

Year 10 Work Experience Information

29th June – 3rd July 2026

**How to find and log your
placement**



What is work experience?

It is an opportunity to carry out real work tasks on employers' premises and experience the hours, working conditions and disciplines you will encounter as employees. Depending on your placement, it can also provide an opportunity to find out more about a career path that you may be interested in.

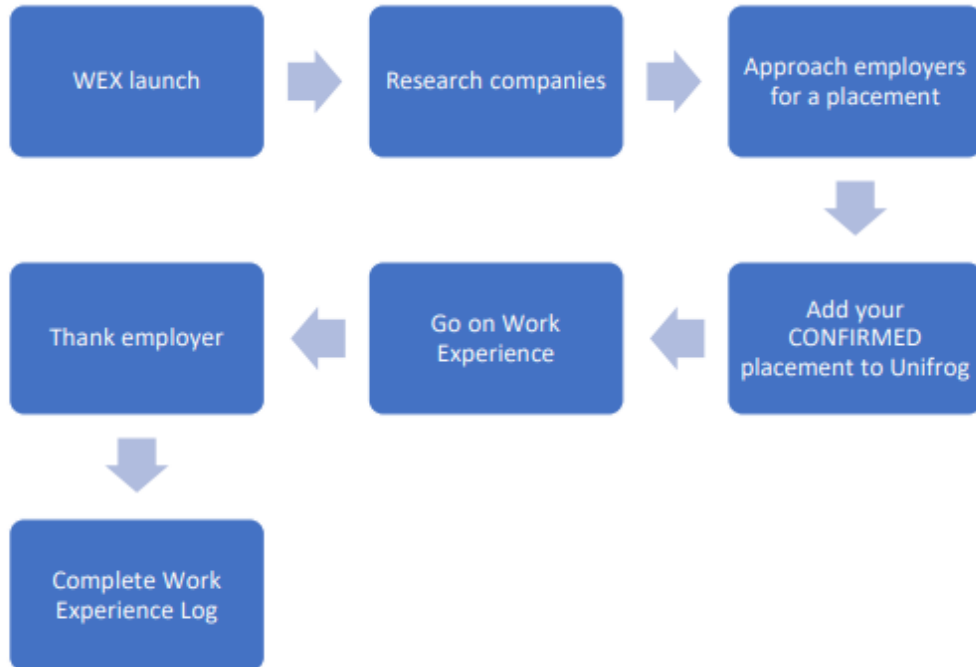
Why is work experience important?

It is a unique opportunity for you to find out about the world of work and to meet people of various age groups.

- **Decisions:** You will have the chance to gain experience of typical working conditions in commerce, industry, retail or other types of workplaces and see if it is a career you want to pursue.
- **Self Confidence:** Being part of a team and completing tasks can build your confidence.
- **It looks good:** It will help you to see the links between schoolwork and the skills you need in working life. It will help you to understand why services, industry and commerce are so important in our society.
- **New Skills:** You will discover more about your own skills, talents and interests and be able to identify and develop your own employability skills.
- **Networking:** You will meet people doing various types of jobs and find out more about the work they do, and the skills and qualifications required by talking to them and working with them.

What to expect during the process

Below is a graphic that outlines the process of Work Experience. Your Personal Tutors, Mr Rose, Miss Harris and Mrs Naylor will support you through the process, but the responsibility to search for a placement is **YOURS**.



Key web resources for students and parents

- Unifrog placement tool: <https://www.unifrog.org/student/placement>
- Unifrog CV writing: <https://www.unifrog.org/student/cv>
- Unifrog Work Experience resources: <https://www.unifrog.org/student/knowhow/keywords/a-guide-to-work-experience>
- Buzz Quiz for finding your skills: <https://www.ucas.com/careers/buzz-quiz>
- Tips for arranging your placement: <https://www.groundwork.org.uk/improving-youremployability/arranging-your-own-work-experience-placement/>

Researching a placement:

Once you know what industry you would like your work experience to be in, speak to family and friends about companies that might have placement opportunities. Every employer offering work experience must have Employers Liability Insurance or the placement will not be approved. Please check this with the company when you arrange the placement.

Contacting to arrange a placement:

Once you have chosen which placement you would like, use Google or our list of previous placements to make contact. I suggest you try and do this in person if possible – it is much harder to say no to a friendly face!

It is incredibly important to use the right type of language when talking to potential employers. Your initial contact with them will set the impression for the rest of your interactions.

Tips for enquiring about a placement

1. Use formal language: "Dear Mr Smith", "Dear Sir/Madam"
2. Introduce yourself and give a bit of information about who you are and why you want the placement
3. **Do not** use slang of any kind
4. Include a CV if you have one
5. Add a way to contact you: email, phone number
6. Thank them for their time and consideration

Be prepared for lots of rejections. This is not your fault. Keep trying and keep an open mind.

WORK EXPERIENCE EMAIL TEMPLATE

Dear Sir/Madam [or name],

I am a [X year old] [year group] student from Ormiston Horizon Academy studying [list of subjects].

I am enquiring about a potential work experience placement at [company name], from

Monday 29th June to Friday 3rd July, 2026

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours [sincerely if writing to a named person/faithfully if you started with Sir or Madam]

[Your name]

WORK EXPERIENCE TELEPHONE TEMPLATE

Hello, my name is [X] and I am a Year 10 student from Ormiston Horizon Academy. I'm ringing up regarding a possible work experience placement on [dates]. Would it be possible to speak to the person responsible for this? Thank the person for their time (even if they cannot offer you a placement)

- If you are told they are out / busy, ask politely for their name and contact number so that you can ring back another time, and write these details down.
- You probably will not get an answer straightaway so be ready to give your contact details.
- Ask how you should go about arranging the placement. explain that there is some paperwork that must be completed. Ask if you can have their contact details including an email address to send the paperwork to.
- If you do not get a reply within 5 working days, phone up the company and ask again. You may need to include a CV with your letter of application, or the employer might request one.

You can use Unifrog to help you: www.unifrog.org/student/cv or you can attend a Work Experience Drop-In Session with Mrs Naylor every Monday 3:10-3:50pm.

Room to be confirmed.

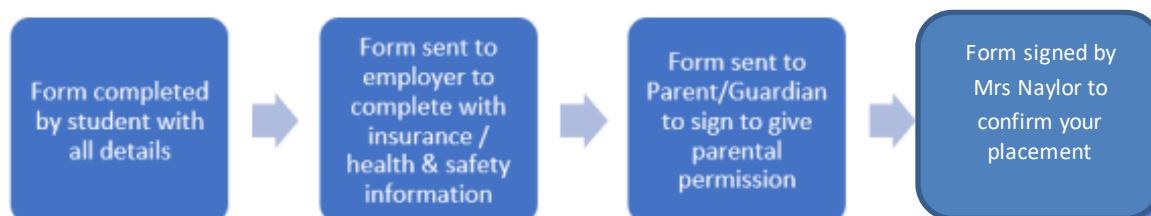
Adding your placement on to Unifrog

Once you have confirmed your placement with your employer, you must input it onto Unifrog. This ensures we know where you are and we can do the Health and Safety checks necessary for you to go on placement.

You can watch the process video here:

<https://www.unifrog.org/student/knowhow/direct/how-to-use-the-placements-tool>

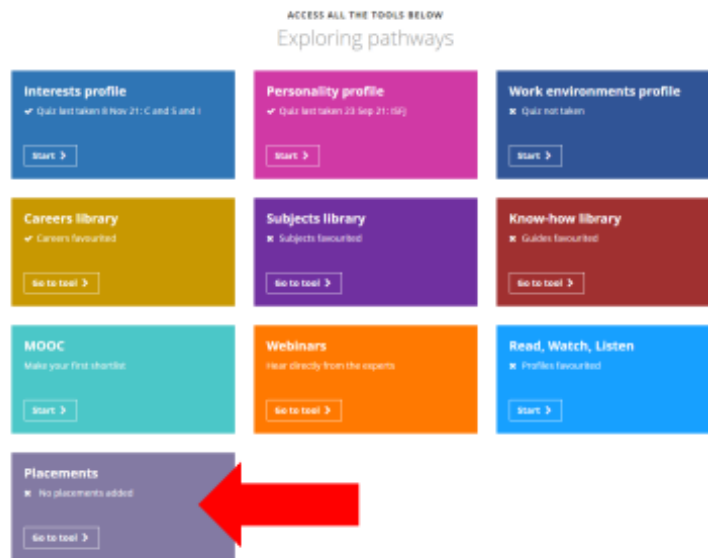
Once you have added your placement to Unifrog, a chain of events happens:



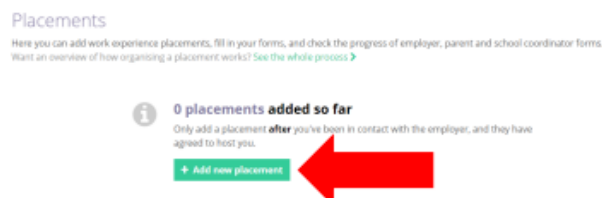
How to register your confirmed placement

Step 1: Log into Unifrog using your school email

Step 2: Go to the placement tool on the Home Page



Step 3: Click "Add new placement"



Step 4: Complete the form fully.

- It is an in-person placement
- The placement co-ordinator is **Mrs Naylor** NOT your tutor / Head of Year
- Placement start date is: **29th June 2026**
- Placement finish date is: **3rd July 2026**
- Time commitment: put what you have agreed with the employer
- Employer placement lead is often the Owner of the business, but in schools and larger companies they may appoint a Manager. Put who has been communicating with you about your placement here.
- Parent/guardian contact: this is to give permission, so ensure the email address is correct. When the form is fully filled out, double check the email addresses are correct then click both agreement boxes before you "add placement".

Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

* Agree: ☐ Yes, I agree to **all four points** above.

Finished? ☐ mark as finished and notify employer to fill in their initial form?

Add placement or cancel changes

Once you have confirmed your placement you must complete the form on Unifrog as soon as the employer has confirmed your placement.

Inform the employer they will be receiving an email from Unifrog and to check their junk email.

There is a deadline for the placement to be submitted:
20th February 2026

Try to stick to this deadline, otherwise you miss the chance to carry out work experience in an area of your choice.

Things to find out or do before your placement:

- Inform your placement if you have any health issues or additional needs which may affect your work.
- Know how you are going to get there before your first day. Do a practice route.

Practical Details to Ask Before Your Work Experience Placement

- What time should I arrive and finish each day?
- What should I do when I arrive on my first day?
- What should I wear — is there a dress code or uniform?
- Will I need to bring anything (e.g. lunch, safety boots, notebook, ID)?
- Is there somewhere I can keep my bag or coat?
- Who should I report to when I arrive?



Students

FINAL THINGS TO REMEMBER

Your work experience is a chance to try something new, build confidence, and explore your future career! ☀️

💬 Ask for Help

You're *not* on your own — we're here to support you!

Be proactive and take the first step but remember: your teachers and Mrs Naylor are here to give guidance and advice.

🕒 Drop-In Sessions

Come along for advice, ideas, and support with finding your placement.

☎️ Need Help Contacting Companies?

Ask your Personal Tutor (PT) to help you make phone calls or send emails.

⚡ Be Proactive

Don't wait too long — popular placements go quickly!

🧑 Challenge Yourself

Step out of your comfort zone — this is your chance to grow, gain experience, and discover new skills!

Parent/carer

Help your child make the most of their work experience opportunity!

☎️ Need help or advice?

- Contact your child's **Personal Tutor**, or
- Email: Mrs Naylor: knaylor@horizontoat.co.uk, or
- Call **Reception on 01782 883333** (a message will be passed on).

💡 How you can support your child:

Encourage them to find a placement in a field they **enjoy**.

Explore options together – family, friends, or your workplace might have opportunities.

- e.g. hairdressers, salons, garages, offices, shops, etc.

Research together:

Visit the **National Careers Service** for ideas:

👉 Careers advice - job profiles, information and resources

[Careers advice - job profiles, information and resources | National Careers Service](#)