



SARUM ACADEMY



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| Name: | |
| Tutor: | |

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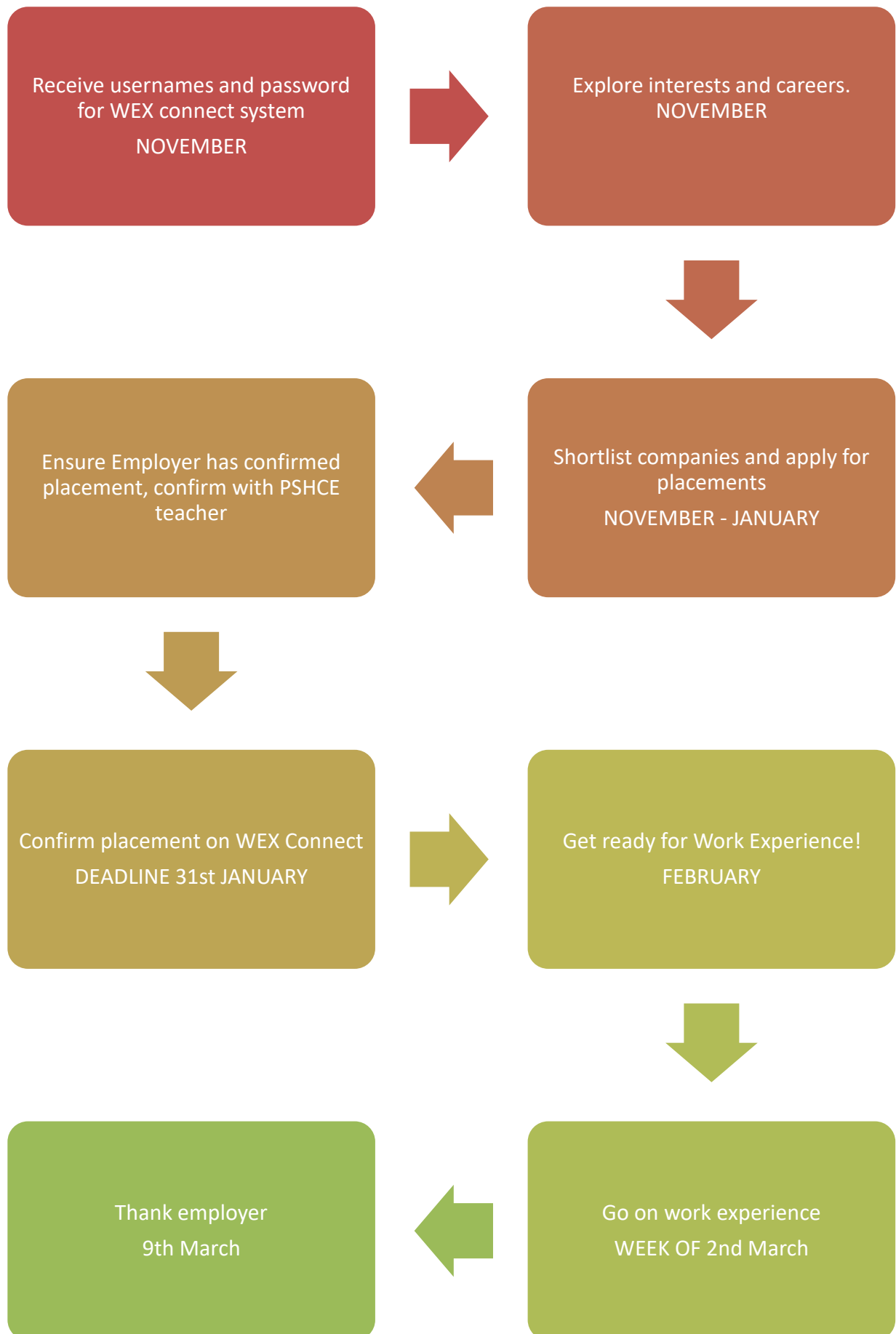
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KEY DATES

**Year 10 Work Experience Week –
Monday 2nd March 2026**

**Deadline for submitting your
placement in the Portal
31st January 2026**

Work Experience Timeline



How to Use This Booklet

- Read one section at a time. Do the tasks in order.
- If you already know the kind of placement you want, jump to 'Researching a placement' and 'Contacting employers'.
- Keep this booklet safe. Use the spaces to write your ideas and answers.
- Ask your tutor/PSHCE teacher or Mr Jones if you get stuck.

What is work experience?

Work experience is a chance to do real work tasks in an actual workplace. You'll get to experience normal work hours, workplace conditions, and the rules that employees follow. Depending on the placement, it's also a chance to learn more about a career you're interested in.

Why is Work Experience Important?

- Try out the world of work and meet people of different ages.
- Decision-making: see what it's like in real workplaces (shops, offices, workshops and more) and decide if a career is right for you.
- Confidence: being part of a team and completing tasks can build your confidence.
- Link to school: see how your school subjects connect to skills used at work.
- New skills: discover your strengths, talents and interests, and build employability skills.
- Networking: meet people in different jobs and learn what skills or qualifications they needed.

Watch: 'Benefits of work experience placements – a candidate perspective'. Turn on captions if helpful. <https://www.youtube.com/watch?v=rnknMyw2ZM8>

What tasks did the student get involved in on her placement?

What skills did she develop whilst being on placement?

How do you get a work experience placement?

Your work placement is probably your first real step into the world of work. So, it is understandable that you might feel a little nervous before you start. The key to combating those nerves is preparation. Here is a step-by-step guide to help you get out of the starting blocks and get the most from your experience. Do not worry if you are still not sure about the kind of career you want. Work experience is a great way of trying out a career to see if it is for you.

Before you start to investigate specific careers it can be helpful to think about what you like to do and where you feel your strengths lie. Ask yourself the following questions:

What are my favourite subjects at school?

What subjects am I good at and which ones do I find more difficult?

What do I enjoy doing outside school or college? Could I turn my hobby into a career?

What jobs have I heard about or seen other people doing? Could I see myself doing any of these jobs?

If you're still unsure, do the quizzes below. They suggest careers based on your strengths and interests.

Click on the link. You will need to register but use your home or school email address. Then complete the quiz to find your career matches.

Prospects Career Planner - <https://www.prospects.ac.uk/planner>

What are your top 10 matches?

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Are you surprised at some of the results? If so, which job and why?

[Take the Buzz Quiz - https://www.ucas.com/careers/buzz-quiz](https://www.ucas.com/careers/buzz-quiz)

What character are you?

What job roles have been suggested?

1.

2.

3.

4.

5.

What are your strengths?

You can explore more options and not just jobs that you have been matched to.
[UCAS - https://www.ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs](https://www.ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs)

Contacting Employers

When you have found several companies, you then need to contact them. You can do this by **email, phone or letter** using the templates below. Use email, phone, or letter. Personalise the parts in [brackets]. Keep it polite and clear!

Work experience email template

Dear *[Name]* / Dear Sir or Madam,

I am a *[15-year-old]* Year 10 student at Sarum Academy. I am writing to ask if I could do a work experience placement at *[Company Name]* from *[start date]* to *[end date]*.

I am very interested in getting practical experience in *[field]*, because *[brief reason — e.g., I enjoy designing and I admire your projects]*. I am *[list 2–3 qualities, e.g., friendly, reliable, hard-working]*. My interests include *[interests relevant to the placement]*.

I would be very grateful if you would consider me for a work experience placement at *[Company Name]*. I can provide any other details you need.

Yours sincerely,

[Your Name]

[Your email and phone number]

Work experience telephone template

Hello, my name is *[X]* and I am a *[Year 10 or 12]* student from Sarum Academy. I'm ringing up regarding a possible work experience placement on *[dates]*.

Would it be possible to speak to the person responsible for this?

Thank the person for their time (even if they cannot offer you a placement)

- If you are told they are out / busy, ask politely for their name and contact number so that you can ring back another time, and write these details down.
- You probably will not get an answer straightaway so be ready to give your contact details.
- Ask how you should go about arranging the placement. Explain that there is some paperwork that must be completed that will be sent to them via email
- If you do not get a reply within 5 working days, phone up the company and ask again.
- If you are successful ask for the full name, email & telephone of the contact as well as the address of the company.

Work experience letter template

[Your name]
[Address]
[Postcode]

[Date]

[Employer's name]
[Full address]
[Postcode]

Dear Sir/Madam [or name],

I am a [15-year-old] Year 10 student at Sarum Academy studying [GCSE subjects]. I am writing to ask if I could do a work experience placement at [Company Name] from [start date] to [end date].

I am very interested in getting practical experience in [field], because [brief reason]. I am [2-3 qualities]. My interests include [relevant interest(s)].

I would be very grateful if you would consider me for a work experience placement at [Company Name].

Yours sincerely/faithfully,

[Your Name]

Example CV (Model)

Tip: Some employers may ask for a CV. Have a copy ready to send of the one you have written in PSHCE. There is also a simplified example below. Your CV can be shorter and should use words you understand.

Contact Details

Name – Telephone number – email address – home address

Personal Profile

I am an enthusiastic and reliable Year 10 student. I enjoy working with people and learning new skills. I meet deadlines, work well under pressure, and communicate clearly. I am interested in [area, e.g., design/IT/healthcare] and would like to learn more through work experience.

Key Skills

Communication: I speak politely and listen carefully to instructions and feedback.

Teamwork: I work well with others to complete tasks.

Time management: I meet deadlines and arrive on time.

Problem-solving: I stay calm and look for solutions when things go wrong.

Education

Sarum Academy — GCSEs (Year 10) *Write what you are studying*

Experience (example)

Retail Volunteer, Barnardo's — Oct 2023 – Present: served customers, priced stock, kept the shop tidy.

Hobbies/Interests

Cosplay and design
Gaming (strategy/role-playing)
Listening to music
Climbing and walking

Once a company agrees to take you, show your tutor/PSHCE teacher proof (an email from the employer, or your parent/carer confirming a phone call). Then it's time to.....

Confirm your placement!

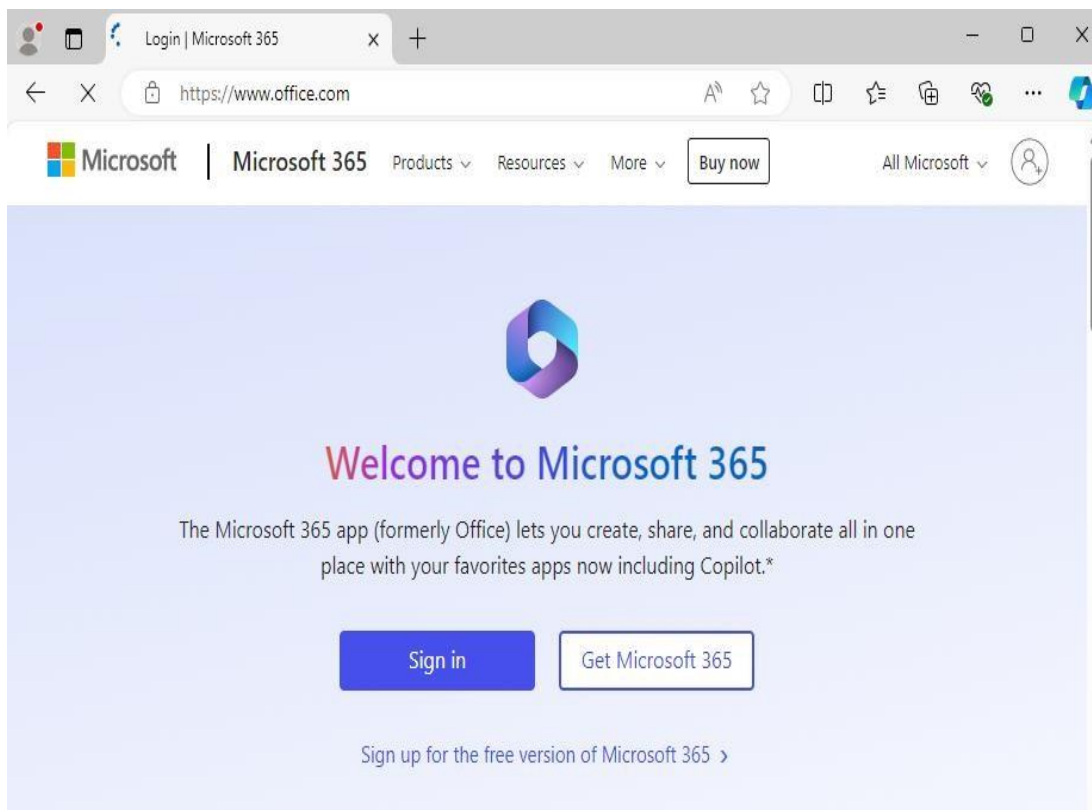
To do this, you need to login to the Connect Placement Manager, **check your email for either a link or head here** <https://wes.ceconnect.co.uk/login> . Follow the guide immediately after this for instructions on how to access your email and the portal

REMINDER : You must have the following information to hand before going on to the portal;

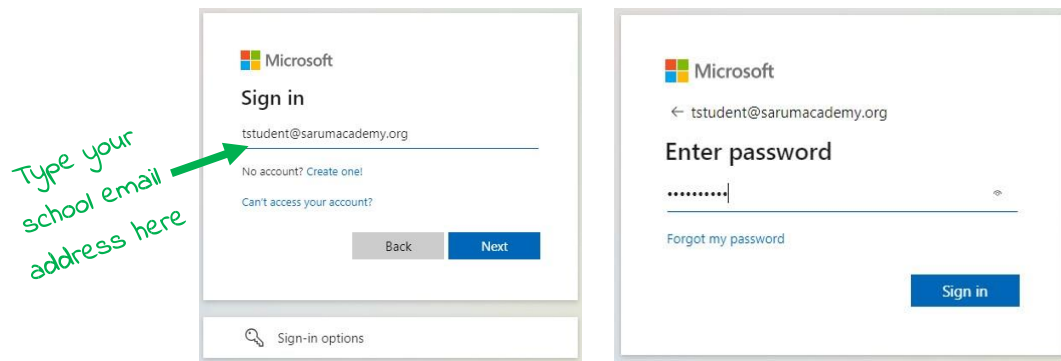
Contact name of employer
Employer's address including postcode – if you don't know, **ask**
E-mail address
Phone number

How to access School Email

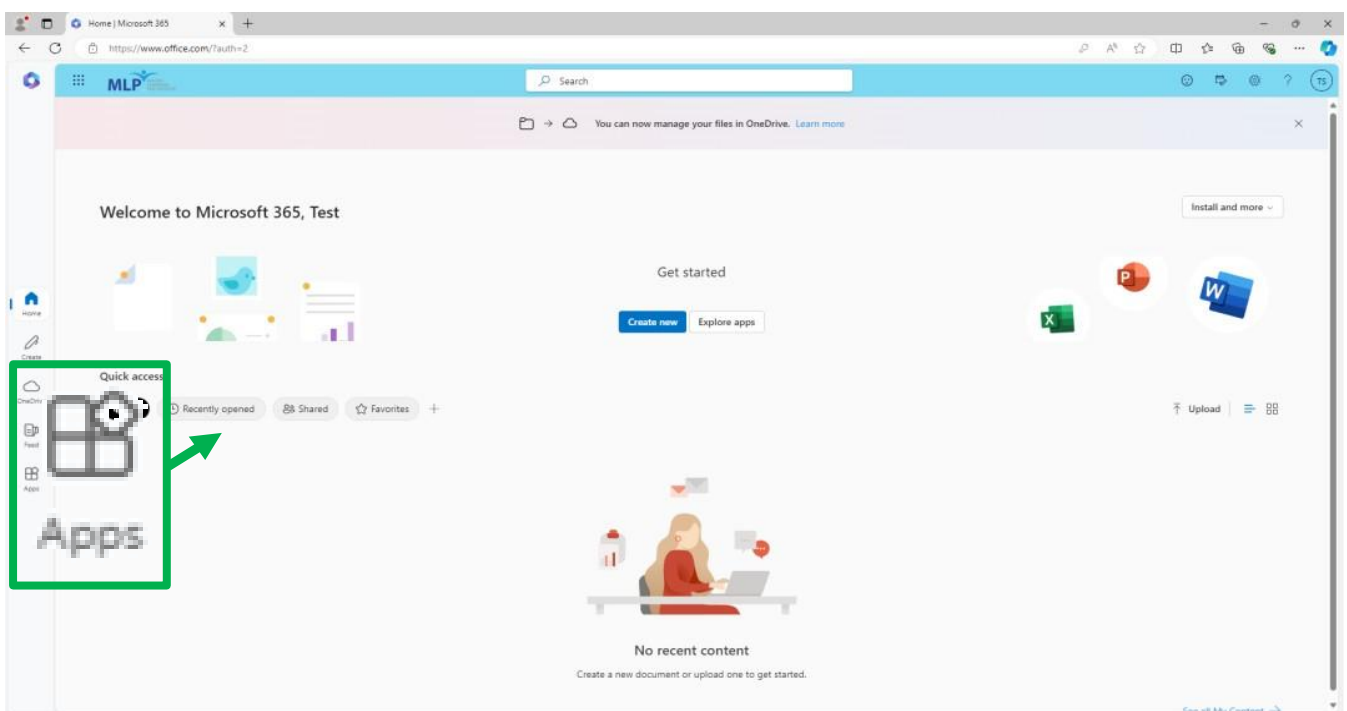
1. From the internet browser, go to **www.office.com**



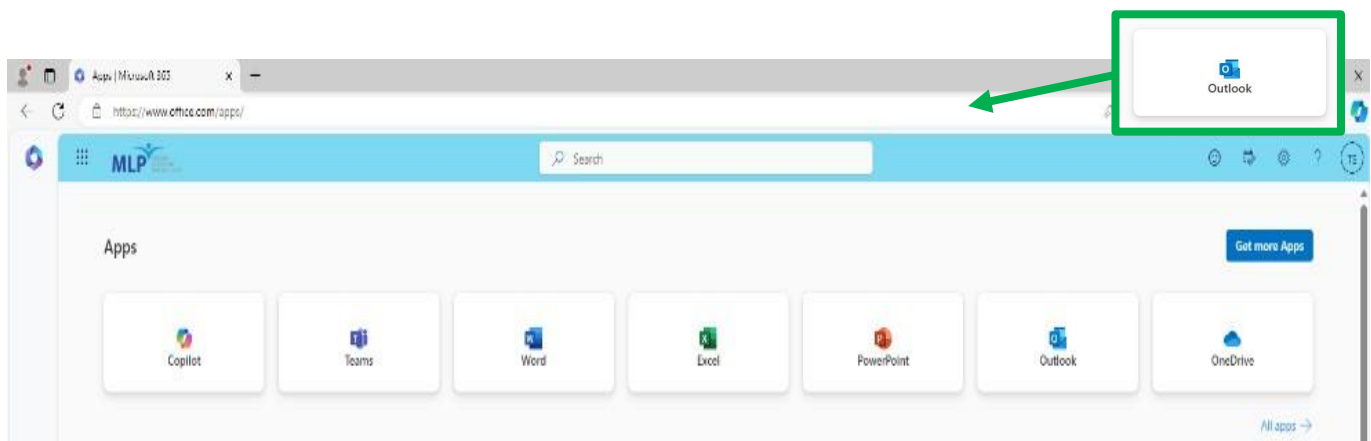
2. Click the **Sign In** button
3. Sign in with your school email address and password (this is the same password you use to logon to a school computer)



4. The Office 365 page will open. Click on the **Apps** icon on the left side of the page



5. The available apps will then appear. Click on **Outlook**



How to access the Learner Portal

Look for an invitation email to the Changing Education Learner Portal (check junk if needed).

Subject:

We're inviting you to use the Connect Learner Portal

Contents:

Hi **Steve**,

We're thrilled to invite you to use the Connect Learner Portal to streamline your work experience and propel your career journey forward. With the new improved Learner Portal you will be able to track everything simply, in one area.

Why use the Connect Learner Portal?

- Brings everything you need under one roof
- Seamlessly submit Self Placement Applications to showcase your skills and interests
- Effortlessly manage your placements, ensuring a smooth and organised experience
- Apply for exciting placement opportunities that align with your career aspirations
- Access valuable resources at your fingertips, empowering you with the necessary tools to succeed
- Log your daily experiences within the workplace with the new improved Journal section
- Provide and receive feedback, and view performance appraisals to enhance your professional growth
- Easily download Placement Certificates to commemorate your achievements

Learner Portal

For added convenience, you can access information and take actions through your web browser using the provided link. Please remember, this link is unique to you and should not be shared.

[Connect Web App](#)

You are ready to take control of your work experience and kickstart your career journey!

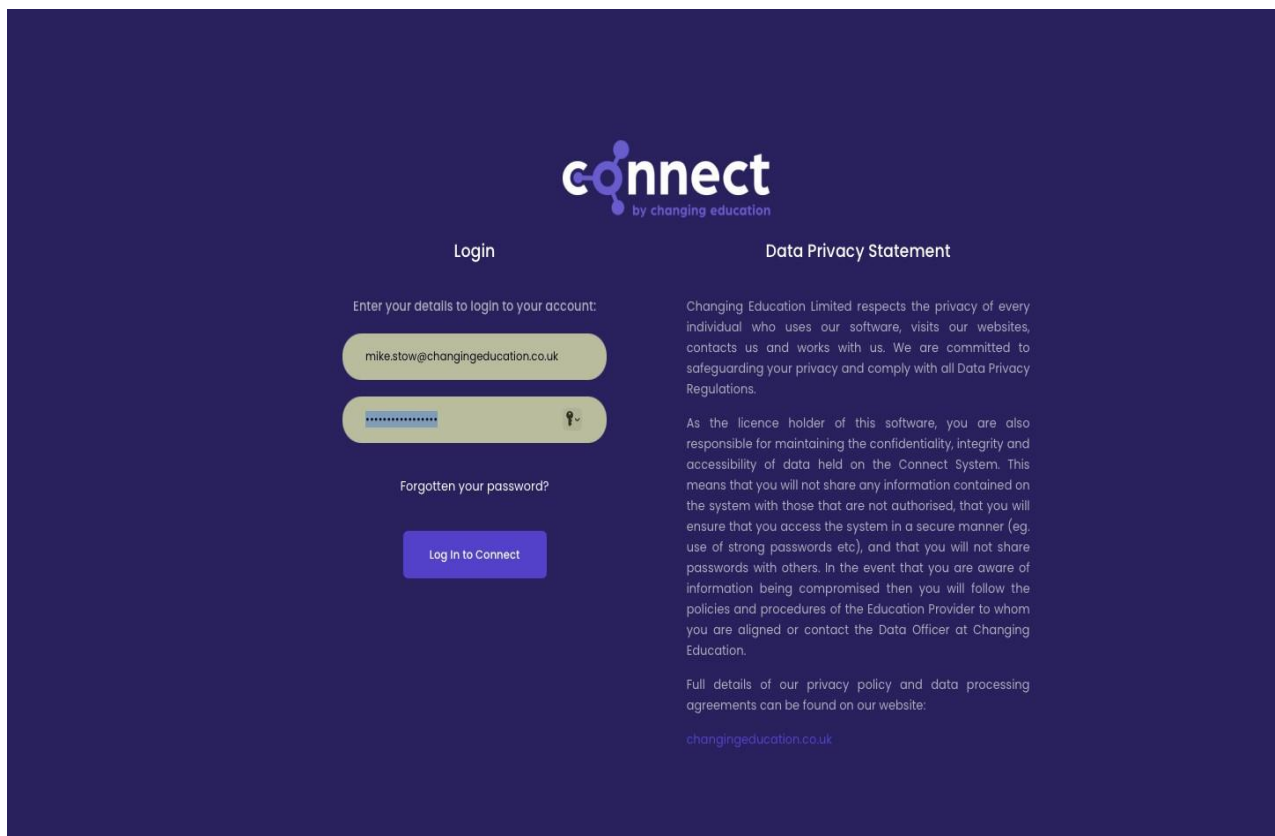
The Test School

e: main.contact@testing-school.co.uk

t: 01234 567890

Click the link in the email. On the login page, if it doesn't login you in immediately, enter your username (your email)

Click "Forgotten Password" to set a password (a reset link will be emailed to you)



You will then have logged into the portal as shown below:

The screenshot shows a user interface for a work placement portal. At the top, it says "Hi Jon!" and "Welcome back to your work placement portal." Below this, there is a section titled "Actions" with a warning icon and the text: "You have 2 placements that need to be risk assessed. Please speak to your work placement provider." The main area contains five cards, each with an icon, a title, a description, and a "Select" button. The cards are: "My Work Experiences (6)", "Submit Self Placement", "Browse Opportunities", "Attendance / Feedback", and "Placement Documents".

Hi Jon!

Welcome back to your work placement portal.
Here you can easily manage your work placement, submit self placement applications, and track your progress all in one place!

Actions

⚠ You have 2 placements that need to be risk assessed. Please speak to your work placement provider.

- My Work Experiences (6)**
View and manage your placements. Check key details, track progress and upload your own.
[Select](#)
- Submit Self Placement**
Found your own placement? Fill in the details here so your school can check and approve it.
[Select](#)
- Browse Opportunities**
Search for work experience opportunities and apply directly to the ones that match your interests.
[Select](#)
- Attendance / Feedback**
Let your school know if you can't attend today. You can also view feedback and placement appraisals.
[Select](#)
- Placement Documents**
Access all your key documents in one place - including certificates, employer feedback and more.
[Select](#)

Submitting placements

Use the 'Self Placement' section on the home page.

This is a close-up of the "Submit Self Placement" card from the portal. It features a pencil icon at the top, followed by the title "Submit Self Placement" and a descriptive paragraph: "Found your own placement? Fill in the details here so your school can check and approve it." At the bottom of the card is a large blue button with the text "Select".

Submit Self Placement

Found your own placement? Fill in the details here so your school can check and approve it.

[Select](#)

You will then be provided with the following screen to allow you to record your placement.

Submit Self-Placement Application [?](#) [View your placements](#)

1 Health Details Your health details

2 Employer Details The employer and job details

3 Placement Details The details of your placement

4 Timetable/Hours The hours you will attend

5 Review and Submit Confirm all placement details

Step 1 - Provide your health details [?](#)

Let us know if there's anything we should be aware of that might affect where you're placed, like if you need extra help with learning or any special arrangements.

[Submit health details](#) [cancel](#)

As you progress through this, it is particularly important that you record the employer details correctly, especially their email address and phone number.

Before your work Experience Placement...

Questions to ask your employer in advance

- What should I wear?
- Do I need to bring anything?
- What hours will I be working?
- What time should I arrive? What time will I finish work?
- Where should I come e.g. reception or a particular entrance?
- Who should I ask for when I get there?
- Who should I contact if I get delayed or I'm unwell?
- What time will my breaks be?
- Do I need to bring a packed lunch?
- What will I be doing?
- Who should I speak to if I have any concerns?
- Is there a social media policy? Can I post about my experiences?



DOs



DON'Ts

Do:

- Keep busy and show enthusiasm. People will help more if you look interested.
- Complete tasks as well as you can. If you work hard, you may get more responsibility.
- Ask questions whenever you're unsure — it's OK to ask.
- Take responsibility and use your initiative (think for yourself).
- Try to meet your goals for the week. If not, ask your supervisor for tasks that will help you achieve them.
- Think about what you learned each day — about the work and your role.

Don't:

- Expect to be treated like a child. You're in an adult workplace — be respectful.
- Treat it like a holiday from school. Teachers will check in with your placement by phone or visit.
- Walk away if there's a problem. First, tell your supervisor what's wrong. If that doesn't fix it, tell your parents/carer and let the school know.
- Safety: follow all safety rules. Report any accident or issue to your supervisor straight away.

Anything else?

We are here to help! Ask your tutors, PSHCE Tutor, or Mr Jones for any help.

Key web resources & links for students and parents

- National Careers Service Work Experience resources:
<https://nationalcareers.service.gov.uk/careers-advice/types-of-work-experience>
- Career Pilot quizzes for finding your skills:
<https://careerpilot.org.uk/information/help-and-support/quizzes-that-match-your-skills-and-interests-to-jobs>
- Tips for arranging your placement: <https://www.groundwork.org.uk/improving-your-employability/arranging-your-own-work-experience-placement/>

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