

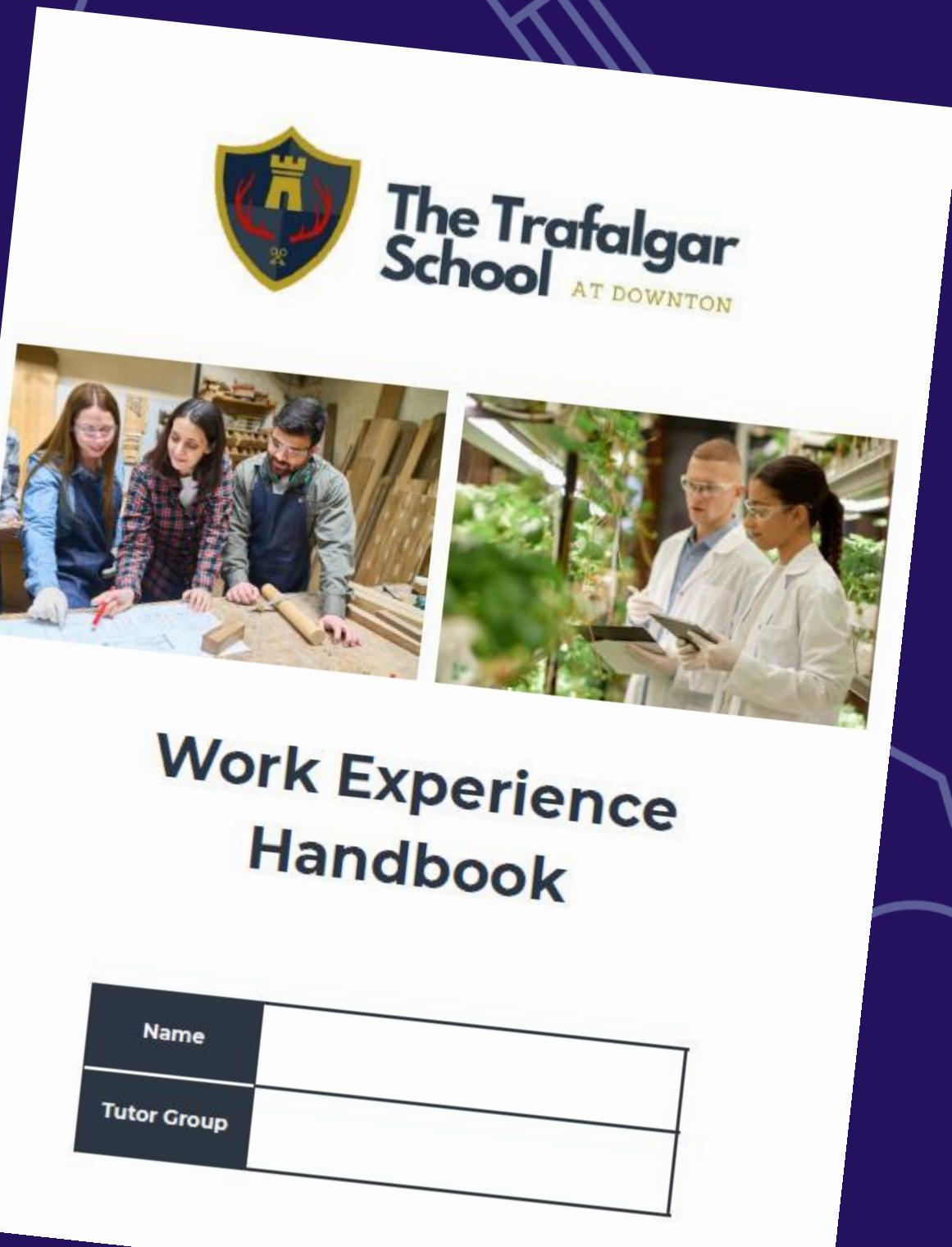
Let's talk about work experience...

Changing**Education**
Group



Let's talk about work experience...

You'll get this booklet in your PSHCE lessons soon



Key Dates

Tutor Groups L, R, & W = 20/07/2026

Tutor Groups B, C, & P = 21/07/2026

**Deadline for submitting your work
experience placement on the portal
= Friday 22nd May 2026**

So, what is work experience?

Work Experience is a period of time where students work for/shadow a company or organisation to gain experience of a particular type of work.

Work experience can:

- ✓ Provide you with an insight into the world of work.
- ✓ Give you practical experience with an employer and allows you to develop your workplace skills.
- ✓ Help you to get a better sense of your future career path.
- ✓ Enable you to build a relationship with a local employer and make a lasting impression.

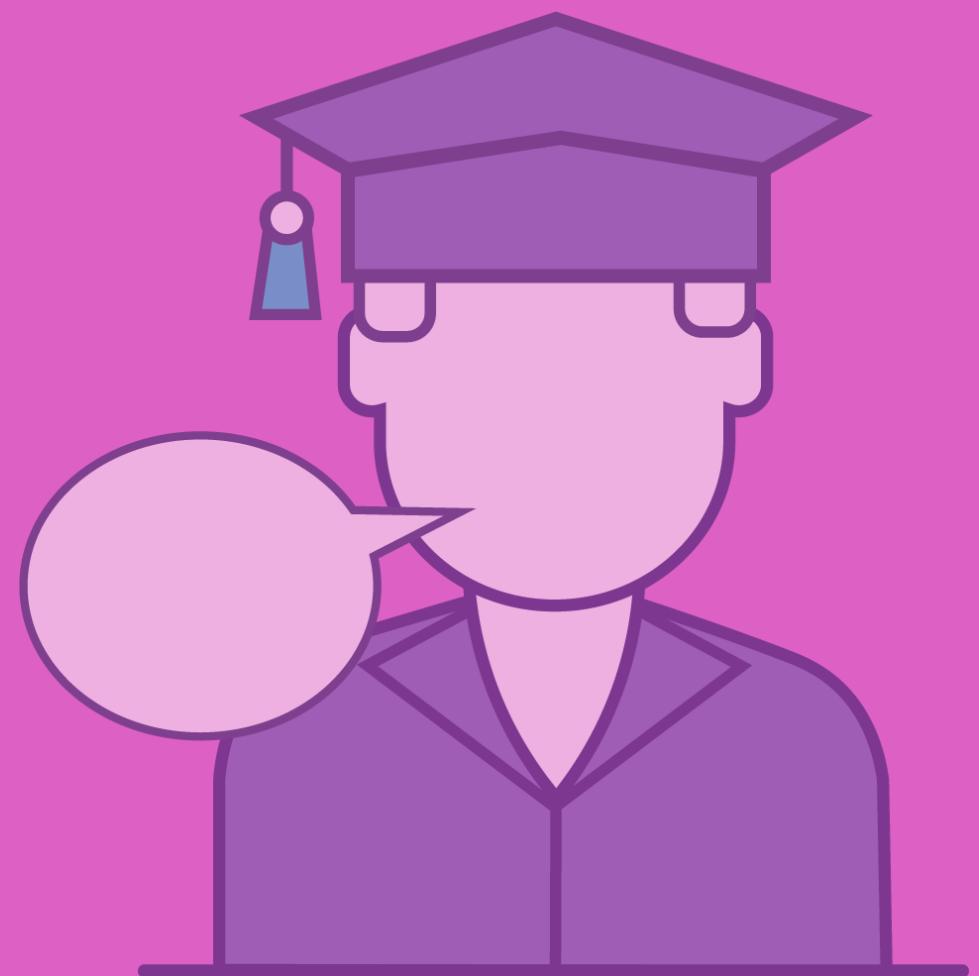


Why is work experience important?

- ✓ It can help boost your confidence, improve your communication skills and help you learn how to work within a team.
- ✓ Helps you think about what you might like to do in the future.
- ✓ Learn how to network with employers.
- ✓ A chance to test out an industry and see if it could be right for you.



Here's what other students say about work experience...



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Finding your work placement

We do not do this for you – you will
need to think about and then do this
for yourself...it's part of the process!

Step 1 - Know yourself

Here are some questions to help you think about the type of work experience you may want to do...

What are your favourite subjects?

What are your hobbies and interests?

What skills do you already have?

What skills do you want to develop?



Step 2 - Explore your options

There are many different sectors to choose from.

Here are some examples:

Construction

- Labourer
- Plumber
- Electrician
- Theatre Construction

I.T

- Technician
- Software Engineer
- Web Developer

Education

- Teacher
- Teaching Assistant
- Early Years Practitioner

Science/Health

- Lab Tech
- Chemist
- Optician
- Nurse
- Doctor

Hospitality

- Concierge
- Events Planner
- Chef
- Housekeeper

Arts

- Illustrator
- Graphic Designer
- Actor
- TV & Film

Beauty

- Hairdresser
- Makeup artist
- Nail Technician
- Beauty Therapist

Sports

- Instructor
- Coach
- Lifeguard
- Physiotherapist
- PE teacher



Look for the different sectors that are available to you in your local area

Step 3 - Setting up your placement

There are many different ways to contact employers to set up your placement. Here are some examples:

Research

Research the company and find the name of the key person to ask for.

Job Websites

Register on volunteer, apprenticeship and job websites to search for companies and contact details.

Social Media

Look on social media for any local companies that fit the type of work you are interested in. You can send them a message and ask if they would like to have you come in for work experience.

Contact

Emailing, telephoning and visiting employers in person to make an enquiry about work experience.

Word of mouth

Talk to friends, guardians, family members and enquire if they can help out or support you in finding the right employer.

Ask your teachers

Talk to us if you are finding this really difficult, there may be some local companies we can suggest



**Remember:
Work experience is meant to be an
enjoyable experience for you.**

**Even if the job isn't exactly what you want to do
in the future, you'll still gain important skills that
can be super useful for later on in your career
journey!**

Student Testimonials

I enjoyed everything about my work experience because it gave me an insight into what I could do in the future. It helped me recognise my strengths and weaknesses. Everything was perfectly organised and it was flawless.

I understood what future employment will look like.

Everyone was very welcoming and were happy to help with anything I needed assistance with - customers were also very kind and talkative. Jobs given helped me to build up my confidence and communication skills.



How do I get started with Connect?

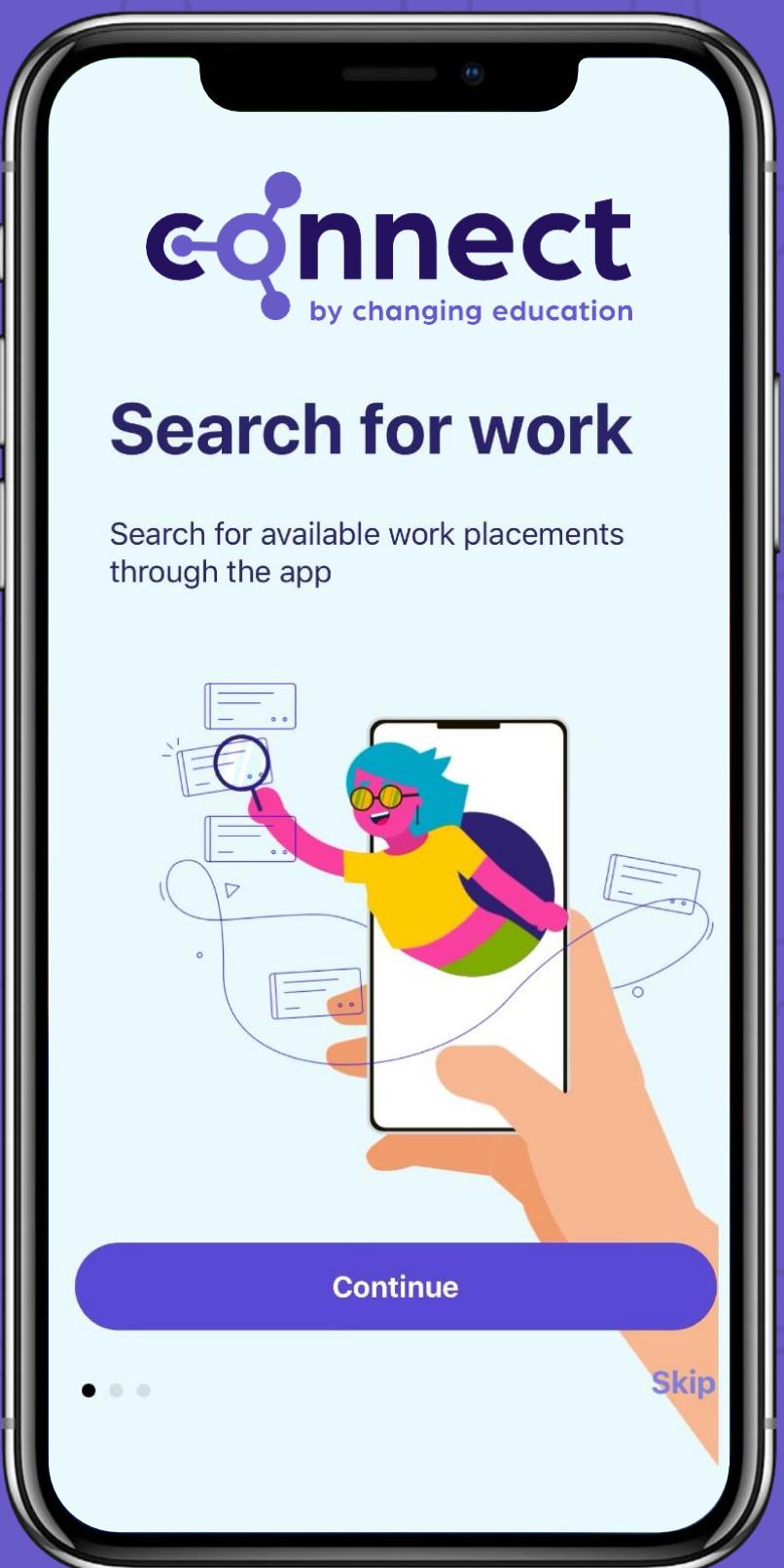


A faint watermark of school-related icons is visible in the background: a graduation cap, a pencil, a notepad, a pen, a book, and a pair of scissors.

How do I get started with Connect?

**We will send you an invite on
Friday via your school email**

Step 1: Download the app



Type 'Connect Placement Manager' into your app store and download the app.

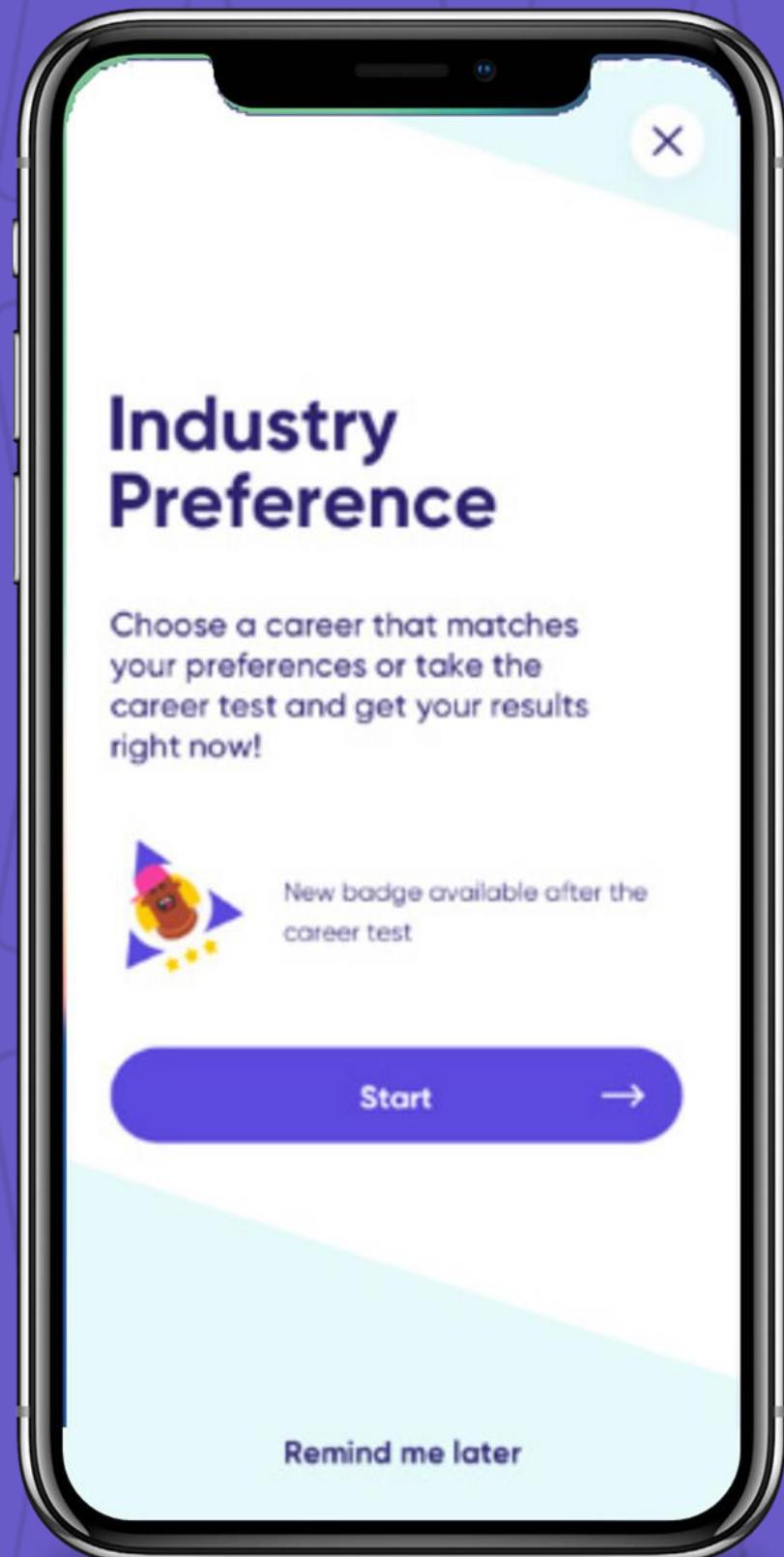
If you don't have access to a smartphone, your email invite will include a link to your online portal.

Step 2: Log into the App



Scan your unique QR Code
or click the link in your
invite email and create
your own password.

Step 3: Select Your Industry Preference

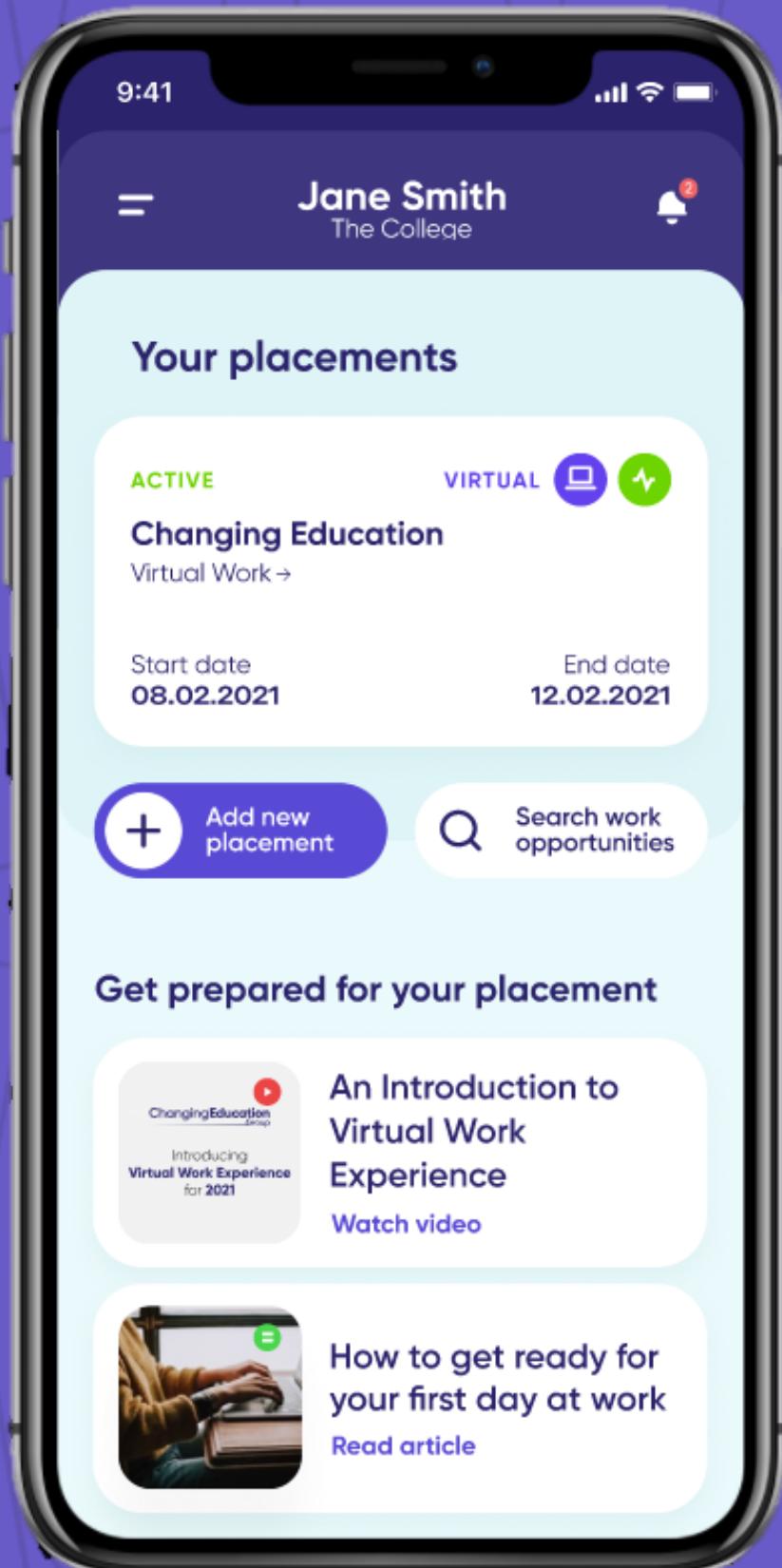


Next, you can select the industries you're interested in.

If you're unsure - take the careers insight test to see what could be a good fit for you based on your interests.

Once you finish your placement, you may have a better idea of your future interests - take the test again to see if your preferences have changed.

Step 4: Inputting your placement

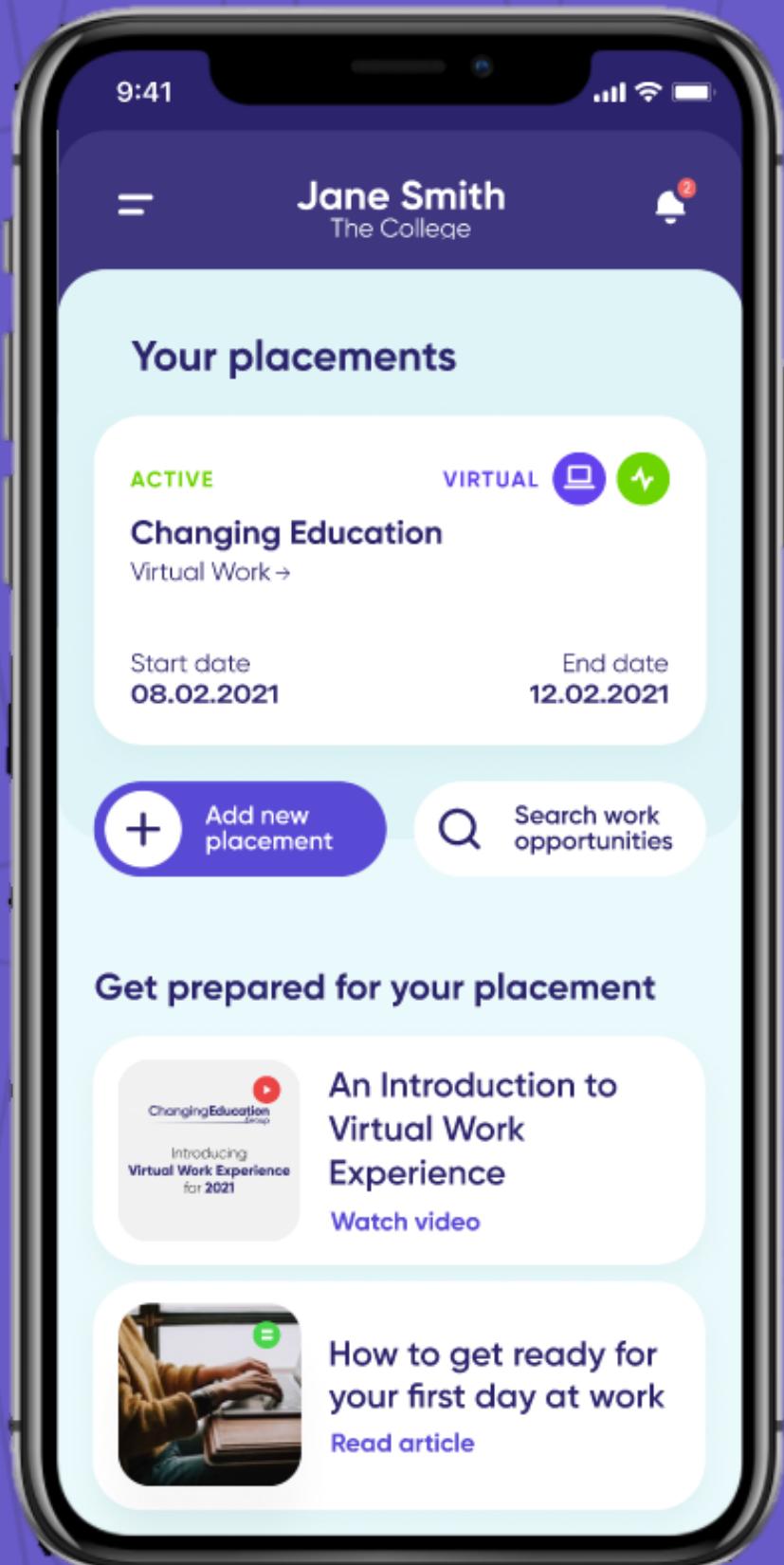


Once you have found your placement - add the details of your employer into your app so your teacher can verify that the placement is safe and planned!

The information you must ensure is correct and up to date is;

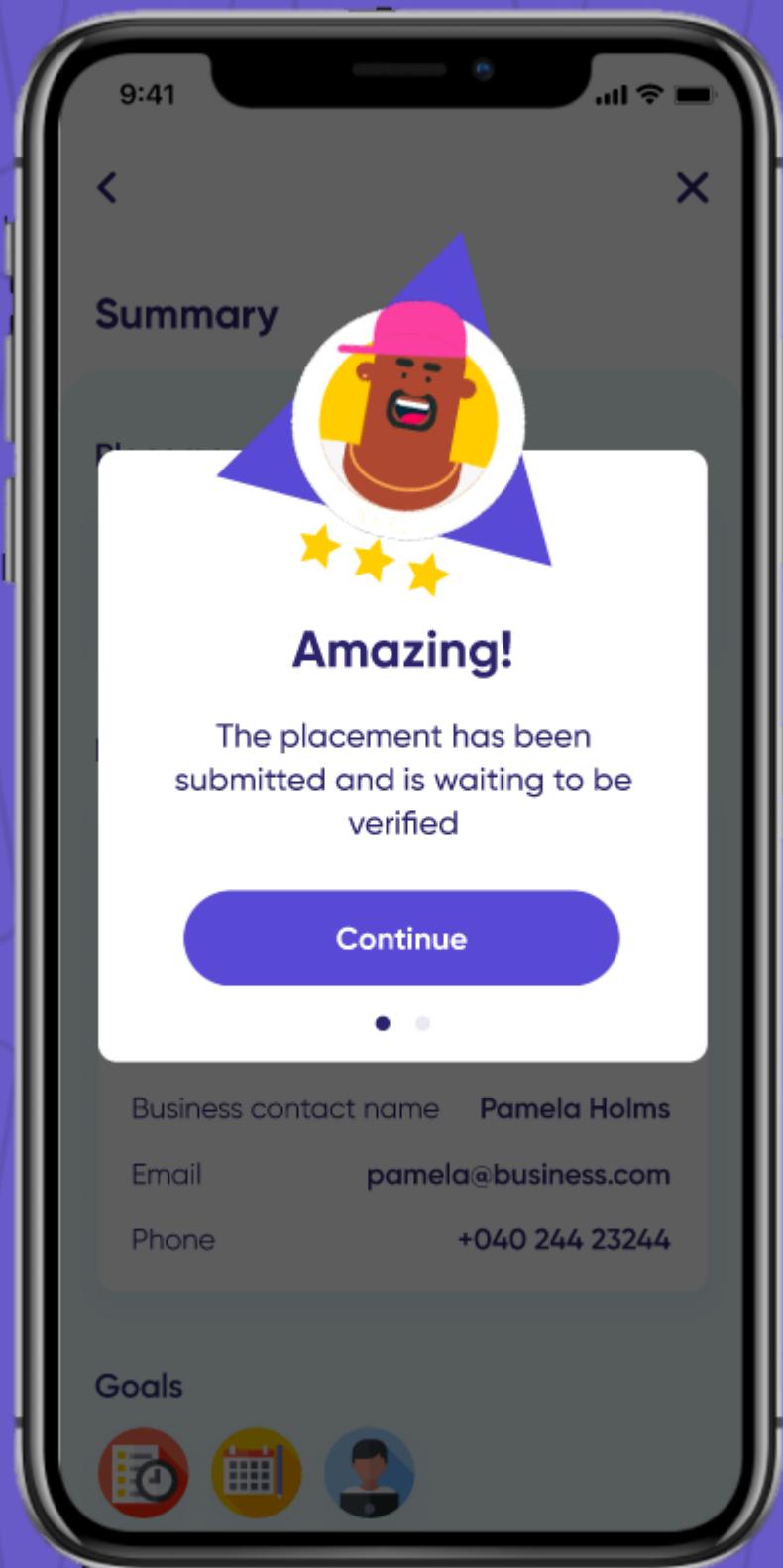
- **Contact Name**
- **Address**
- **E-mail Address**
- **Phone Number**

Step 4: Inputting your placement



Make sure you get your placement information on to your app at least 6 weeks before your placement start date.

Step 5: Placement Verification



Your teacher will verify or deny your placement based on whether all of your details are fully complete and approved.

Check your app to see the status of your placement.

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**[But you can do additional WEX
during weekends and holidays too!]**

Good Luck!

**Believe in yourselves,
enjoy the experience
and embrace the
challenges that
come your way.**

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