



Work Experience

18th – 22nd May 2026

What is work experience?



Work experience is important in your development during Year 10 as you have an opportunity to see the working world firsthand



Not only do you gain an understanding of the relationship between the employer and employee, but they also develop your social skills, confidence and independence



You will learn how places of work are organised, what work processes are and how employer expectations can differ to school



Why is Work Experience important?

- Work experience gently introduces you to the world of work.
- You get to learn the do's and don'ts, get work place savvy and learn to navigate your way through the jungle of office politics.
- Vitally, it'll give you an idea of the skills you might need to thrive in the workplace.
- It'll help you identify your own skills and perhaps even highlight the areas that you might want to work on and give you a good understanding of your strengths and weakness.

Why do pupils do work experience?

Develop transferable skills e.g. communication and teamwork

Understand how organisations work or experience first hand a job they are interested in

Building confidence in interacting with adults

Confirming an interest in a career or (equally useful!) deciding it is not for them

A foot in the door - if they impress the employer they may be asked back on a more formal arrangement such as an internship, or encouraged to apply when vacancies arise

Providing valuable content for a UCAS personal statement, apprenticeship application or for part-time employment whilst studying

Self-Placement



- It is your responsibility to secure your own work placement. You are of course welcome to ask family members and teachers for advice, but it is important that you take lead role in this
- We do not secure placements for pupils as we feel that this enhances your learning about work and how to apply for a position of employment
- I can give you a script to help with these phone calls if it would help.

Rules around placements



- The employer must have Employers Liability and Public Liability Insurance.
- You cannot work in a high-risk environment e.g. construction sites.
- You cannot work alone with just 1 adult (unless they are an immediate family member).
- You cannot work for establishments offering cosmetic procedures e.g. beauty salons offering fillers/botox, tanning salons, tattoo shops.

Possible options...

It doesn't matter if a placement cannot be found in the exact field that you may want to enter into - all workplace experiences will help to develop key employability skills and a valuable experience of what it is like to go to work!

Primary schools

Nurseries

Retail Shops

Restaurants/cafes

Companies

Animal Shelters

Solicitors

Garages

Agricultural

Office-based work

IT Companies

Banks

Sports

Hairdressers / Barbers

Trades

Leisure Centres

Residential homes / Care homes

The list is endless.....

Ask parents, family, friends etc if they can help.

All work experience is valuable, no matter in what field it is



EVIDENCE OF:



POSITIVE ATTITUDE
TO WORK, BEING
POLITE



FLEXIBILITY AND
ENTHUSIASM



INITIATIVE – ABILITY TO
THINK FOR YOURSELF IN
THE WORKPLACE



RELIABILITY –
TURNING UP ON
TIME



COMMUNICATION SKILLS –
CONFIDENT TO TALK TO
PEOPLE, WILLING TO ASK
FOR HELP AND A GOOD
LISTENER



TEAM WORKER –
GETS ON WELL
WITH OTHERS



LITERACY,
NUMERACY &
COMPUTER SKILLS



So.... What's Next??

- You should now be actively searching for a placement.
- Send emails, letters and make phone calls to local employers you might like to do work experience with, asking if they will take you.
- Ask family and friends if they can help.
- I will be sharing with you 3 forms to be completed which will give us all the information we require. One for students, one for parents / carers and one for the employers to complete.
- The forms should be completed as soon as a placement is found and at the latest by the deadline indicated on the form.
- Ideally we would like all pupils to have secured their work experience placement by **Thursday 2nd April.**

A white rectangular sign with a blue border is pinned to a dark blue background. The word 'Sorry' is written in a red, cursive font on the left side. To its right, the words 'NO VACANCIES' are written in a large, bold, blue, sans-serif font. The sign is held in place by two black pushpins at the top corners.

Sorry NO VACANCIES

What if I can't
find a
placement?

- You are expected to participate in work experience as part of the curriculum at Cardinal Newman
- You can contact Mrs Antell at any time for advice
- If you are unable to secure a placement, you will be expected to attend school as normal.