

Year 10 Work experience

When?

- **Monday 19th May – Friday 23rd May 2025**

MAY 2025				
A	B	A	B	
	5	12	19	26
	6	13	20	27
	7	14	21	28
1	8	15	22	29
2	9	16	23	30
3	10	17	24	31
4	11	18	25	

Why?

- Part of your careers education – explore new jobs
- Learn how subjects link with work
- Understand the local labour market
- Understand yourself better and develop your skills
- Understand what employers want
- Gain useful contacts and references
- Develop independence and confidence

Finding a placement

- Parent/guardians and family
- Friends and their contacts
- Teachers
- School careers advisor
- Google



**STFC Apprenticeship
Open Evening**

Daresbury Laboratory, Cheshire
Tuesday 4th February 2025, 5:00pm to 8:00pm

 Science and
Technology
Facilities Council
Apprenticeships

 **SKILLS
FOR LIFE**
APPRENTICESHIPS

 NATIONAL
APPRENTICESHIP
WEEK 2025

ASPIRE FOR EXCELLENCE

Previous local employers

Acorn Community Nursery and School
Link Club

Astmoor Primary School

Beechwood Nursery & Pre-school Ltd

Bilfinger UK Limited

Black Gate Tattoo studio

BUPA Dental Care

Busy Bees Little Sutton

C.M Joinery

Castle View Primary School

Castlefields Community Centre

Catalyst Science Discovery Centre

Catalytic Support Systems Ltd

Coffee Lab Runcorn

Concept Elevators

Costa Coffee

Croda Europe

Dunky's Day Nursery

Esposito's Deli

Finnies Plumbing and Heating

GK Window to Frame Cleaners

Gorsewood Primary School

Hale CE Primary School

Halewood Academy

Halton Lea Library

Halton Lodge Primary School

Hays Travel

JJ's Early Explorers

John Reilly Civil Engineering

John Cavan Tiling

KKS Property Services

Marston's plc

Penny Lane Builders

Perfectly Clean Domestic Cleaning

Play Away Day Nursery

Preston Brook Pre-School

PSR Solicitors Ltd

Pyranha Mouldings Ltd

Rennicks (U.K.) Limited

Runcorn All Saints CE Primary School

Select Store

St Berteline's CofE Primary School

Sunshines Under 5's Nursery

Take a lap Top Home

The Brow Community Primary School

The Brow Preschool

The Grange Link Club

The Park Day Nursery

Thompson & Capper Ltd

Toby Carvery

ASPIRE FOR EXCELLENCE

Contacting a placement

- Introduce yourself
- Explain why you're calling / emailing
- Ask politely if you could do a placement with them
- Be prepared to answer their questions e.g. your subjects, interests, why you want to work there
- Set up the next steps
- Thank them

Email Script

Dear [their name or 'Sir/Madam'],

I am a [year group] pupil at [school].

I am doing work experience from [start date – end date].

I am emailing to ask if I could please do my work experience placement with [organisation]?

I would love to gain an insight into [employer's sector e.g. IT, retail, law etc.]. I am currently studying [your subjects].

Many thanks,

[Your name], [your telephone and email]

Phone Script

“Hello, I am calling to ask whether I could perhaps do a work experience placement with [employer e.g. ASDA] later this year. Do you know who would be the best person to speak to about that please?”

Listen carefully to their response.

They may give you the name of the person responsible for that. Write it down and ask how best to contact them. When is the best time to catch them? Do they have an email address or a direct telephone number you could use?

Phone Script

Once you have made contact with the person responsible for work experience, you can give them more details:

“Hello, my name is [your name]. I am a [year group] student at [school]. I am doing work experience from [start date – end date].

I was wondering if it would be possible to do my placement at [employer’s organisation] please?”

Section 1: Student Details			
To be completed by student and your parent / guardian first. You should also carefully read section 2 once complete.			
Student			
Name	Joe Bloggs		
School		Form group	10R
Emergency contact and telephone	Mr Kevin Bloggs, 0151 355 1234, kbloggs@gmail.com		
Please detail any: <ul style="list-style-type: none"> • Medical conditions • Additional needs • Control measures • Medication 	Asthma, takes inhaler when needed Note: Students should have an up-to-date tetanus injection if they may come into contact with animals or soil during their placement e.g. farming, vets, kennels or stables.		
Placement dates		Period	
Student's agreement			
I agree to undertake this work experience placement. I will keep confidential any information I obtain about the employer's lawful activities. I will follow all safety, security and other reasonable and lawful instructions from the employer. I know to raise health and safety concerns with my supervisor. I have read and understood the Privacy Statement provided to me.			
Sign	J. Bloggs	Print	JOE BLOGGS
		Date	30/01/2021
Parent / guardian's agreement			
As the parent / guardian of the above named student, I consent to them undertaking this work experience placement. I have included their medical and other needs on this form and understand that the employer will see it.			
I consent to my child traveling to other sites in an employer's vehicle (if applicable)	Yes	No	
I consent to my child leaving the employer's premises for lunch (if applicable)	Yes	No	
Sign	K.P. Bloggs	Print	KEV BLOGGS
		Date	30/01/2021

Deadlines

- Forms to be handed in by Wednesday 26th Feb 2025
- Cannot accept dog placements



Don't delay!

Questions

- Careers Adviser – Miss Rotherham available every Tuesday
- Careers Leader – Mrs Bibby
- Form tutors / Head of Year

