

YEAR 10



MONDAY 28th June – Friday 9th July 2027

ADMIRAL LORD
NELSON SCHOOL

- [illegible]



The biggest issue we have with young starters is lack of basic understanding how a workplace operates.

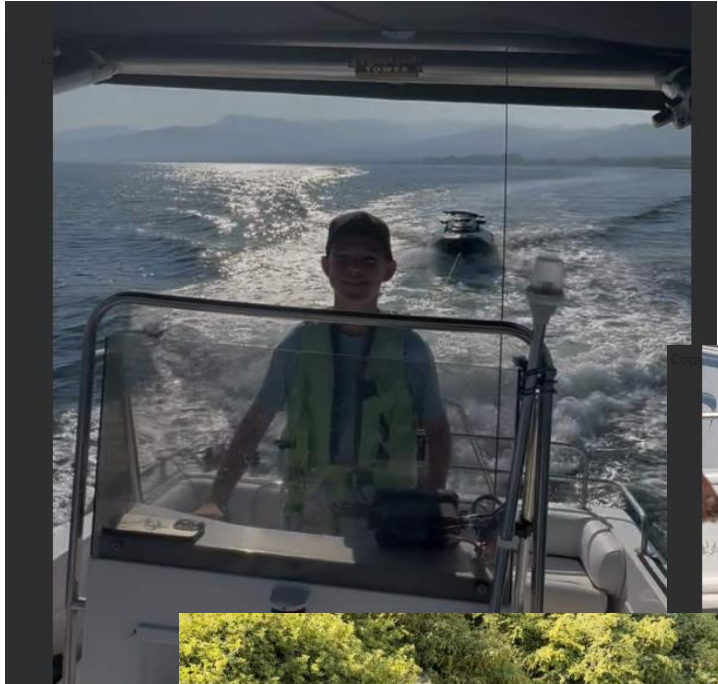
Work Experience can really help with that.



Employers look for work experience when it comes to applying for jobs.

Having work experience makes you stand out from the competition.

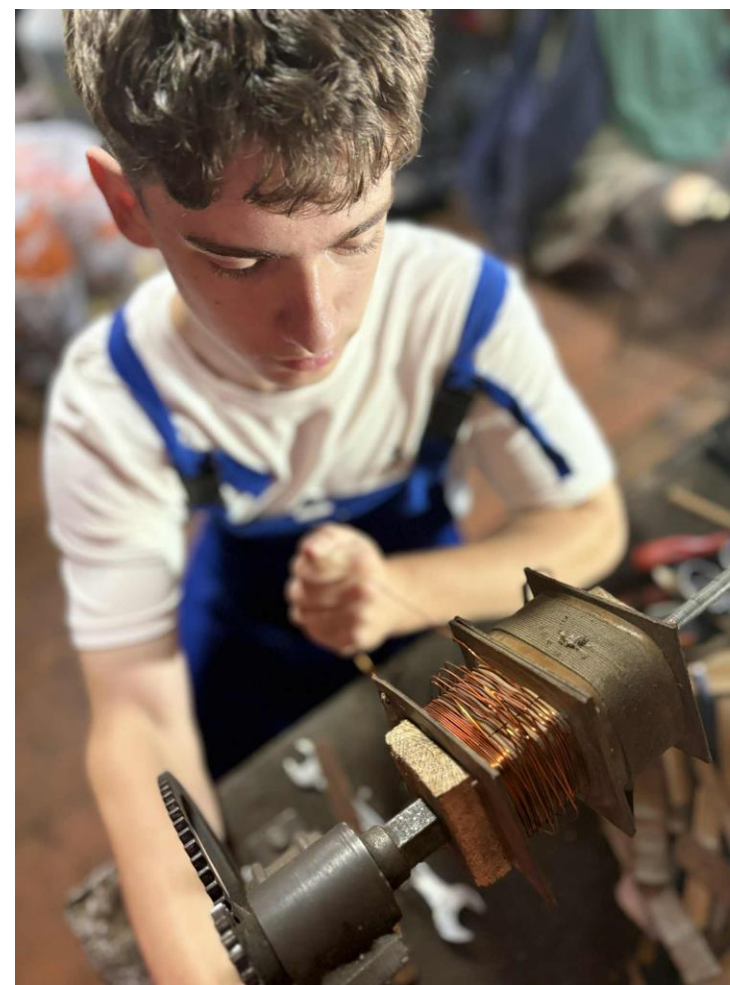






Employers will expect students to:

- Be polite
- Think independently
- Be punctual
- Have a positive attitude
- Be happy to learn new things
- Work well in a team
- Take responsibility for themselves and their work





Some comments from employers:

- *Amazing, strongly encourage the student to apply for an apprenticeship next year with us!*
- *Very professional in her approach to work and completing jobs.*
- *Has been offered a part time job.*
- *Would not hesitate to employ now if it were possible*
- *Working better than many of the casual staff, has a bright future ahead of them*
- *Quiet to start with, but now much more confident, great sense of humour and worked well with everyone, sorry to see her leave.*

How to find a placement?

- **Family/ Friends /Employer connections**
- Take a **walk around your area** / local high street – pop in to local businesses
- Google maps and **online business directories**
- Encourage your child **to talk to their tutor/Info Centre staff**
- Use the **directory in the Info Centre** to see places that have accepted students previously
- Use the “**Top Tips**” help sheet

What do students need to do?



- Get the “Own Placement” form
- Begin contacting employers from tomorrow.

3. The form must be completed and signed by the employer:

- a brief summary of work they will be required to do
- Break / Lunch time arrangements
- Dress code, etc
- Insurance details
- SAFEGUARDING DECLARATION

NB! Employer has primary responsibility for health and safety of the student.

4. Parent/Carers sign the form

5. Student returns completed form to the Info Centre by the deadline – **HARD DEADLINE** -
end of February 2027

Things to consider!

- **Competition:** make sure your enquiries are top notch!
- Employers such as BAE, McDonalds, Airbus require you to **apply online and early.**
- Certain job sectors are **not easily available** to young people
- **Be realistic** – be prepared for refusals / second or third choice of placement / high expectations
- **Early** application is key!
- Students should seize this chance and **try to find a placement themselves.**
- **PERSONAL EMAIL ADDRESS**

Safeguarding Declaration

Safeguarding Arrangements

Please confirm the following:

Statement	Yes	No
We understand that the student is of compulsory school age and requires appropriate safeguarding whilst on placement.	☐	☐
We have appropriate safeguarding arrangements in place to protect young people from harm.	☐	☐
The student will know who to speak to if they are worried, uncomfortable or concerned about any aspect of the placement.	☐	☐
We will notify the school immediately of any safeguarding concern, accident, incident or welfare issue involving the student.	☐	☐

Supervision Arrangements

Please confirm the following:

Statement	Yes	No
The student will be appropriately supervised throughout the placement.	☐	☐
The student will not be routinely left working alone.	☐	☐
The student will not be asked to undertake work that is unsuitable for their age, experience or level of training.	☐	☐

DBS / Regulated Activity Declaration

Under KCSIE 2026, any person involved in a WEX placement (including family members / friends, sole traders and self-employed people) who provides teaching, training, instruction, care or supervision to young person for more than three days in a 30-day period is undertaking **regulated activity**.

Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to work, offer or apply to work in **regulated activity**, or for an employer to knowingly allow them to do so.

Based on the planned placement:

Statement	Yes	No
Will there be one named supervisor who is responsible for teaching, training, instructing, caring for or supervising the student for more than 3 days during the placement?	☐	☐
Any s for m know	☐	☐
Appropriate recruitment, vetting and suitability checks have been completed where applicable to the organisation?	☐	☐
We are not aware of any information that would make the named supervisor unsuitable to work with young people.	☐	☐
Named Supervisor:		

Declaration by Employer/ Placement provider

I confirm that the information provided above is accurate and that appropriate supervision, safeguarding and health & safety arrangements will be in place for the duration of the student's work experience placement.

For placements provided by a sole trader or self-employed person, this declaration applies to the individual personally providing the placement and supervising the student.

Name: _____

Position:

Employer / Business: _____

Signature: _____

Date: _____

School Use Only

Reviewed By: _____

Approved: ☐ Yes ☐ No

Date Approved: _____

Comments:

REMEMBER...

All work experience
placements will be
valuable –
it doesn't have to be
their dream job or
chosen career path.



Parental involvement



- Your support with the whole process is vital
- You must consent to placements
- Encourage your child to source their own placement
- Reassure them that nerves and anxiety is completely normal
- Encourage them to keep going
- Encourage them to be punctual and attend every day (unless they are genuinely ill)
- Talk to them about your own experiences of the work place (good and bad!)

- QU: I can't find a placement in the area of work that I am interested in?
 - Don't worry; all placements are valuable, encourage them to think about other options positively
- QU: I have found a placement, what do I do next?
 - Ask the Employer to complete the Placement Form, sign your part and return it to school
- QU: I don't have any family contacts - where do I start?
 - Start with your local area – what businesses are around where you live? Look in the directory in the Info Centre. Use google / yell / 192.com, use the TOP TIPS
- QU: Can students work with Parent/Carer?
 - Yes, absolutely!
- Q: Can I do my placement in a different city?
 - Yes
- QU: Can I split the placement across two employers?
 - Yes, this is fine. 1 week blocks work well
- QU: What can I do to support my child prior to the placement?
 - Make sure that they have the basic information from the employer e.g. start time, lunch arrangements, dress code etc.

Careers.alns@salterns.org





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NELSON SCHOOL

THANK YOU!
Any questions?