



E X P E R I E N C E

Oxted Sixth Form
Year 12 Work Experience
Monday 13 July – Friday 17 July 2026

#teamOxted



What will it look like in 2026?

Your work experience placement can be either **Virtual** or **Face to Face**.

You can negotiate the hours you do each day with your employer

This should not take place where you are already employed

GET FREE WORK EXPERIENCE WITH LEADING COMPANIES

Register with Speakers for Schools



Want to find out what it's like to work for employers like Spotify, Google, Virgin Atlantic, PwC, the Financial Times, or Bentley Motors?

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Top 5 benefits of Work Experience



Higher success of an application to a job, university, or apprenticeship with work experience on your CV



It's a great way to network and make important contacts in your chosen industry



Knowing what you can look forward to can improve your motivation in Year 13.



Impress the right people and you could be offered future employment



Sample a career without committing to it.







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Finding a 'Face to Face' or Virtual Work Experience Placement



- ✓ It is the responsibility of the student to source their own work experience placement
- ✓ Students own work and initiative – letters, emails, phone calls, Social Media etc
- ✓ Parental support and contacts
- ✓ Family/friends and contacts
- ✓ Networking, networking, networking
- ✓ Websites and work experience organisations



High quality work experience



A high-quality work experience placement:

- Is purposeful, substantial, offers challenge and is relevant to the young person's study programme and career aspirations;
- Is managed under the direction of a supervisor to ensure the young person obtains a genuine learning experience suited to their needs
- Has a structured plan for the duration of the placement which provides tangible outcomes for the student and employer
- Has clear roles, responsibilities and expectations for student and employer



You will receive a reference or feedback from the employer based on your performance.

Work Experience Week - Monday 13 July–Friday 17 July 2026



- If a student finds a meaningful placement at another time, then we will be flexible
- Exam week remains 22 June – 3 July 2026

Student to do list



- Research work experience placements
- Make contact and secure place
- Once placement arranged – complete parent permission and placement forms
- Ask your employer for their “Public Liability Insurance” and send it to Sixth Form Office
- DEADLINE- 18th May: this ensures that all insurance forms can be reviewed and approved.**
- School writes to placement to confirm
- Employer required to contact school to confirm they have Liability Insurance
- During placement – your employer will receive a contact call or email from someone at Oxted school
- Add to CV/UCAS applications



Year 12 Work Experience – Placement Details Form

Please return this form to the Sixth Form Office as soon as a placement is arranged.

Name of Student: Tutor Group:

Name of Company/Organisation:

Address:

.....

..... Post Code:

Telephone no: Website:

Placement address if different from above:

.....

Date(s) of Placement:

Full name of contact person:

Their email:

Their phone no:

Their position in the company:

Is your contact a relative / family friend / other?

Nature of work undertaken by the company:

Type of work you will be doing:

Please observe the following guidelines:

- Telephone the placement org to confirm all details and ask for their insurance



Year 12 Work Experience – Parent Permission Form

To be returned to Sixth Form Office with the Placement Details Form

Name of Student: Tutor Group:

Home address:

.....

.....

Parent / Carer

I / We give permission for

to take part in Year 12 Work Experience from (dd/mm/yy) to

I / We will be responsible for travel arrangements and disclose here any relevant facts (e.g., illness, disability, special educational needs) which must be taken into consideration by the school and may advised to the Employer:

.....

.....

.....

.....

Signature of Parent/Carer:

Print name:

Relationship to student:

Daytime tel no: Date:

Emergency contact details (if alternative to above):

Name: Daytime tel no:



Virtual Work experience is a great way to get even more on your CV to stand out



- Mrs L'Estrange notifies students of opportunities from Young professionals as they arise.
- Please see the Careers Teams channel for these opportunities.
- You can email potential placements and sign up for an online course any time.

Online work experience:

- Spring pod

<https://www.springpod.co.uk/virtual-work-experience-programmes/>

- Student Ladder: an overview of opportunities for 16-18 year olds.
- <https://www.studentladder.co.uk/>



Unifrog – Special opportunities

The screenshot shows a web browser window with the URL `unifrog.org/student/home`. The page features a navigation bar with three buttons: "Go to tool >" (pink), "Go to tool >" (purple), and "Go to tool >" (blue). Below this is a central heading "Searching for opportunities". The main content area is divided into five colored boxes, each representing a different category of opportunities:

- UK universities** (dark red): "You have [3 shortlists](#)". Button: "Start >"
- Apprenticeships** (magenta): "Make your first shortlist". Button: "Start >"
- College / Sixth Form** (orange): "Make your first shortlist". Button: "Start >"
- Special opportunities** (brown): "Make your first shortlist". Button: "Start >"
- Events** (teal): "You have 0 upcoming events". Button: "Go to tool >"

Work Experience Programmes that require payment:



- InvestIN: 12-18 yr olds can experience immersive sessions across 20 careers.
- <https://investin.org/>
- Careerdays: One day tasters in medicine, veterinary practice, dentistry, law amongst others
- <https://www.careerdays.co.uk/>



WEX/ CV Drop Down Day

- In February we will run sessions throughout the day to support these applications.
- This is the first of these based upon the student feedback from previous years and the support they needed
- Every student will attend at least one period of this support in IT1/library.
- We will help you contact employers, receive your WEX pack of resources, sign up to 1 online course and then make a start/improve your CV

