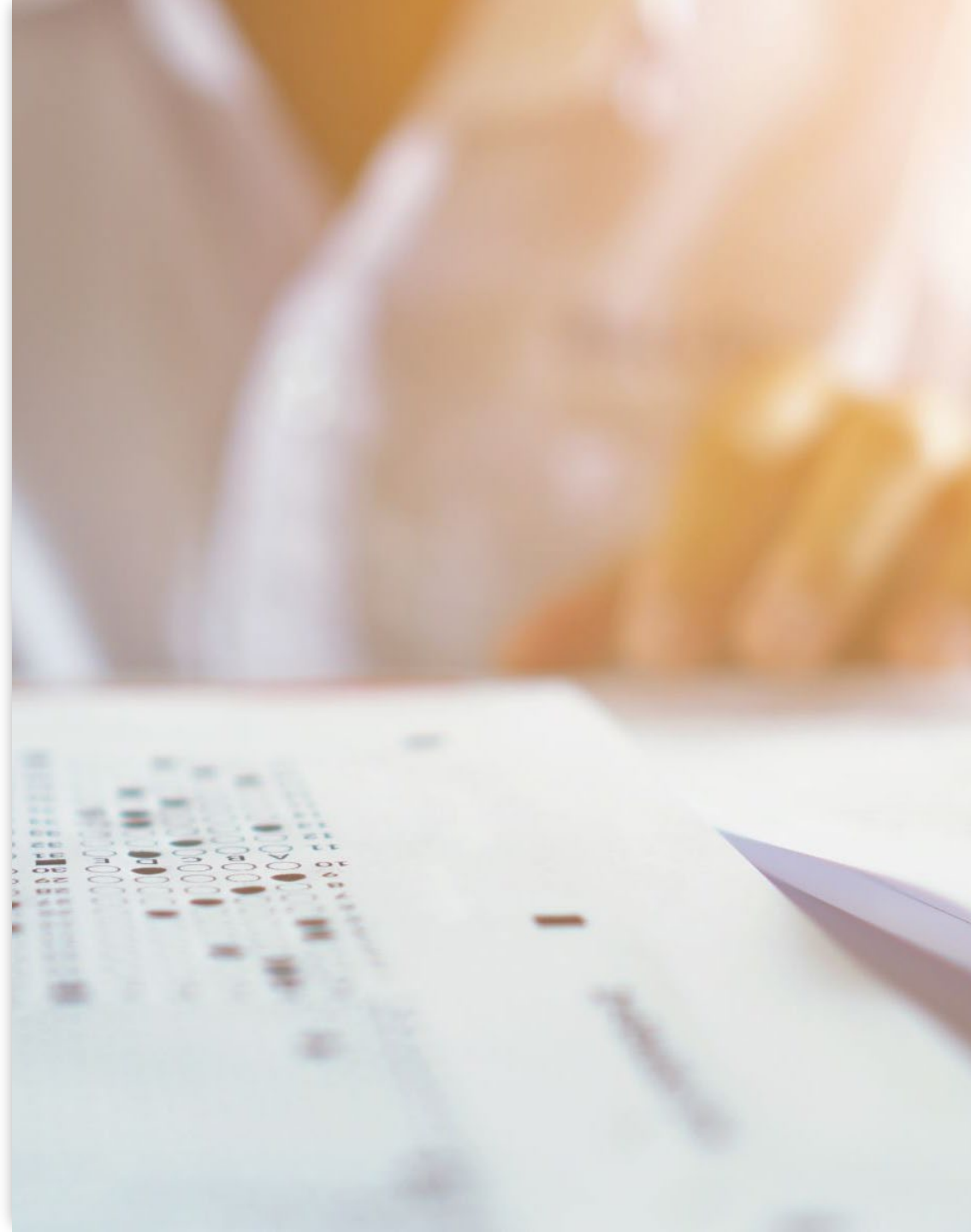


Responses / Next Steps

- Reply to all responses.
- Any employers who say they are unable to help, reply to say thank you anyway.
- Anyone who replies to say yes, make sure you complete the self-placement form and hand it into school.
- If you get no response, follow up with a phone call or another email.
- Some employers may ask you to send them a copy of your C.V, some may ask you to go in for an interview before they fully agree to the placement.

What happens when you find a placement?

- You (or your parent/guardian) will be asked to complete a form with information about the placement you have found
- There is an online form to complete which will be emailed to your parents/carers
- There is also a paper form if you need it, which will be available next week (from the Careers Adviser in school)
- You will have **2nd March 2026** to find a placement and return the information to us
- We will then get in touch with your placements to confirm the details



Timescales



- If you want help to find a placement you will need to speak to school
- You have until **2nd March** to return placement information, if you do not return the placement information you will not be able to go.
- We will be running sessions in school to help you find placements
- If you aren't sure what to do, please speak to me after the session or to your form tutor
- **You will be on placement on the 18th – 22nd May 2026**

Some Final Points to Consider



- Certain placements may require specialist clothing or equipment depending on the nature of the placement. So please discuss this with your family and school .
- You must be prepared to travel and plan your route in advance to ensure you know where you are going and allow enough travel time to be punctual.
- If you want to discuss **any issues or concerns** you may have regarding your work experience then please speak to your form tutor.
- **Attitude** is the key to a successful working life!

Employers may hire on qualifications but 89% fire employees based on attitude of their new recruits....

Finally!

- **Work Experience will help you to work on skills and achieve your future goals**
- **Young people who have been on work experience are more likely to find work in the future**
- **Make the most of this opportunity to consider what you have to offer and where you want to be**
- **There is a lot of support on offer at school ask for help if you need it**

