



St Bede's  
Sixth Form College  
Serving Families in North West Durham



## Getting Started

Year 10 Work Experience

**Monday 14<sup>th</sup> - Friday 18<sup>th</sup> July 2025**

- Start researching the skills you need for the career you want- check out.
  - National Careers Service job profiles-[NCS.Gov](https://www.ncs.gov.uk)
  - Not sure where to start look at careers linked to school subjects and sectors on **Careerpilot**. *There is also a quiz here too.*

[Subject link](#)

[Sectors link](#)

<https://www.careerpilot.org.uk/login>

- Look at University courses you may consider in the future and see what skills or experiences they require-[Explore subjects](#)

*(Look at **areas of employment** and **related careers** sections)*

- Some careers or universities will stipulate the type and length of experiences required for subjects such as **medicine/nursing/veterinary/teaching**.



# My Preparation Checklist for Work Experience



|                                   |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|-----------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><b>October to December</b></p> | <p>Step 1:</p>  | <ul style="list-style-type: none"> <li>• Research Placements use Power Point Presentation</li> <li>• Shortlist possible placements</li> <li>• Register on <b>UNIFROG</b> using the link sent to your school e-mail</li> <li>• Create a letter/e-mail as template below to send to employer</li> </ul>                                                                                                                                                                                                                                                                                                                                                  |  |
| <p><b>December to June</b></p>    | <p>Step 2:</p>  | <ul style="list-style-type: none"> <li>• Once you have found an employer that has <b>agreed to take you</b> on placement, Use the <i>Important Information Sheet</i> to record the relevant information</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|                                   | <p>Step 3:</p>  | <ul style="list-style-type: none"> <li>• Complete the Initial Student Form in the <b>UNIFROG</b> Placements Tool- <b>Deadline Friday 27<sup>th</sup> June</b></li> <li>• Inform employer that they will receive an e-mail from <b>UNIFROG</b> to complete with details of the placement</li> </ul>                                                                                                                                                                                                                                                                                                                                                     |  |
|                                   | <p>Step 4:</p>  | <ul style="list-style-type: none"> <li>• Employer Initial Form will be e-mailed to Placement Company for them to add more details and upload relevant documents               <ul style="list-style-type: none"> <li>○ ELI</li> <li>○ Risk Assessments</li> <li>○ Health &amp; Safety Information</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                               |  |
|                                   | <p>Step 5:</p>  | <ul style="list-style-type: none"> <li>• Parents/carers will receive the Parental Consent Form that will be e-mailed to them from <b>UNIFROG</b>. They must complete this and submit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|                                   | <p>Step 6:</p>  | <ul style="list-style-type: none"> <li>• All Completed forms will be e-mailed to the school for the Work Experience Co-ordinator to approve</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|                                   | <p>Step 7:</p>  | <ul style="list-style-type: none"> <li>• Visits will be made <b>where necessary</b> to check any H&amp;S or safeguarding concerns</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|                                   | <p>Step 8:</p>  | <ul style="list-style-type: none"> <li>• Permission will be granted or denied (in very rare cases) by the school, for the placement to go ahead.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|                                   | <p>Step 9:</p>  | <ul style="list-style-type: none"> <li>• You, your parents/carers and the placement contact lead will receive confirmation via e-mail that the placement is going ahead</li> <li>• Prepare yourself for interview/ Meeting with Employer if required – some companies want to meet you in advance.               <ul style="list-style-type: none"> <li>You could take a long                   <ul style="list-style-type: none"> <li>• CV</li> <li>• Portfolio of work</li> <li>• Examples/photos of things you are involved in outside of school.</li> <li>• Ideas for what you want to do/achieve on placement.</li> </ul> </li> </ul> </li> </ul> |  |
| <p><b>July</b></p>                | <p>Step 10:</p> | <ul style="list-style-type: none"> <li>• Students to contact placement <b>before 11<sup>th</sup> July 2025</b> to personally confirm attendance &amp; to make sure everything is in place – companies sometimes have changes of staff</li> <li>• Make a list of what you want to see or do on placement- make it easy for the employer to create a really useful experience for you.</li> <li>• You will be able to download a <b>Work Experience Diary</b> from <b>UNIFROG</b> to complete on your placement</li> </ul>                                                                                                                               |  |

**Work Experience can give you the opportunity to:**

- Sample a working environment
- Try out career options
- Build your self confidence
- Develop employability skills
- Support your future course of study
- Support your university or apprenticeship applications

**It is likely that your placement will be a mixture of different types of learning:**

|                                      |                                                                                                                                         |                                                                                                                                                                                                    |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Skills &amp; Attributes</b>       | <p><b>Competency Based</b></p> <p><b>Work Experience</b></p> <p>(e.g. NVQ/ Btec/ Applied A Level)</p>                                   | <p><b>Personal &amp; Social Development</b></p> <p><b>Work Experience</b></p> <p>(e.g. to gain confidence and employability skills- resilience, self-esteem, communication skills etc. )</p>       |
| <b>Knowledge &amp; Understanding</b> | <p><b>Curriculum Based</b></p> <p><b>Work Experience</b></p> <p>(Linked to a subject you love<br/>History, Life Sciences, Art etc.)</p> | <p><b>'World of Work'</b></p> <p><b>Work Experience</b></p> <p>(e.g. shadowing a member of staff or trying out a career area you may be interested in such as<br/>Medicine, Law , Engineering)</p> |
|                                      | <b>Vocational/Academic</b>                                                                                                              | <b>Personal/Social</b>                                                                                                                                                                             |

**What do you hope to gain from your Work Experience?**

5. St Bede's Street  
Lanchester  
Dh7 ORD  
1/11/24

Explore Museum  
North Street  
Eastwich  
EW1 9RT

**Dear Mr. James**

I am a Year 10 student currently studying at St Bede's Catholic School and 6<sup>th</sup> Form College in Lanchester, Co Durham.

I am writing to inquire whether you have any opportunities for Work Experience Placements within your organisation.

As part of my curriculum, I have the opportunity to undertake a **period of Work Experience during the week of 14<sup>th</sup>-18<sup>th</sup> July 2024**

I am currently in Year 10 and would like to go into 6<sup>th</sup> form before university to study History. In the future I intend to work in the Heritage/Museum Sector. I have attached my current CV.

Within my studies History has given me the confidence to question sources and check their validity; English Literature has allowed me to read and enjoy a range of texts but also understand the meaning and formulate answers to demonstrate my English Language skills. Studying French has also been of great benefit not only in enhancing my language skills but opening the possibility of working/ studying abroad at some point in my career. I also enjoy science subjects.

I would particularly like a work experience placement with your organisation as I know that your reputation in this field is very strong, and I could gain many skills and experiences that would prepare me for a future within this career pathway.

During work experience I would like to gain experience of working with a range of visitors and understanding how you work with them to ensure I understand good customer engagement skills. I would also be very interested to know about different roles within your organisation and the skills required to carry out the associated duties.

Please can you advise me if such a placement would be possible, and I'll send the necessary agreement forms to you for signature?

Thank you; in anticipation of your reply. I hope that it will be possible to enhance my future career prospects within your organisation.

Yours sincerely,

*A. Student*

Andi Student

**1) Who are you & why are you writing to me?**

You must let them know this within the first few lines of your covering letter; otherwise it's unlikely that they will read any further.

**2) Why are you looking for work experience?**

Most companies will literally receive hundreds of letters and emails from students each year requesting work experience. As such, it's important that you explain why you are looking for work experience and what you think you could offer.

Employers will be far more receptive to your application if you have taken the time to read up on their business and show them where you think you could contribute.

**3) Why should I offer you work experience?**

If you are fortunate enough to get some work experience, the employer will have to take time out during your visit to brief you and monitor your progress. This takes time: time that could otherwise be spent on other pressing matters.

As such, it's important that you make it absolutely clear how and why you can benefit them. You have to build a case that makes somebody within the organisation stop what they are doing and take the time to consider your letter.

**Conclusion**

If you want to write an awesome cover letter for a work experience placement, you need to be concise and highlight any benefits that may come from having you around.

Remember that they get a lot of requests for work experience, so make it clear **how you can genuinely offer them something!**

**Work Experience Letter/ e-mail TEMPLATE**

Your Name & address

Date

Company Name & Address

Dear Sir/ Madam *(better if you know a named person to send to)*

I am a Year 10 student currently studying at St Bede's Catholic School and 6<sup>th</sup> Form College in Lanchester, Co Durham.

I am writing to inquire whether you have any opportunities for Work Experience Placements within your organisation.

As part of my curriculum I have the opportunity to undertake a period of Work Experience during the week of 14<sup>th</sup>-18<sup>th</sup> July 2024

I am currently studying the following subjects with the view to .....

*(Could mention & attach CV- see example above- CV Template in Careers Library School Website)*

Within my studies .....

I would particularly like a work experience placement with your organisation as.....

During work experience I would like to .....

Please can you advise me if such a placement would be possible and I'll send the necessary agreement forms to you for signature?

Thank you, in anticipation of your reply. I hope that it will be possible to enhance my future career prospects within your organisation.

Yours Faithfully *(if you do not know their name)*

Yours Sincerely *(if you know their name)*

*Signature*

PRINT NAME



# St Bede's

Catholic School  
& Sixth Form College

Serving Families in North West Durham

## Information Required from employer to complete Unifrog Placement Details

**REMEMBER -IN PERSON PLACEMENT**  
**DATES- Monday 14- Friday 18 July 25**  
**Full Time**  
**Placement Co-ordinator Mrs A Jukes**

|                                                                     |                                         |  |
|---------------------------------------------------------------------|-----------------------------------------|--|
| Name Of Company                                                     |                                         |  |
| Company Address                                                     |                                         |  |
| Postcode                                                            |                                         |  |
| Telephone Number                                                    |                                         |  |
| Name of person supervising young person                             |                                         |  |
| E-mail Address<br>Please double check this before adding to Unifrog |                                         |  |
| Tel/Mobile                                                          |                                         |  |
| Please check<br>Does the company have .....                         | • Employer Liability Insurance          |  |
|                                                                     | • A Risk Assessment for young employees |  |
|                                                                     | • A Health & Safety Policy              |  |

## Year 10 Work Experience- Your CV

As part of the work experience programme you need to produce a CV to present to your placement employer/organisation.

We would hope that they would also be able to give you some feedback/advice on what is currently required how to improve this for the future. Larger companies may also have **HR (Human Resource)** departments who see many CV's each year and can give you their views on who they employ based on their application. In smaller companies you may also have access to the person/s who look at applications.

### The following resources can help you,

- There is a St Bede's CV template on our website- link below

St Bede's>our school>careers>download library

<http://www.stbedes.durham.sch.uk/careers-download-library>

National careers service help

<https://nationalcareersservice.direct.gov.uk/get-a-job>

Plotr

<http://www.plotr.co.uk/searchresults/?keywords=&selectedcontenttypes=all#Keywords=cv&SelectedContentTypes=all>

- Other Advice from Employment agencies etc.

Monster

<https://www.monster.co.uk/career-advice/article/monster-cv-template>

Prospects

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv>

Reed

<https://www.reed.co.uk/career-advice/free-cv-template/>

Career Pilot

<https://www.careerpilot.org.uk/information/a-job-or-career/cv-builder>

Prince's Trust

<https://www.princes-trust.org.uk/how-we-can-help/tools-resources/finding-job/cv-tips>

Youth Employment UK

<https://www.youthemployment.org.uk/careers-advice-help/cv-advice/>

<https://www.youthemployment.org.uk/write-first-cv-tips-students-school-leavers/>

# TOP TIPS FOR MAKING THE MOST OF WORK EXPERIENCE

## 1. FOCUS ON CONTINUAL IMPROVEMENT

**Are you really going to make the most of the experience?**

- Set some clear targets for what you want to gain from your experience
- Be clear about what is expected of you and how your performance will be measured
- Think ahead to where you would like to be in a couple of years' time and identify how your work experience can act as a 'stepping-stone'
- Think about and list the skills and experience that will make you employable in the future
- Make sure your work experience develops some of these skills and expertise
- Set yourself regular personal development targets, broken down into small manageable steps

## 2. INCREASE YOUR SELF AWARENESS

**Work experience is an ideal opportunity to develop new skills and explore what you really want to do in your future career**

- List your strengths and weakness. Use others to help. Continually update the list
- Actively seek feedback from colleagues, particularly people you respect
- Notice and write down experiences that really motivate you - and those that don't
- Make an effort to establish your values and underlying beliefs. You will not be comfortable if you do things that work against these values
- Be constructively critical and continually ask challenging questions of yourself
- Learn to learn from your feelings and intuitions

## 3. GAIN RELEVANT SKILLS AND EXPERIENCE

**In today's world of work, it's crucial to seize every learning opportunity**

- Volunteer for new projects or roles outside your remit
- Work with people across departments and try and learn from them
- Show willingness to develop and don't be afraid to ask for new opportunities
- Try to gain and recognise the skills from work in customer facing environments (e.g. retail, sales, services, reception)
- Make the most of work opportunities in small business where you may be given more responsibility and a wider range of job roles
- Get as much variety in your work as possible
- Stretch yourself and adapt to change and uncertainty in a positive manner

## 4. DEVELOP YOUR TEAMWORK SKILLS

**Teamwork skills appear high on almost every employer's list of successful attributes**

- Make a real effort to fit into your organisation - get involved with teams
- Understand the culture of your organisation (different values and personalities and how they like to operate and conduct business)
- Look at differing team roles - leading, managing, improving, promoting, developing, organising, producing, inspecting, maintaining and advising
- Find out the roles you prefer when working in teams, but also be flexible
- Develop the art of listening to other people's views
- Identify the characteristics of successful and unsuccessful teams
- Seek opportunities to work in a variety of team environments
- Get involved in social activities or perhaps organise some yourself
- Increase your awareness of office politics



## **5. BECOME INDISPENSABLE**

**The more value you add to your organisation the more indispensable you become. This may have a major impact on future salary levels and career prospects**

- Be prepared to do the boring mundane tasks
- Make a positive impact – look to achieve an early success
- Take a broader look at the needs of your whole organisation
- Identify your organisation's priorities, such as changing customer needs, new products or services, emerging markets and competitors
- Become indispensable by performing a crucial role, developing invaluable expertise, or attaching yourself to growth areas
- Identify the best career development opportunities for you and plan how to reach them
- Look at ways you can 'free-up' your boss's time by offering to take on some of their tasks
- Take the initiative – don't wait to be told what to do

## **6. EXPLORE OPPORTUNITIES**

**It's important you position yourself to explore as many career avenues as possible**

- Don't sit in your academic bubble – look at how you can transfer theory into practice (and vice versa)
- Explore as many career development opportunities as possible
- Regularly visit the careers service and keep up-to-date with changes in the graduate jobs market
- Don't be afraid to approach managers in other parts of your organisation for an 'advisory interview'
- Make sure you identify the things you 'absolutely don't want to do' in your future career
- Seize any opportunity for continual professional development, e.g. internal training courses

## **7. USE YOUR CONTACTS AND DEVELOP THE ART OF NETWORKING**

**We all need a helping hand to grow and develop, so it's vital to build a network of contacts through your working life**

- Keep an up-to-date diary or log all the people you meet
- Look for role models who you can learn from
- Use every opportunity to build new relationships. Clients, suppliers, distributors, competitors, colleagues and organisations in related fields are all potential avenues for future career moves
- Know how, and who, to ask for help
- Keep your eyes and ears open for courses, training sessions, meetings and external events – they are all useful ways to expand your network
- If you leave your current position make sure you maintain links with your key contacts, if only through the occasional phone call, e-mail or Christmas card
- Build your contacts and don't be afraid to use them

## **8. BOOST YOUR SELF-CONFIDENCE**

**Believe it or not, you really can boost your self-confidence**

- List all the achievements you are proud of – they'll be great for your CV. Make sure you don't undersell them
- Keep a file of any positive feedback, certificates or awards
- Step beyond your comfort zone, and be prepared to take small incremental risks
- Be proud of your achievements and value your own experiences – both good and bad
- Develop your assertiveness. Don't be pushed into working full-time hours for part-time pay

## **9. LEARN TO LEARN**

**Learning to learn from both your own and other people's experiences is a crucial skill for the 21<sup>st</sup> Century.**

- Keep a regular log (even if it's a mental log) of everything you learn
- Learn from both successes and failures. If an experience is painful, turn it into something positive by learning from it
- Recognise your own reaction to failures and disappointments
- Identify, observe and learn from people who are competent in skill areas where you're weak and need help (e.g. excellent presenters, capable managers, good networkers)

