



Y10 Work Experience

28th June - 2nd July 2027

WELCOME TO
DOWNEND
SCHOOL

Mrs Emma Merryweather - Head of Careers
Mr James Smale - Head of Careers

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What is Work Experience?

Experience of the world of work, and workplace encounters can take on many formats. In its broadest sense it can include trips to places of work, virtual activities with employers, mock interviews, mentoring, enterprise challenges and competitions, as well as extended placements.

Here at Downend, we are offering the opportunity for students to undertake in-person Work Experience. This will be a 5 day placement within a workplace setting where students will observe and work alongside people/staff/employees as they go about their daily tasks.

Pupils will develop their vocational and employability skills, as well as their understanding of the world of work. Work experience also allows students to gain contacts in sectors they may wish to work in in the future.

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Good quality work experience placements are those that....

- Flexible for both the employers and the young person;
- Purposeful, relevant and challenge a young person to think about their career goals and abilities;
- Planned and supervised so that a young person's time is well spent; clear about roles, responsibilities and expectations of the student and employer, and;
- Reviewed at the end, with the employer providing feedback on the young person's performance.

(DfE)

it's not just making the tea.....

How to Find a Placement

This is a copy of the instructions students have received today. As a parent your role is to support your child with this process.

1.
 - Students should research careers they are interested in - Unifrog could be a good place to start
 - Use the internet to research local companies for your preferred career sector
 - Take a look at the list of potential WEx providers on Google Classroom
2.
 - Phone potential placements using the 'Speech Template' to help you
 - Write a letter or email to potential placements using the 'Letter Template' to help you
3.
 - When you find a placement fill in the Placements Form on Unifrog
 - Let your placement know that Unifrog will be sending them a form to fill in

There will be additional support sessions in the I rooms at 3:05 on 20th October 2026, 8th December 2026, 19th January 2027, 9th and 23rd March 2027 as well as 27th April 2027.

What Placements are Suitable?

All employers who offer placements will be required to meet specific requirements. These exist to make sure your child gets the best possible opportunity to learn in a safe environment. All employers must:

- Have up to date Public Liability and Employers Liability Insurance cover up to £5 million.
- Provide an opportunity for students to undertake relevant and realistic tasks that develop skills and confidence.
- Provide adequate supervision and support.
- Have assessed the likely risks for the student and have appropriate safety systems in place.
- Have valid and in-date DBS certificates for anyone who will be working one to one with students.

When selecting a placement consider your child's individual needs e.g. if they have additional needs or accessibility requirements try targeting bigger institutions that will be more likely to have the ability to meet their needs. Unfortunately some employers may not be able to meet certain student requirements.

Also consider the location, your child will need to be able to get to and from the placement.

What can you do to support your child?

- Discuss with your child what sort of company or organisation they would like to spend their Work Experience week in. Do they have a chosen career in mind, or would they benefit from gaining an insight into the world of work? Help them to identify their strengths and interests. These are all relevant when identifying potential opportunities.
- Support them to find contact details of relevant companies.
- Ask family & friends, many students find placement through personal connections.
- Help them to contact prospective employers either in person, by phone, email, or letter.
- Once they have successfully secured a placement ensure that the *Placement Form* on Unifrog is completed in full and submitted as soon as possible.
- When you receive the *Parent Form* via email from Unifrog please complete it promptly as placements cannot go ahead without parental permission.

For additional guidance, please see
Parent and Carers Work Experience Guide
Timeline for Y10 Work Experience
Unifrog Parent Letter

NB If your child does have medical needs or additional needs please make sure you include them on the parent permission form when prompted.

Resources

The following resources can be found in the Year 10 Careers Google Classroom under

Work Experience heading:

- Phone Script Template
- Email/Letter Template
- List of employers previously used for WEx
- Work Experience Timeline
- Student assembly presentation
- Student help presentation

Unifrog Placements Tool Guide



How do you organise work experience?

This is a four-step process using Unifrog's Placements tool:

Step 1

Contact employers via email, letter or phone.



Step 2

Once you've got a place, complete the Placement form on Unifrog.



Step 3

Your employer and parents/caregivers will confirm the placement via email.



Step 4

We approve your placement so you can get started.



What if your child does not find a work experience placement?

For students who do not secure a placement there will be a school based provision with a strong focus on *preparation for working life* which they will be expected to attend.

The final details will be published closer to the date once our delivery partners have been finalised and confirmed.

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Key Dates



Monday 28th October 2026	Launch In Person Work Experience
Tuesday 29th September 2026	Parents information Evening
Tuesday 20th October 2026 Tuesday 8th December 2026 Tuesday 19th January 2027 Tuesday 9th March 2027 Tuesday 23rd March 2027 Tuesday 27th April 2027	Student help drop-in session 3:05 - 3:45 in the I rooms.
Tuesday 4th May 2027	Deadline for finding a placement and submitting the Student Form on Unifrog
Friday 21st May 2027	Deadline for employers to complete the Employer Form on Unifrog
Monday 29th June - Friday 2nd July 2027	Work Experience Placement

For further information please ask:

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