EGGBUCKLAND COMMUNITY COLLEGE
Everyone can

YEAR 10/12 WORK EXPERIENCE
Wednesday 10th February – Friday 12th February 2027



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 Wednesday 10th February to Friday 12th February 2027.

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 15 hours as a minimum and 21 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.

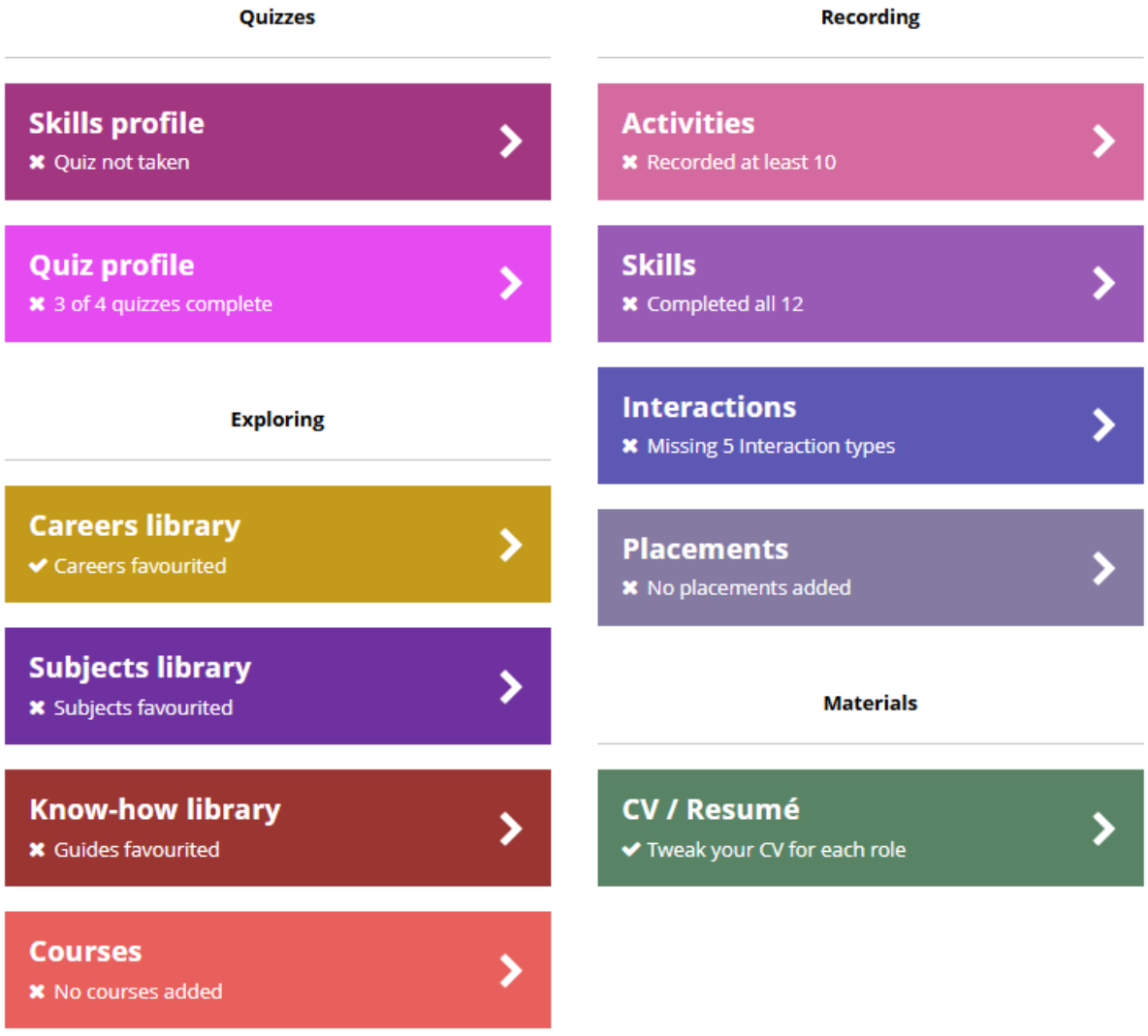
Step 1 – What are you interested in doing?

Unifrog

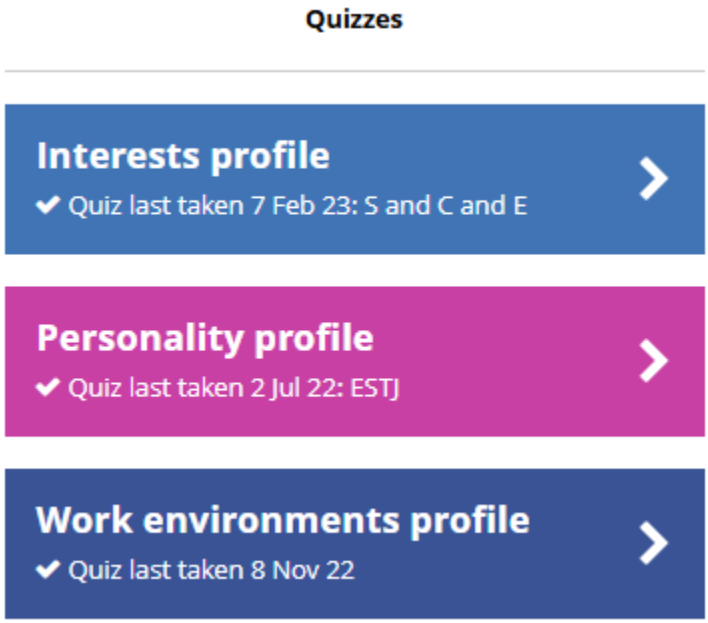
You should all have a Unifrog account from Year 9, this platform grows with you as you move through college, if you have forgotten your log-in details you can reset a new password on Unifrog, the username is your school email address.

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!



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



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/ Plymouth Homes **Law Firms –** Wolferstans/ Foot Anstey/Thomson & Jackson **Accountants** – KPMG/Thomas Westcott Accountants/PKF Francis Clark **Travel –** Hays Travel/ Brittany Ferries **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 –** Dell 'Anno Studio **Media –** Sound View Media/Two Four Productions/ FotoNow **Architecture –** Stride Treglown**/** ADG/ Mitchell Architects/ Bailey Partnership
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 **American Golf**

CATERING & HOSPITALTY	**Restaurants** – Jack Rabbit/ **Local Cafes –** Crownhill Garden Centre Cafe/Costa**/**Hutong Café/Discovery 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/Poole Farm **Veterinary –** SouthMoor Vets/Drake 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 out for email's from Mrs Harris **Electrical Engineering –** Princess Yachts**/** Western Power Distribution/SDS Exeter Airport BT Openreach **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 Creative Construction Mercury Construction **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/ Bobtails/ Bright Sparks **Primary School –** Widey/ Compton/ Eggbuckland Vale/St Edwards Primary/ Manadon Vale/ Monpelier/Austin Farm **Special Education Schools –** Courtlands School/Brooke Green/Woodlands/ Phoenix Bay/ Elm Tree Sands
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 –** The Hair Company/ The Hair Bar/Arena **Beauty Salons –** Boringdon Spa/ATL
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 may wish to include a copy of your CV with your email or letter to provide employers with additional information about your skills, experiences and interests.

As part of our careers programme, students will be supported in creating high-quality CVs and covering letters. If you need help with your CV, finding work experience opportunities, or exploring career ideas, support is available from the Careers Team.

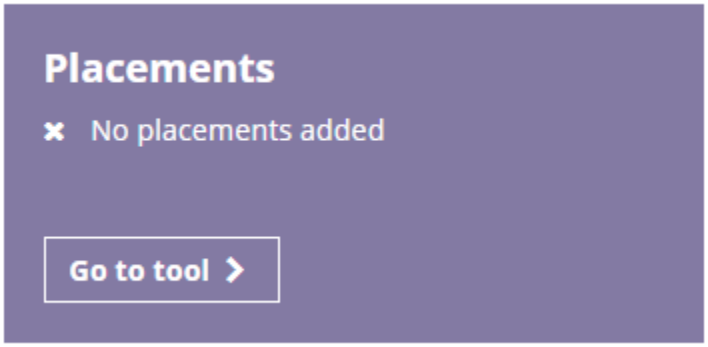
Careers Café runs every **Tuesday and Thursday at Break 2** in the **Library ICT Room**. Pop along for advice, guidance and support.

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 2026
You will attend 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**.

November to December 2026
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 **4th December 2026.**

January 2027
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)**

Wednesday 6th January 2027 – 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.

January 2027 to February 2027
Health & Safety briefings and final preparations.

Wednesday 10th February 2027 to Friday 12th February 2027
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.