



YEAR 10/12 WORK EXPERIENCE

Monday 20th July – Wednesday 22nd July 2026



Name:

Tutor Group:

What is Work Experience?

It is an incredibly rewarding three days where you will be working in the “real world” with an actual employer from Monday 20th July to Wednesday 22nd July 2025.

You have a fantastic opportunity to try something completely different, away from your usual academic studies. It will also help you to identify your own skills and perhaps even highlight the sector that you might want to have a career in.

Finally, it is also a chance to experience life in the workplace, as an adult does – It is the best way to get a real sense of your chosen industry. You will get to speak to a variety of employees and ask them insightful questions.

Important information!

Many placements can be highly sought after by students across the city, this year it will be even more competitive as you will be participating at the same time as some of our neighbouring schools.

You **MUST** act quickly to avoid disappointment.

The Careers team, your Tutor and Head of Year will help, but you must take responsibility and be proactive to achieve a placement.

REMEMBER, the opportunity is about you! Think carefully about where you would like to do and how it connects with your chosen option choices and your career aspirations!



'The Rules'



You are not allowed to go on any placement that involves using dangerous machinery / chemicals/ equipment.

Working at height – There are clear guidelines which prevent any of you working above 3ft/1.2 metres.

No student is permitted to serve alcohol.

Hours – Recommended for you (as Year 10/12 student) is 20 hours as a minimum and 35 hours as a maximum. Exceptions to this recommendation are made at the discretion of the Careers team.

You are not advised to attend your **previous primary schools**. It is important that you experience the 'real world of work' rather than a 'trip down memory lane'. If teaching/childcare is a route you would like to investigate further, you, of course, are welcome to contact other primary schools.

If you are going on placement with a **family member, relative or friend**, you must ensure the placement is relevant to your future. i.e., Dad owns a plumbing business; you would like to explore potential Construction trades including Plumbing for your Post 16 Options.

Please note that the placement must have a **structured programme and employers liability insurance**, this is to ensure the best experience for you.

Step 1 – What are you interested in doing?

Unifrog

You should all have a Unifrog account from Year 9, this platform grows with you as you move through college, if you have forgotten your log-in details you can reset a new password on Unifrog, the username is your school email address.

Unifrog is a one-stop-shop where students can easily explore their interests, then find and successfully apply for their next best step after school.

Unifrog will help you to explore your key interests and what career paths you can take to reach your goals!

Quizzes	Recording
Skills profile ✖ Quiz not taken	Activities ✖ Recorded at least 10
Quiz profile ✖ 3 of 4 quizzes complete	Skills ✖ Completed all 12
Exploring	Interactions ✖ Missing 5 Interaction types
Careers library ✔ Careers favourited	Placements ✖ No placements added
Subjects library ✖ Subjects favourited	Materials
Know-how library ✖ Guides favourited	CV / Resumé ✔ Tweak your CV for each role
Courses ✖ No courses added	

Once signed up use the **Interests profile, personality and work environments profile** on *Unifrog* to identify areas of interest.

Quizzes

Interests profile

✓ Quiz last taken 7 Feb 23: S and C and E



Personality profile

✓ Quiz last taken 2 Jul 22: ESTJ



Work environments profile

✓ Quiz last taken 8 Nov 22



Make notes below on areas of interest that the quizzes have identified may be suitable for you:

Step 2 – How do I find a placement?

When organising work experience, try to be realistic. You are unlikely to be allowed access into the head office of a national organisation with no prior experience. Look for local businesses or people with whom you already have a connection - like the parent/carer of a fellow pupil, a family member, a friend, etc.

If you don't have any contacts, or aren't sure where to start, speak to Mrs Harris or Mrs Keyes in the careers team; we have also suggested some organisations in the list below:

Placement ideas:

EMPLOYMENT SECTOR	PLACEMENT IDEAS – HERE'S JUST A FEW!
MILITARY	Royal Marines (contact ECC Careers Team for further details) Royal Navy (contact ECC Careers Team for further details) The Army Ministry of Defence
ADMINISTRATION/ BUSINESS	Estate Agents – Bradleys/ Fulfords Law Firms – Wolferstans/ Foot Anstey Accountants – KPMG/Thomas Westcott Accountants/PKF Francis Clark Travel Agents – Hays Travel Bank – Santander/ Natwest /Barclays/Lloyds Local Government – Plymouth City Council – look for email from Mrs Harris with details of their offer
ART, DESIGN AND MEDIA	Educational - Plymouth College of Art and Design/ Plymouth School of Creative Arts/ City College Plymouth Creative studios - Ocean Studios/KARST Graphic Design - Pepper Communications Media – Sound View Media/Two Four Productions Architecture – Stride Treglown/ ADG/ Mitchell Architects
SPORT AND LEISURE	Leisure Centre – Fort Stamford/ Mountbatten Water Sports Centre/ Life Centre/Nuffield /Boringdon Golf Club Football - Plymouth Argyle Sports Education – Marjon University / Plymouth Sports Partnership Secondary Schools – PE Team Plymouth Schools Sport Partnership

CATERING & HOSPITALTY	Restaurants – Jack Rabbit/ Local Cafes – Crownhill Garden Centre Cafe/Costa/Hutong Cafe Hotel – Duke of Cornwall/ New Continental/Crowne Plaza Bakers – Mrs Browns/Milas/Early Bird/Dawsteps/Warrens
HEALTH AND MEDICAL SERVICES	Opticians – Specsavers Pharmacy – Boots the Chemist Doctors Surgery – Peverell Park Surgery Medical & Dentistry Education – Peninsula Medical School – (Written Application) see the ECC Careers Team NHS – Look out for email from Mrs Harris with their offer Livewell
RETAIL AND SALES	Department Stores – Drakes Circus Shops – Superdrug/ Hobbycraft/WH Smith Car Sales – Vospers/ Ocean BMW/ Mercedes Benz Technology – Maplins/Currys
ANIMAL	Animal Care – Pippins Cattery/ Dog Groomers/Pets at Home/Maidenhead Aquatics @ The Garden Centre Veterinary – SouthMoor Vets Animal Education – Plymouth Marine Aquarium (Written Application)/Duchy College/Achievement Training
AUTOMOTIVE	Car Garages/Repair Shops – Murray Group/ Ocean BMW/ Hartley Service Station/ Efford Service Station
ENGINEERING	Marine Engineering – Elec Marine/ Babcock – look our for email from Mrs Harris Electrical Engineering – Princess Yachts/ Western Power Distribution/SDS Check out the Plymouth Makes website
CONSTRUCTION	Plumbing & Electrical – Plymouth Community Homes; Focus Training Carpentry – Princess Yachts (Written Application) Plastering Bricklaying - Greenlight Professional Technical Roles – Kier/Plymouth Community Homes/AECOM/Hoare Led /SDS Check out the Building Plymouth website

HELPING THE COMMUNITY	Residential Homes – The Old School House/ The Oasis Care Home/Age Uk Charity Shops – British Red Cross/ St Lukes Hospice Youth Support/Adult Support – Hamoaze House
CHILDCARE	Nursery/Preschool – Honeyshute Nursery/ Austin Farm/Compton Primary School – Widey/ Compton/ Eggbuckland Vale/St Edwards Primary Special Education Schools – Courtlands School/Brooke Green/Woodlands
ICT	Computer Repair – SPC Computers Computer Training – BluescreenIT IT Services – Delt Shared Services/NHS/ Land Registry see ECC Careers Team for more details
PERFORMING ARTS/ MUSIC	Theatre Royal – Company15 – (Online Application) Music Production – Sound Unlimited/ Access Creative College/City College
THE ENVIRONMENT	Floristry/Gardening – Hannah Burnett Florist/Crownhill Garden Centre National Trust – Saltram House, see the ECC Careers Team for more info Marine Science – The Marine Biological Association (Written Application)/Plymouth University
HAIR AND BEAUTY	Hairdressers – Halo Hairdressers/ The Hair Company/The Hair Bar/Arena Beauty Salons – Boringdon Spa
TRANSPORT	Train – Great Western Rail/Plym Valley Railway Bus – Stuarts Truck and Bus/Plymouth City Bus Bike – The Bike Cellar
MANUFACTURING and PRODUCTION	Food Production – Friary Mill Technology - Quality Components/ RCR Flooring Products BURTS Crisps Manufacturing – Kawaski, Schneider, FineTubes, Rittals, BD Check out the Plymouth Makes website for more manufacturers

Step 3 - Contacting the employer

Once you've decided where you want to work and have a contact, you need to contact them. Don't rely on a parent or your school to contact them for you! You need to show that you can be confident and professional, even if you are nervous!

Write either a formal email or letter - even if you know the person you are contacting - and have someone else read it before you send it to check it for errors. Make sure you include:

- the days or dates on which you would like to complete your work experience - *make sure to give them plenty of time; you can't ask for your experience to start tomorrow!*
- why you would like to complete your experience at this organisation- *what do you want to learn? What do you want to experience? Some research would help here - maybe they have great customer reviews or are among the top ranked businesses locally? Maybe they have created a new way of doing something and you want to learn how managed this?*
- what you can offer them - *that's right: you can't get something for nothing, so bowl them over with your skills and how your time with them will benefit them, even if that is admin support or helping busy employees with their workload*

Remember to use an appropriate email address if you have chosen to write an email over a letter. If you don't want to create a new account, your school email address is a good alternative.

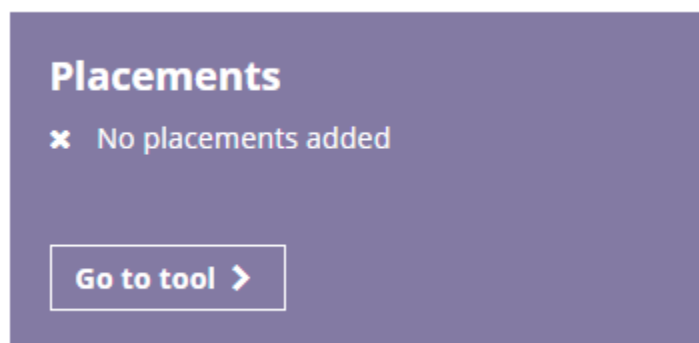
You could include a copy of your CV with your email/letter to offer more detail. (We will be working on creating excellent CVs and letters at the **Work Experience Launch Assembly – November 18th 2026**).

Step 4 – Confirming your work experience and getting it approved.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves and parents for the placement to go ahead.

Before using the UNIFROG placement tool students must agree the placement with the employer first.

Next Students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).



The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions.

For the process to work, **it's essential that students add the initial information about the placement accurately.**

Double check email addresses in the form. You may want your parent or careers team to help you with this.

Parents and carers must consent to the placement when they receive the email.

The College will then confirm and agree the placement once the appropriate safety checks have been made.

Staying on track – Work Experience calendar

November 2025

You will have attended a Work Experience Assembly where you will receive information about Work Experience. You will also have an opportunity to explore this further during your Future Friday sessions.

IMPORTANT: You must start your work experience preparation **NOW**.

October to December 2025

Find a relevant work experience placement. Write a great CV and covering letter to send to employers.

Additional help available Break 2 Tuesdays and Thursdays in the Library every week.

CV Deadline 15th December 2026.

January 2026 to March 2026

If you have not yet secured a placement, there will be an opportunity to speak with the Careers team to discuss your options.

Once you have found and have your placement confirmed from an employer complete the placement tool on Unifrog. **(Please do not complete the placement tool unless your placement is CONFIRMED and you have agreement from the employer)**

Friday 15th May – FINAL DEADLINE

Students that have not secured the placement by this date will not be able to take part in the work experience week. These students still must attend College as normal in work experience week where lessons will be provided.

June 2026 to July 2026

Health & Safety briefings and final preparations.

Monday 20th July 2026 to Wednesday 22th July 2026

Placement 3 day – You must complete your Work Experience Journal. You will upload this to Unifrog

You will evaluate the placement on Unifrog after you complete your placement.

