



# **Work Experience Information for Parents/Carers of Year 10 & 12**



# Y12 Work Experience

14th - 18th June 2027



# Y10 Work Experience

5th - 9th July 2027

# Why should you do work experience?



## WORK EXPERIENCE

WHY IT MATTERS IN YEAR 10!

### THE BENEFITS

|                                                                                                                                                                                                       |                                                                                                                                                                                                    |                                                                                                                                                                                               |                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>EXPLORE YOUR OPTIONS</b><br/>Discover different careers and industries before you decide your next steps.</p> |  <p><b>REAL WORLD EXPERIENCE</b><br/>See how workplaces run and what a job is really like.</p>                    |  <p><b>DEVELOPS KEY SKILLS</b><br/>Improve communication, teamwork, time management and problem solving.</p> |  <p><b>BOOSTS YOUR CV</b><br/>Gives you something valuable to talk about in applications and interviews.</p> |
|  <p><b>DISCOVER YOUR STRENGTHS</b><br/>Find out what you enjoy and where your talents really shine.</p>              |  <p><b>OPENS DOORS</b><br/>Make connections that could lead to future opportunities, apprenticeships or jobs.</p> |  <p><b>BUILD CONFIDENCE</b><br/>Step out of your comfort zone, meet new people and believe in yourself.</p>  |                                                                                                                                                                                               |



Experience today.  
Inspire tomorrow. ★

#YOURFUTURE →

ONE WEEK CAN SHAPE YOUR FUTURE. BE CURIOUS. BE PROACTIVE. BE YOU.

# Who can I do WEX with?

You can go on work experience anywhere, provided it's safe and the employer agrees

BOOMSATSUMA

Bristol Film School



Amplify Education



Bristol Old Vic Theatre School

CLIFTON COFFEE ROASTERS



Wessex Water

YTL GROUP



TP Travis Perkins



STRIDE TREGLOWN



CROSSFIT FORT ASHTON

AMBITIOUS | REFLECTIVE | COLLABORATIVE

# HOW TO FIND A WORK EXPERIENCE PLACEMENT

## A GUIDE FOR YEAR 10 STUDENTS IN BRISTOL

Work experience is your chance to explore careers, learn new skills and build your confidence. Here's how to find a placement:

### IDEAS TO EXPLORE

-  Schools & nurseries
-  Vets & animal charities
-  Cafés, restaurants & hotels
-  Shops & retail
-  Offices, banks & law firms
-  Theatres, museums & arts
-  Libraries & charities
-  Construction & trades
-  Tech & engineering

### TOP TIP!

Start early and contact lots of employers. You might hear "no" a few times before you hear "yes" – that's normal! Keep trying, be polite and ask your school's Work Experience Coordinator for help.

1



#### START WITH PEOPLE YOU KNOW

Ask your parents, relatives, friends, neighbours and family friends if their workplace could offer a placement.

*This is often the easiest way to get started!*

2



#### CONTACT LOCAL EMPLOYERS DIRECTLY

Think about the type of work you're interested in and make a list of local organisations. Bristol has lots of amazing businesses and charities.

3



#### SEND A PROFESSIONAL EMAIL

Include the following:

- ✓ Your name and school
- ✓ That you are a Year 10 student
- ✓ The dates you need work experience
- ✓ The type of work you are interested in
- ✓ Why you would like to learn about their organisation
- ✓ A polite thank you

4



#### LOOK FOR ORGANISED BRISTOL OPPORTUNITIES

Keep an eye out for specific programmes for Year 10 students. Organisations like the University of Bristol, Bristol Old Vic and Bristol City Council sometimes offer dedicated opportunities. Check your school emails, Unifrog and local websites regularly.

5



#### DON'T WORRY ABOUT FINDING YOUR "DREAM CAREER"

Work experience is about exploring options and building skills. You can gain valuable skills like communication, teamwork, organisation and problem-solving in almost any workplace.

*Every experience is a step forward!*



# What should you do now?

## Stage 1: Research

- Think about where you might like to go for work experience e.g. a vets, primary school, cafe, engineering company, hairdressers, nursery, law firm
- Talk to family and friends to see if they have any suggestions or contacts in your preferred industry
- Research local businesses/companies/organisations in the industry you're interested in e.g. Google Search
- Create a **list of 10 employers** you would like to reach out to
- Make sure you join the **WEX Google Classroom**

# What should you do now?

## Stage 2: Reach Out

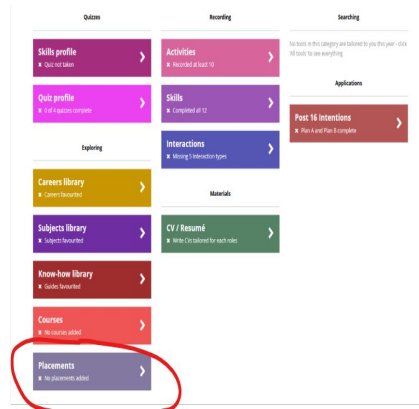
- Write an email to send to employers to ask if they can offer you a work experience placement. Make it interesting, professional and link it to the employer you plan to email.  
(a template email to the employer is available on the **WEX Google Classroom**)
- Research the employers email address and/or phone number and get in touch with them (Google Search, WEX Employer database on the **WEX Google Classroom**)
- Bear in mind that larger organisations might have formal application processes to follow, this information can be found on their website e.g. University of Bristol, Southmead, Burges Salmon

**Key tip: Don't be discouraged by a few rejections. Many students contact several workplaces before finding a placement. Don't give up! Be positive and be resilient!**

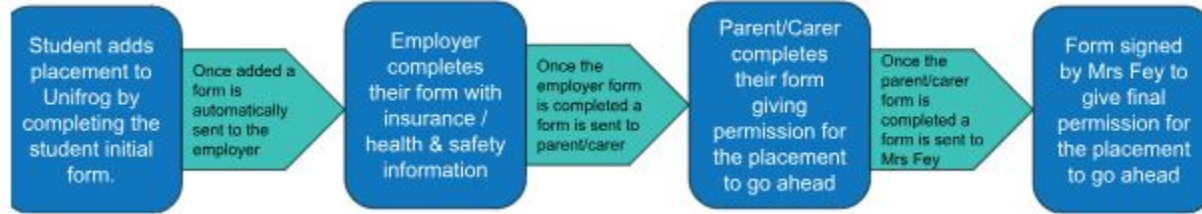
# You've secured a placement. What should you do now?

## Stage 3: Upload to **unifrog**

- Once an employer has offered you a placement and confirmed the details you must upload the placement to Unifrog. A guide on how to do this will be available on the **WEX Google Classroom**.



# unifrog Process



## Three points to remember:

- Select 'In-person' on the 1st question
- Placement Coordinator is Mrs Fey
- Ensure ALL email addresses are correct

# WEX Deadline



ALL PLACEMENTS SHOULD BE ADDED TO UNIFROG BY

**Y12 – Tuesday 23rd February 2027**

**Y10 – Tuesday 23rd February 2027**

Students are ALL required to attend a WEX placement  
It is the students responsibility to find a placement



# BCCS WEX Support

Where could you go to get help?

## Year 10 & 12 WEX Google Classroom

- WEX Opportunities
- WEX Resources e.g. employer database, template email to the employer
- Unifrog guides and information

**Check the Google Classroom weekly to make sure you don't miss out!**

# Mrs A Fey – WEX Coordinator

## How can I help you?

- Post available opportunities on WEX Google Classroom
- Organise WEX workshops e.g. how to use Unifrog
- Talk through ideas and options
- Support you in finding a placement through meetings
- Support you with any relevant forms
- Make employer connections to expand the employer database

## Where can you find me?

- Futures Office in the Library every Wednesday
- Email: [afey@skdrive.org](mailto:afey@skdrive.org)

**I can provide support and advice on how to get a placement but it's your responsibility to find a placement**

# What can you do as a parent/guardian?

Searching for a work experience can be a valuable learning experience for your child and help build their confidence. There are different ways you can support your child in finding work experience.

You can:

- Make a game plan
- Talk to your child about subjects they like and dislike and formulate ideas or different career paths
- Use Google to search for local organisations/companies in their chosen field
- Use the employer database available on the WEX Google Classroom
- Generate a list of employers to reach out to
- Ask your family, friends, neighbours, colleagues etc if they know of anyone that could help
- Encourage them to start the search for their placement early. The earlier they start the easier it is to find a placement they're interested in
- Ensure they find a placement before the deadline (Y12 - 5th January. Y10 23rd February)
- Encourage them to arrange their own work experience
- Think about the location of the placement and how they will travel there
- Spend time visiting local businesses during the weekend/evening

# What can you do as a parent/guardian?

- Rehearse telephone conversations they may need to have with an employer
- Support them in writing an email to the employer (template available on the WEX Google Classroom)
- Proofread emails they send to the employer. Is it professional and polite?
- Advise the school of any factors that might affect their work placement
- Help them to understand the goodwill, time and effort that their employer is contributing
- Remind your child to add their placement to Unifrog as soon as it has been confirmed by the employer

# What can you do as a parent/guardian?

It is completely normal for your child not to know what they want to do as a career, especially in Y10. This is a great opportunity to sit down and introduce them to all kinds of surprising opportunities that may spark an interest in a particular job.

## You could ask:

- What do you find most interesting in school/what is your favourite subject?
- What kinds of jobs have you heard of that sound interesting to you?
- What hobbies do you enjoy and could make a living off?

## You could:

- Find out what kinds of jobs family members and teachers think your child would excel in
- Direct your child to online quizzes to help identify careers they may enjoy, for example these quizzes available on [Career Pilot](#)

## At the end of the day...

Experience itself is the primary goal of work experience. Just because they sign up for a particular profession it does not imply your child has to pursue a career in that field.

Please reassure your child they don't need to know what they want to do yet, they just need to go into work experience with a want to learn and an open mind then they will get a lot out of it. At this stage it is most important to have experience of any working environment

# Further information and FAQ

What happens **before** the placement?

- Students will receive an assembly on how to make the most of the experience. Expected behaviour and other key information will also be highlighted in this session.
- At least one week prior to the placement students should contact their employer. They will need to find out details including:
  - The dress code
  - If there's anything they need to bring with them
  - What the start and finish times are
  - Where they go on the first day
  - Who to ask for when they get there
  - Who to contact if they are unwell, going to be late or have any concerns
  - What the arrangements are for lunch e.g. provided or bring their own
- Students will also need to plan their journey to make sure they arrive on time

# Further information and FAQ

What happens **during** the placement?

- All students will receive an e-journal which they will need to complete daily throughout work experience. This will allow them to reflect on their week and recall tasks and skills they have learnt.
- Please encourage your child to make the most of the experience e.g. by them showing interest, asking questions, talking to a variety of staff members about their roles, challenging themselves and giving everything a try (provided they feel safe to do so)
- If you have any concerns during the placement please do not hesitate to get in touch with Mrs Fey. Students should expect to be pushed outside their comfort zone but should never feel unsafe or at risk of harm. If your child ever feels this way during their work experience please ask them to call you so you can come and collect them. If they can't get hold of you they can call the school.
- If your child can't attend placement or is going to be late please inform the employer as well as the school via the usual absence procedure
- We will reach out to the employer for some feedback on the placement and to find out how it is going.

# Further information and FAQ

What happens **after** the placement?

- Students will be asked to complete a 'Student Reflection' form on Unifrog (both this and the journal must be submitted 1 week after the placement)
- Students will be asked to upload their new skills to Unifrog
- Students will be required to send a thank you email to the employer - a template will be made available to students at the time.
- A celebration assembly will be held after work experience week to highlight all of their successes

# Further information and FAQ

If you have any questions about work experience please refer to this WEX FAQ document.

If you are still unsure please contact Mrs Fey - [afey@skdrive.org](mailto:afey@skdrive.org)