



Welcome to the Year 10 Work Experience Assembly

Monday 13 July to Friday 17 July 2026

#teamOxted

What is Work Experience



An **opportunity** to experience a real workplace setting and work in an environment away from your daily school life

Understand what businesses and employees do within their roles and the types of careers available

A perfect way to find out what qualifications are needed to apply for jobs in the future (GCSE's, A Levels, Apprenticeships, T-Levels or a Degree)

A chance to develop new life skills including *effective communication, decision making, problem solving, time keeping, responsibility*

Why do it?



- As a school, work experience forms part of your curriculum in Year 10 and Year 12
- Attending a placement allows you to see life in a different way (you don't have to wear your school uniform for example)
- The Government supports and values work experience and expects schools to allow students to attend placements
- Gives you the opportunity to meet and work with adults and learn from their vast knowledge of the workplace

What work will you do?



- On your first day you should have a **Health & Safety induction**
- Carry out any tasks your employer gives you
- Shadow a member of staff and observe them during the day/week
- You could work on your work or as part of a team
- Possibly attend staff meetings / workshops / talks
- You could be given multiple tasks to complete during the day
- Talk to members of the public and/or people from other organizations
- The possibilities are endless when you are out on work experience! Be productive and ready to learn – Don't be a burden

How do I find a placement?



- We **do not** find you a placement, you do
- Be realistic! You cannot work in some industries for example, Law or Solicitor firms, Hospitals and any other high-risk places
- Start by looking around the area and outside your comfort zone
- Find a provider online and then visit or call them
- Use family or friends and their contacts
- Use your own email account to send out a request for a placement
- **Google** is a very useful tool to find companies in your area along with their contact information

Approaching Providers



On the phone:

Introduce yourself, explain why you are calling. Find out who the best person to talk to about work experience placements

In person: Visit the placement and introduce yourself

By email:

Subject Line – Make it clear (Work Experience Opportunities)

Formal introduction – your name and the reason for contacting them

Why you have decided to approach that placement

The dates of your work experience week

Thank them for taking the time to read your email

What if they say no?



- There are many reasons why some companies will say no
- Don't be upset, reasons such as they may have someone already, they are away on business, or they simply are unable to host you due to health and safety concerns are normal to hear
- Ask if they know of any other companies like theirs who do offer work experience
- Have a second, third, fourth option in mind, it is always good to be open minded and resourceful when searching for a placement
- Don't limit yourself to one role or one company, look around see what else is out there for you. Your career or your future is not defined by this week, but it can be a great influence!

Your Safety is our Priority



- All companies must have valid **Employers Liability Insurance**
Public Liability Insurance will not be accepted
- No insurance - no work experience! You must come to school
- If you are going to work with a relative who has no insurance, you will not be authorized to take part in work experience! They must be insured. **No exceptions!**
- You cannot work before 7am and after 6pm
- If you feel unsafe during the week, call the school or your parents/carers immediately, remove yourself from any situation that poses a threat.
- If you are offered a placement, find out what they do, sell, offer and who will be your main point of contact. Visit the placement beforehand to meet the team if possible

Work Experience Packs



Each envelope contains the following forms:

Parent/Carer letter with work experience information

Student form To be filled in and signed by you, and your Parent/Carer

Employer Agreement form Must be filled in and signed by the Employer (make a note of their address, your times of work and the dress code before you hand them in)

Employer Feedback forms. To be given to the employer on your last day so they can provide us with their comments

Please read all the forms at home. This saves us from having to contact you constantly about missing pages and/or information

Important Dates



Student forms must be filled in and returned to the Careers office no later than **Friday 6 March 2026**

Employer forms must be sent in by the employer by **Friday 5 June 2026** along with a copy of their **Employers Liability Insurance Certificate**

Do not give any of your forms to your tutors, take them to the careers office
Payment of £10.00 to be done via Scopay before the end of April 2026

Remember, **No Employers Liability Insurance, No work experience!**

Negative comments we don't want to see next year



"We had to continuously ask not to use mobile phones whilst at work! This is not permitted for any member of staff. We got the impression that the student didn't want to be here. Confusion with communication as to days of work by not speaking to the correct people"

"The students were no interested in this type of business"

"The student was sent home on the first day due to inappropriate clothes worn for a school environment"

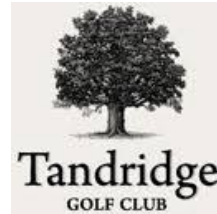
"No communication from student before the week. Did not check working times or who their point of contact was"



HASKINS
for garden pleasure



CANCER RESEARCH UK



Goughs Pet Store

YOUR LONDON AIRPORT
Gatwick



It is NOT an excuse to stay home or go on holiday that week

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Finally do Oxted proud!



In 2021 over 200 Year 10 students went out on work experience

In 2022 over 250 Year 10 students went out on work experience

In 2023 over 270 Year 10 students went out on work experience

In 2024 over 226 Year 10 students went out on work experience

In 2025 over 215 Year 10 students went out on work experience

In 2026..... It is all down to you!

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