Churchill Academy & Sixth Form

Year 10

Work Experience Week

12th-16th July 2027

STUDENT & FAMILY GUIDE

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For any queries contact WEX@churchill-academy.org

Guidelines for Year 10 Work Experience

WEX week is 12th - 16th July 2027

- **All students have to go on an in-person WEX placement during WEX week**. The only exception is if you are going on the residential Humanities trip to Morocco during that week. If so, you will need to arrange a placement during year 10 in non-term time, for example half term or the Easter holidays.
- Sometimes an exceptional WEX opportunity is offered but it is not available during WEX week and it is during term time. In this case you will have to put in a request for this to be considered and authorised for you to be out of school. Examples of exceptional placements are those with the NHS, with a university, and the Army's residential WEX. Please email WEX@churchill-academy.org in the first instance for an authorisation form. If the placement is authorised, you must still find a placement to go to during WEX week..

What are the benefits of Work Experience?

- Experience of 'job hunting'
- Experience of a work environment and the working world
- Experience working different hours and commuting to work
- Greater understanding of adult life and increased maturity
- Learning and using key employability skills
- Confirming whether a career of interest is for you. If you don't enjoy your placement, it may make you realise that this career path is not for you. It's better to find out now rather than later!
- Giving you extra motivation in school to work hard for the qualifications you need
- Improved likelihood of finding employment and more likely to find the right pathway

Overview of Student Requirements
Placements to be added to Unifrog by 12th April

WEX week 12-16 July — Read the WEX Student & Family Guide (on PSHE Classroom)

Speak to your parents/carers to check what locations you can get to for your WEX and ask for their support with finding a placement.

Consider what sort of placement you want / in what sector / with what type of employer

If you can't find a placement in the particular job you want, consider similar jobs, the same sector, or where you will use similar relevant skills.

Contact employers to ask for a placement - by phone, email, in person or by letter

You must continue to contact employers until one of them offers you a placement.

The Academy is unable to find placements or follow-up on your enquiries / applications.

You can **use the Employer Database** on your PSHE Google Classroom for some suggestions of employers to contact

Add your placement to Unifrog once an employer has confirmed it to you and your parents/carers agree to it.

See the Guide for how to add your placement to unifrog

Once added, Unifrog will email the employer an online form to complete with the full placement details. Once done by the employer, Unifrog will email your parent/carer for them to review and approve the placement.

Once your parent/carer has approved it on unifrog, the Academy will review the placement and check it meets requirements before giving permission on Unifrog.

Stay in contact with the employer and check-in with them a couple of weeks before the placement starts.

Make sure you know before your first day where to go, who to ask for, what to wear and what to do for lunch!

Finding a Placement

- **You and your parent/carer are responsible for finding a placement**. This will mean contacting employers to enquire if they can offer you one and continuing to enquire until an employer confirms a placement with you.
- Consider how and where you can get to before you start enquiring/applying.
- You are much more likely to find a placement you like by finding it yourself, rather than someone finding it for you.
- A placement with a close family member is not usually the best choice as you won't get the same experience as working in a different environment or with new people.
- Identify as many employers of interest as possible and enquire about a placement.

Go to your PSHE Google Classroom for a spreadsheet which lists employers that have offered placements to Churchill's year 10 students in the last 3 years. This is a really good starting point for where to make enquiries, but you can contact other employers as well.

- The spreadsheet lists employers by sector/job type on one sheet and by location on the other sheet. You can also hold down the Ctrl key on your keyboard and press 'F' to search for specific words. For example, you could search for sport, animals, automotive, health, legal, finance etc. depending on your interests.
- We will add to the database if we hear about any new opportunities and so please always access the live version on Google Classroom. Likewise, we may remove an employer if we are told they do not want to be on the list (if an employer tells you this, please let us know by emailing us on WEX@churchill-academy.org).

Popular placements go very quickly, so enquire early.

- You should go through this guide with your parent/carer so that you can discuss practical issues, like where you could get to and how you would get there. Also, to consider if you have any health or special education needs or disabilities that will need to be taken into account to ensure a placement is suitable for you.

- Telephoning employers to find out who is the best person to speak to about work experience works well, as does visiting an employer in person.

- **Check that the employer has Employer's Liability Insurance**. If they say that they are exempt from needing it, email us at WEX@churchill-academy.org so that we can check if they have alternative insurance in place (note that Professional Indemnity and Public Liability Insurance are not replacements).

- Follow up employer conversations with an email.

- It's a good idea to enquire with several employers at once, rather than one at a time. If you have not received any replies after a week or two, you should contact the employer/s again, as well as looking elsewhere.

- If you cannot find a placement in the career area you are thinking of, then look for something else that you have an interest in or where you will still learn relevant skills.

- An employer may ask you to send them your CV or to tell them why you are interested in having a placement with them. They are most likely to offer you a placement if they feel you are interested in their area of work. You will be working on your CVs on Unifrog during PSHE lessons.

- The below Unifrog guides give further advice about finding a placement
    - **Students**: Finding a placement
    - **Parents/carers:** Helping your student to find a placement

Don't Delay, Start Looking Today!

Once a placement is confirmed, you must add it to Unifrog as soon as possible.

Example Email Enquiry

You should use your school email address when contacting employers/people that you don't know, but make sure you monitor it for replies. If you are going to use your personal email address, because you know the person your message is being sent to, then make sure your email address/name is sensible and formal as this is a business/work communication.

When enquiring, it is worth mentioning what your age will be at the time of the placement, as some employers have a minimum age requirement.

To john.davies@employer.com

Cc Bcc

Work Experience placement request

Dear (Name),

I was given your name when I [telephoned/called in] and I am contacting you to enquire if your company could offer me a work experience placement during the week of 12th to 16th July 2027 when I will be [14/15] years old.

I am a year 10 student at Churchill Academy & Sixth Form [and I am studying .....]. I am particularly interested in a placement with your company because [e.g. I am thinking of this as a future career / it would give me an insight to working in this sector/role etc.].

I would appreciate if you could let me know if this is a possibility or not, and if yes, when would be a good time to discuss it in more detail.

Many thanks and with regards

[Your name]

Jobs You Cannot Do

North Somerset Council bylaws say, that no child of school age may be employed:

- in a cinema, theatre, discotheque, dance hall or night club, except in connection with a performance given entirely by children (except where children are licensed by this authority to take part in performances).
- to sell or deliver alcohol, except in sealed containers
- to deliver milk
- to deliver fuel oils
- in a commercial kitchen
- to collect or sort refuse
- in any work which is more than three metres above ground level or, in the case of internal work, more than three metres above floor level
- in employment involving harmful exposure to physical, biological or chemical agents
- to collect money or to sell or canvass door to door
- in work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children
- in telephone sales
- in any slaughterhouse or in that part of any butcher's shop or other premises connected with the killing of livestock, butchery, or the preparation of carcasses or meat for sale
- as an attendant or assistant in a fairground or amusement arcade or in any other premises used for the purpose of public amusement by means of automatic machines, games of chance or skill or similar devices
- in the personal care of residents of any residential care home or nursing home.

Hours - placements should not start before 7am or finish after 7pm.

Information you will need from the employer once they have confirmed a placement

You will need the below information plus a parent/carer's email address before adding a confirmed placement to Unifrog. You can use the table below to make it easy to record the employer information (hard copies are available via reception from Mrs Murphy).

Check the employer has Employer's Liability Insurance. If they say they are exempt from having ELI, please contact WEX@churchill-academy.org, with the below details before adding it to Unifrog so that we can check suitability.

Name of business/organisation	
Placement start date and end date	
Estimated/expected total number of hours	
Time commitment E.g. 9-5 Mon to Fri Enter an estimate if the hours have not yet been confirmed by the employer.	Days of the week Start & finish times
Employer placement lead's name (first and last name required)	
Employer placement lead's email address	
Employer placement lead's work phone number	
Address of where you will be when on the placement	

This form is just to help you record the basic employer information needed to then add a confirmed placement to Unifrog (link to video)

What to do When You Have a Confirmed Placement

- Once a placement has been confirmed and you have collected the required information, you must login to your Unifrog account and add it to the Placements tool.
- A placement is confirmed when the employer has offered it to you, your parent/carer has agreed to the placement, and you have told the employer that you accept their offer.
- The short video linked below shows you how to add a placement to Unifrog and there are instructions with some screen shots to help on the following pages.

Video Link: Adding a Placement to Unifrog

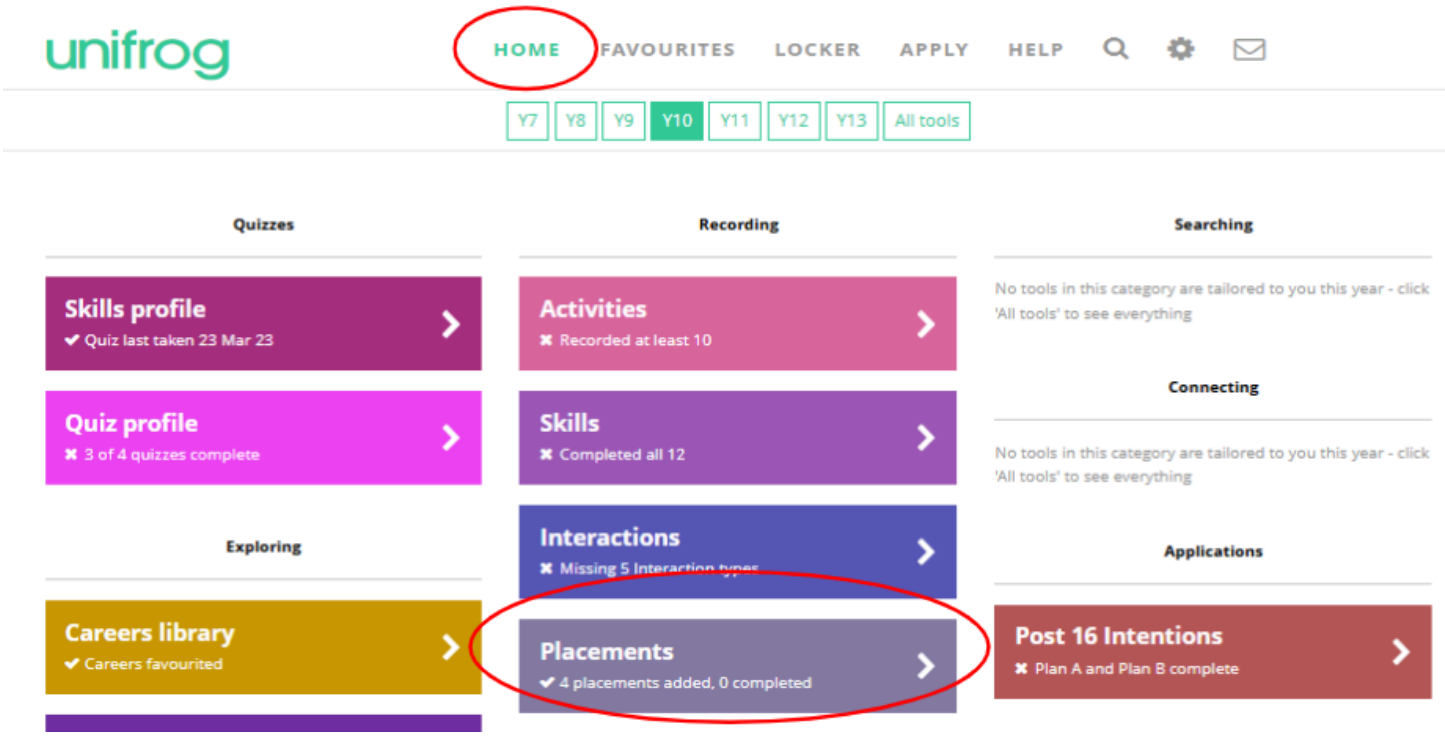
- **All placements should be added to Unifrog by the first day back after the Easter Holidays (12th April)**, to allow plenty of time for employers and parents/carers to complete relevant forms and for the Academy to make their checks.
- Placements added to Unifrog by 12th April will earn you a House point!
- Once a placement has been added, Unifrog will email the employer a link to a form to complete with the full placement details. Employers will be asked to add a copy of their Employer's Liability Insurance certificate to the form.
- Once the employer has completed their form, Unifrog will send your parent/carer an email asking them to review the full placement details provided by the employer and to agree to the placement going ahead.
- Once your parent/carer has agreed on Unifrog, the Academy will review the placement to ensure the employer has provided and agreed to the required health, safety and welfare requirements.

Once you have added a placement to Unifrog you cannot change your mind if you are offered/want to go on a different one, as this sends a negative message to the original employer and also means that another student may miss out on the original placement opportunity.

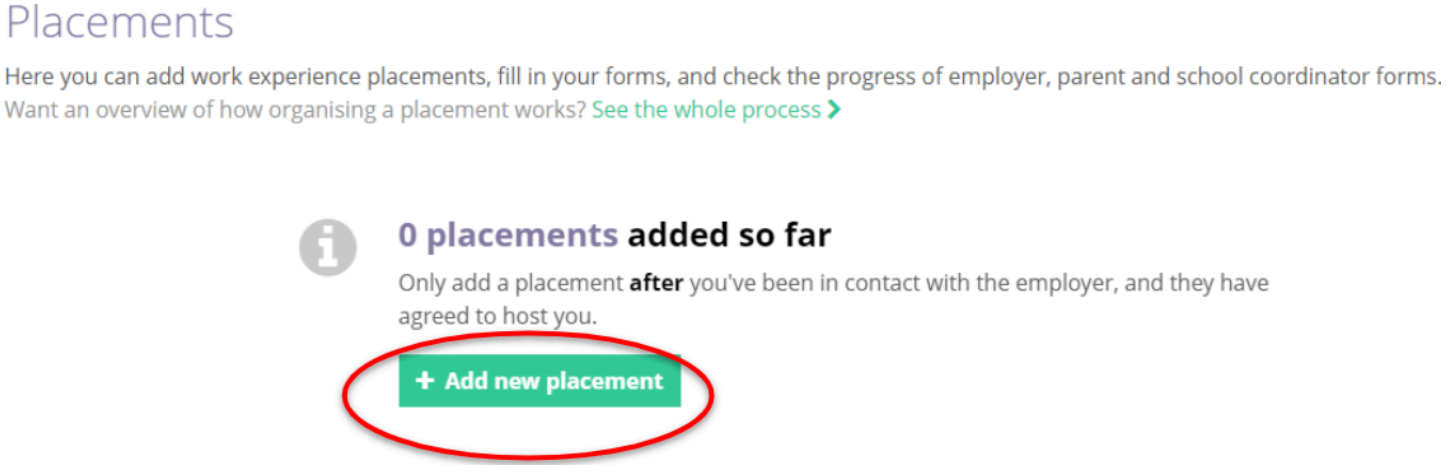
Adding a Confirmed Placement to Unifrog

Video Link: [Adding a Placement to Unifrog]

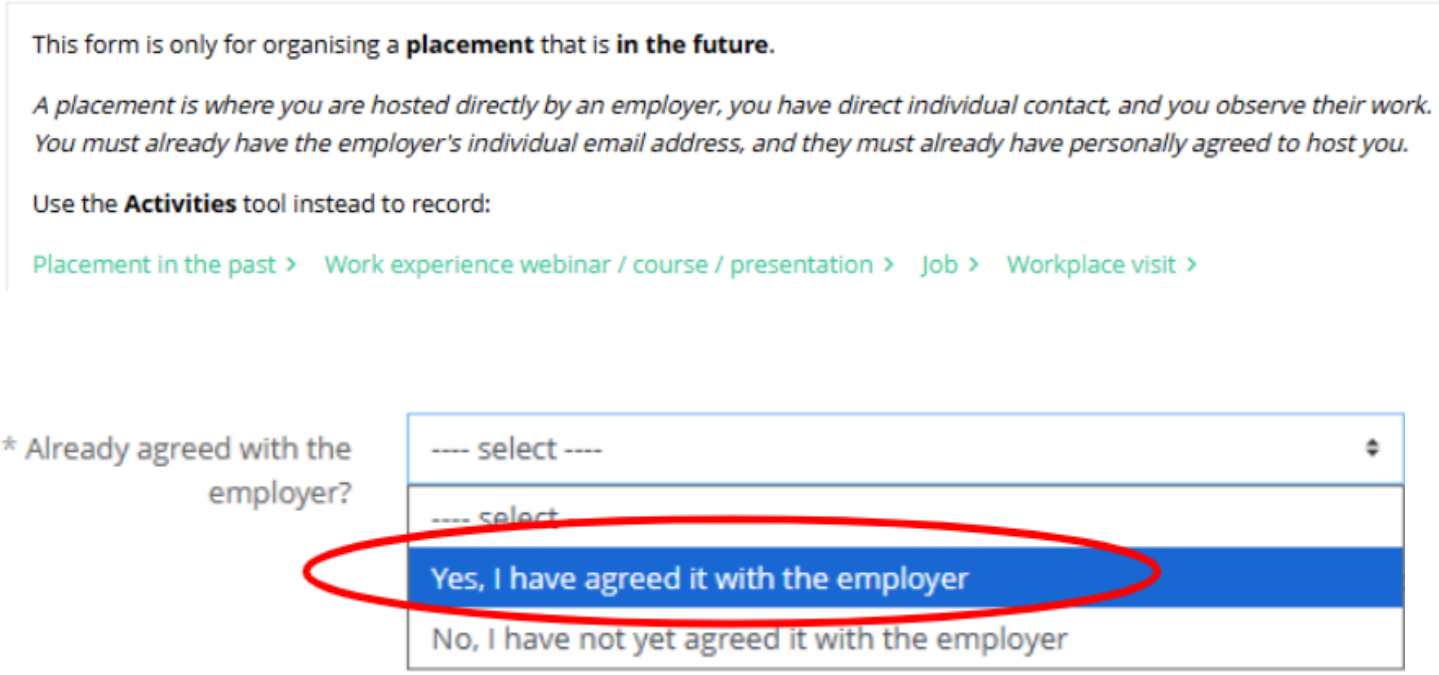
1. **From the home page scroll down to Placements**



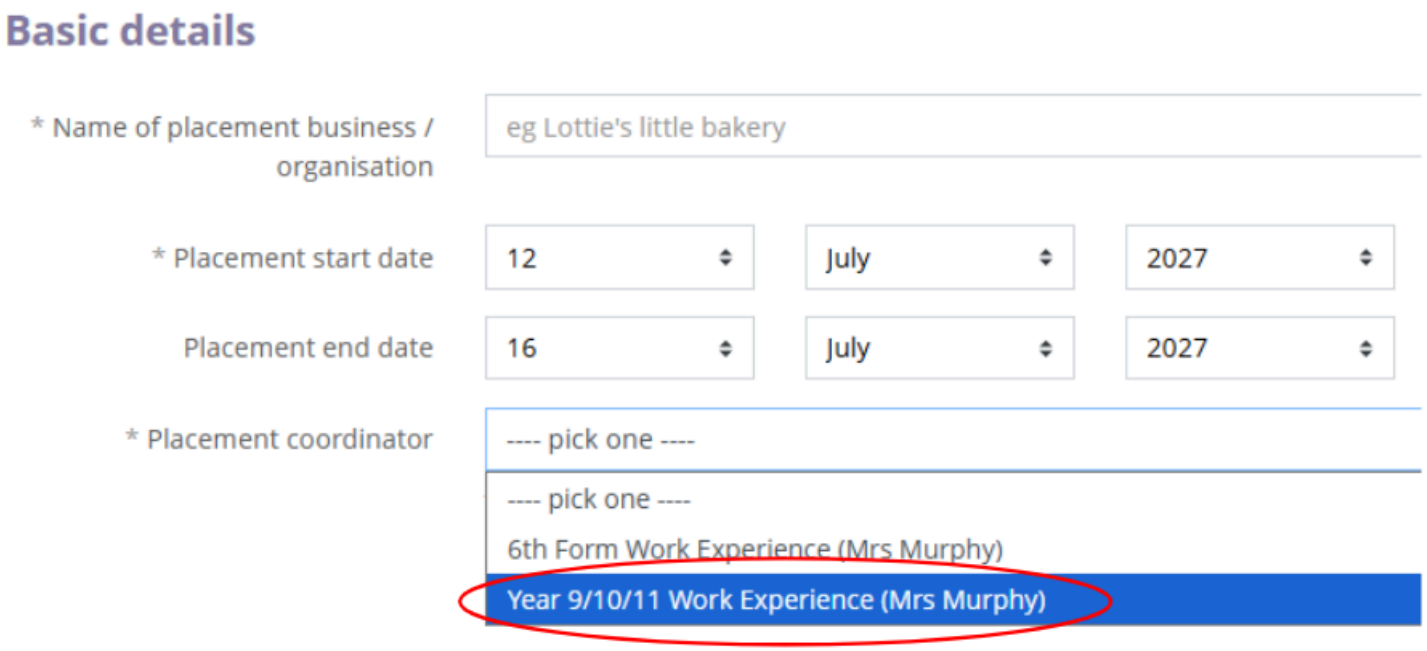
2. **Start to add your placement**



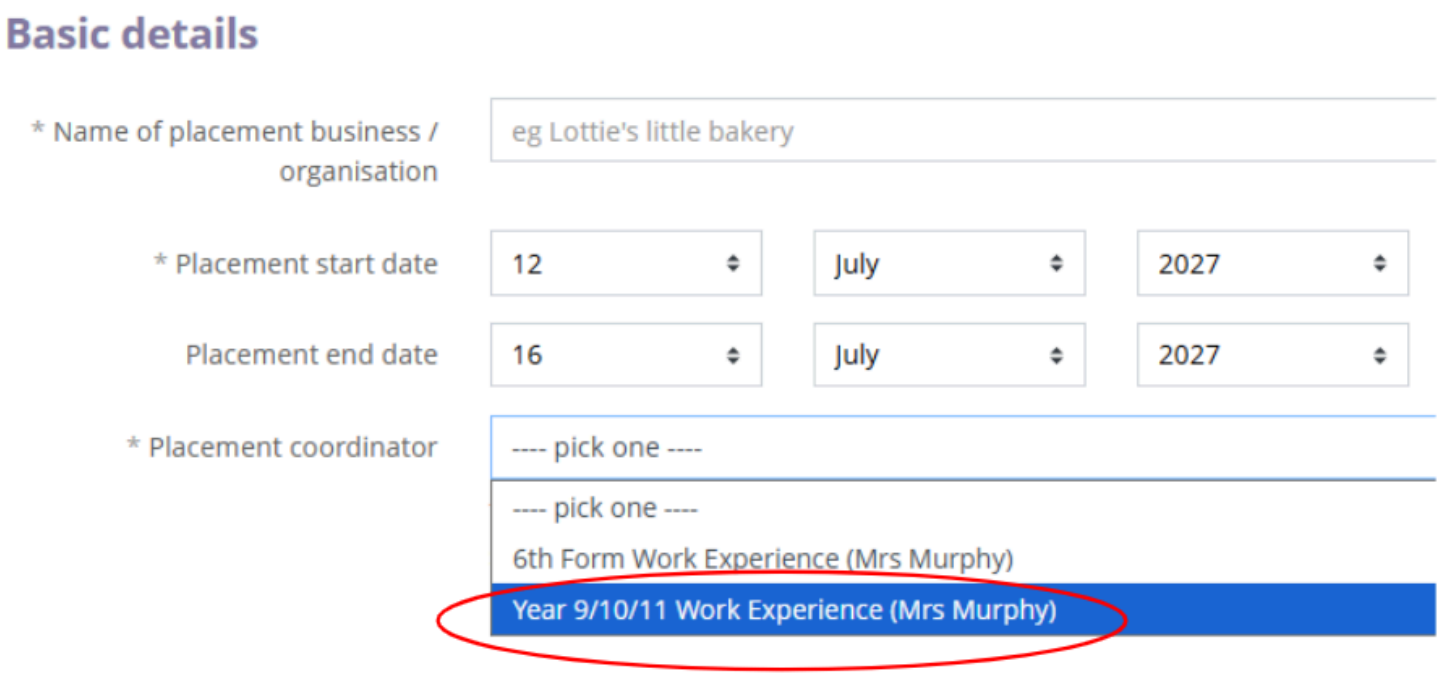
3. **Only add a placement once the employer has confirmed it to you and your parent/carer has agreed to it.**



4. **Make sure you select the Placement Co-ordinator for year 10 students**

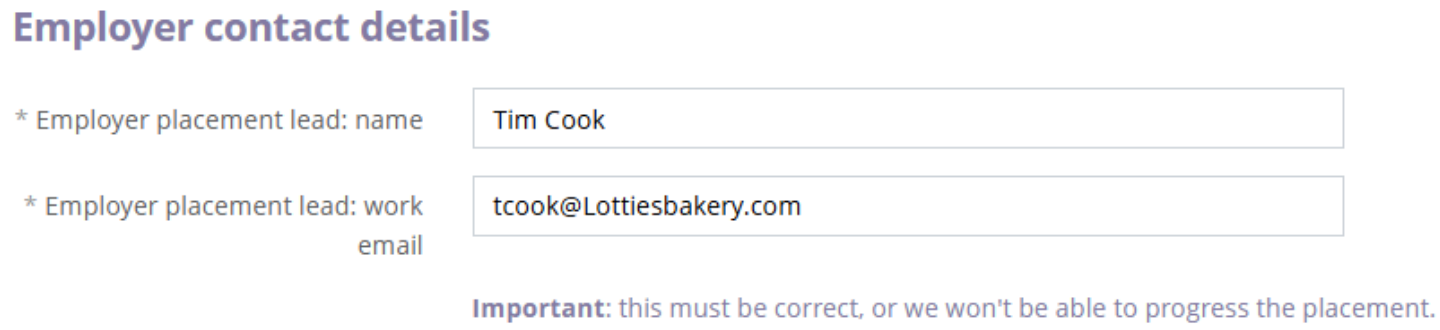


5. **Year 10 placements need to be in-person, and so select that option.**



6. **Complete the rest of the form with all of the placement details**. You can stop part way through if needed and Unifrog will save what you have completed so far.

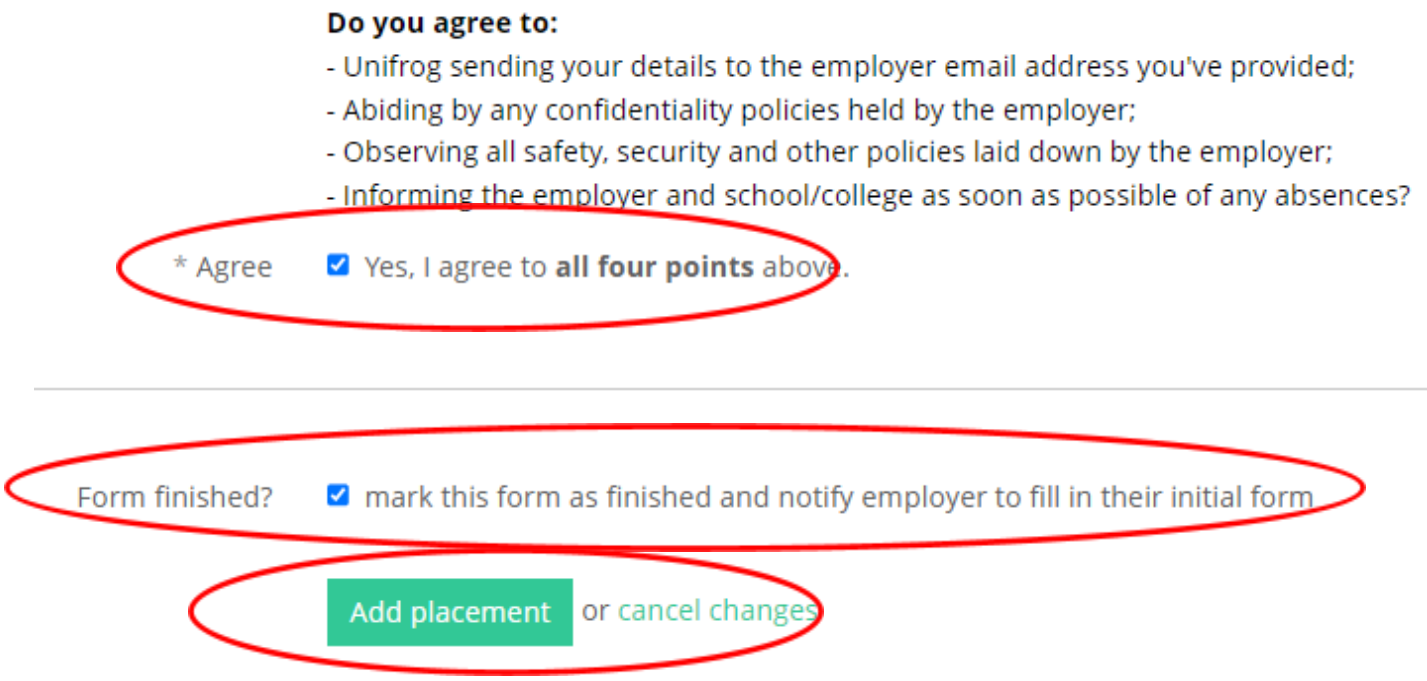
7. **Be sure to enter the employer's details accurately and fully**.



8. You will be asked if you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement. The employer will see this information. **It is very important that you answer this honestly so that the employer can ensure the placement is suitable for you and/or make any adjustments to support you during the placement.**

9. **Everything that you enter on the form will be sent to the employer** and so make sure you pay attention to detail and are professional in all your responses.

10. Once you have completed all the required information, **tick the final boxes and finally click on 'Add placement'.**



An email will now automatically be set by Unifrog to the Placement Lead email address you have entered.

Well done - you have done your part for now, and if you've added your placement by 12th April 2027, you will get a House Point!

During the Placement

- In June, during PSHE you will be issued with a work experience log book with an explanation of how to use it.
- You must complete parts of the log book during your placement and your employer must sign it at the end. This will be set as homework to be completed by the end of term 6.
- Employers will require you to follow their company's Health & Safety requirements as well as guidelines and policies regarding dress code, behaviour, punctuality, mobile phone usage etc.
- During your placement you will either have a visit from a staff member or they will phone your employer to check how you are getting on.
- If you are unwell, or if there are unforeseen circumstances, you or your parent/carer must contact both the employer and Churchill Academy to explain your absence as soon as possible.

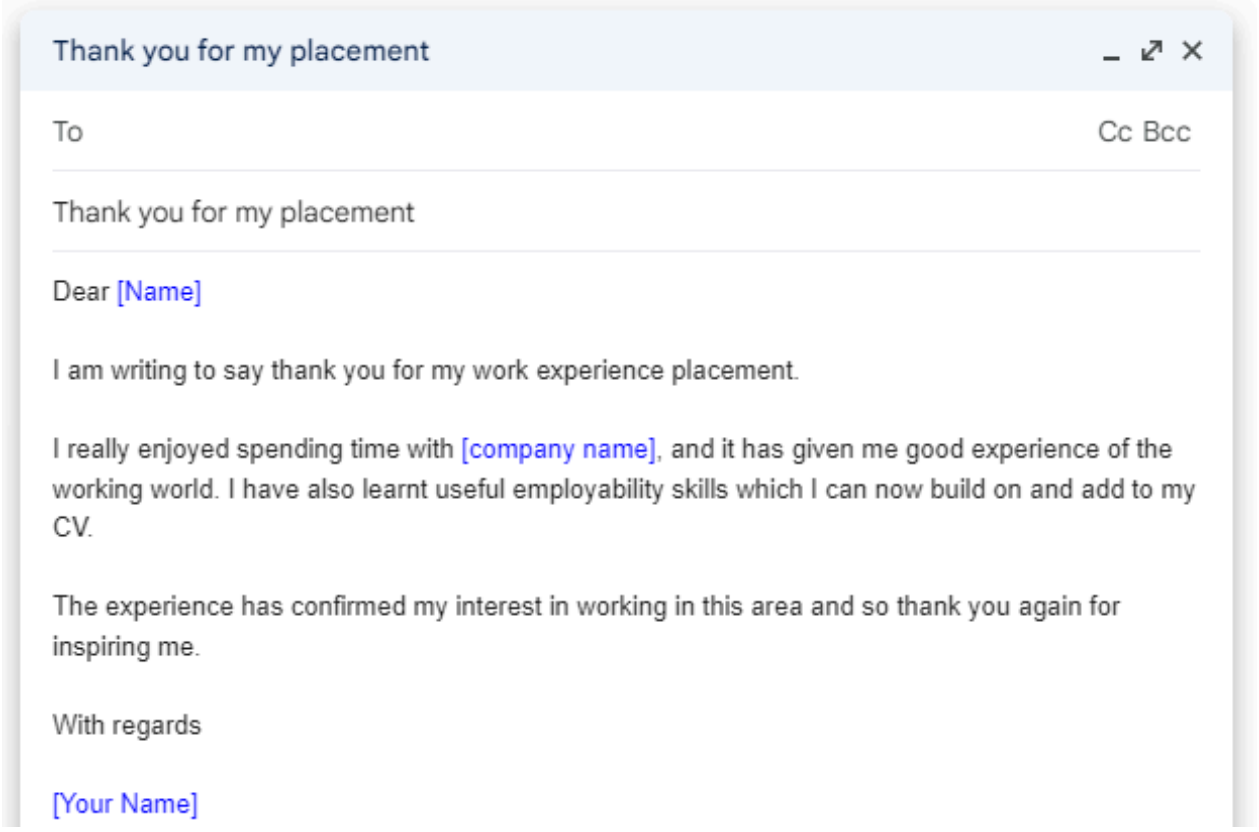
Remember - you are representing the Academy whilst on a placement and we are proud of the excellent reputation we have with employers

For any queries contact WEX@churchill-academy.org

After The Placement

- You should write a thank you email/letter to your employer.
- You will need to hand your completed log book in to school reception. It will be used in your PSHE lessons early in year 11 to discuss and record your experience and the skills you have used.
- The employer will be asked to give feedback in Unifrog as to how you got on.
- You will receive a Work Experience Certificate of Achievement from the Academy.
- You should add your work experience to your CV as employment when applying for early career jobs.

Example thank you email:



Thank you for my placement

To Cc Bcc

Thank you for my placement

Dear [Name]

I am writing to say thank you for my work experience placement.

I really enjoyed spending time with [company name], and it has given me good experience of the working world. I have also learnt useful employability skills which I can now build on and add to my CV.

The experience has confirmed my interest in working in this area and so thank you again for inspiring me.

With regards

[Your Name]