

# Let's talk about work experience...

**ChangingEducation**  
Group



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## 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 22<sup>nd</sup> 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.



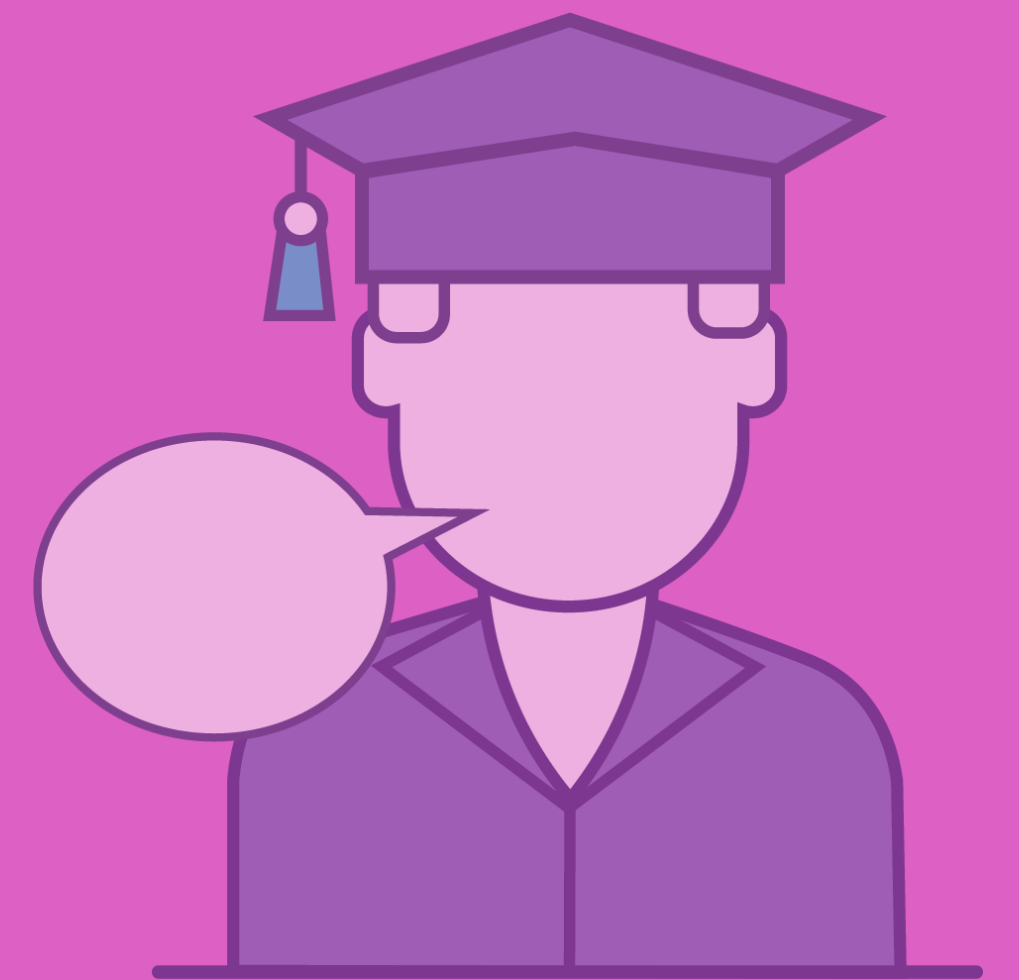


# Why is work experience important?

- ✓ 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?**

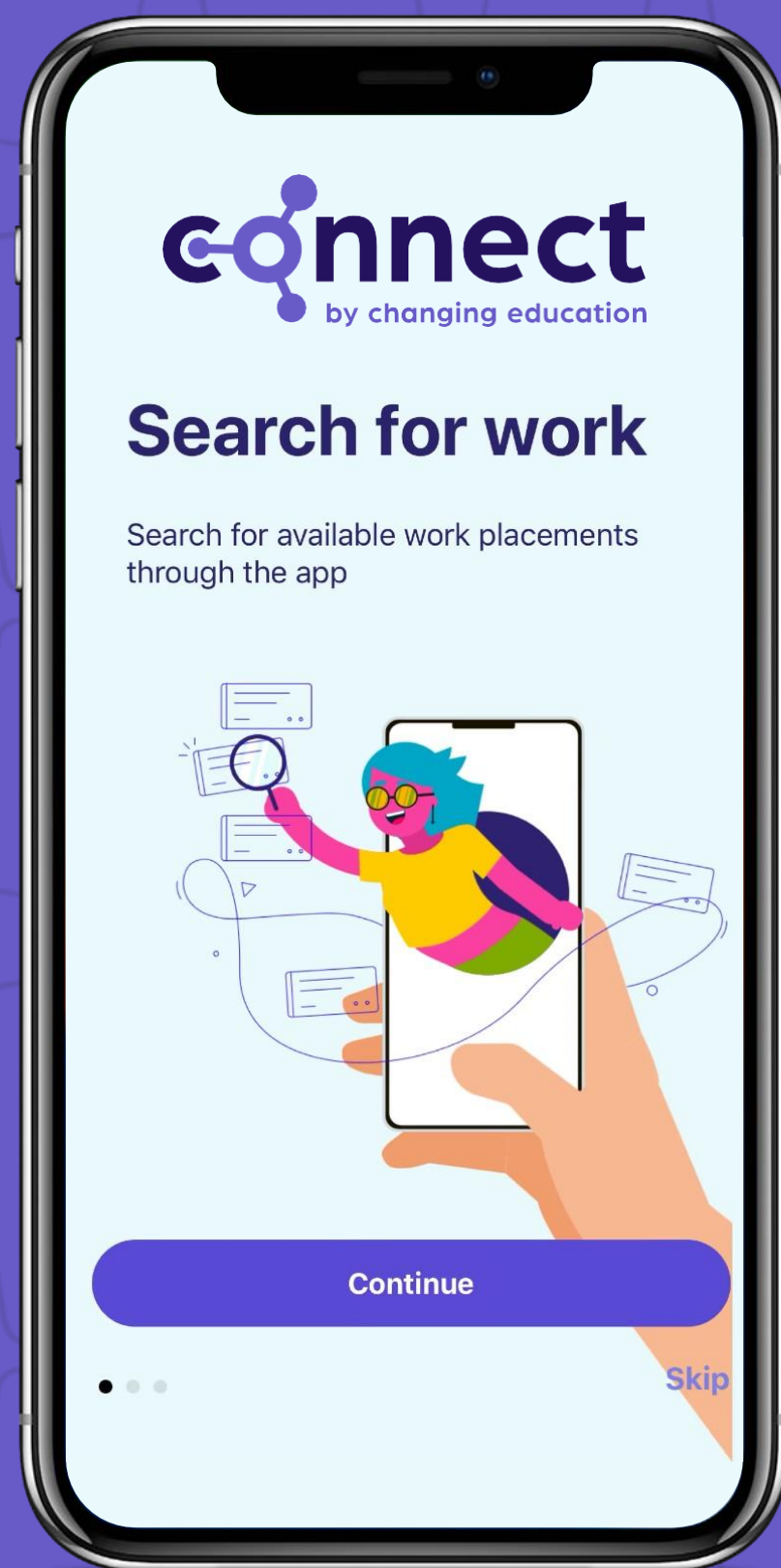


The background is a solid dark blue color. Overlaid on this background are faint, light blue line drawings of various school supplies. These include a pencil in the top right, a computer mouse with a cord in the top right, a pair of scissors in the center, a ruler in the bottom right, and a pencil case or folder in the bottom right. The text is positioned on the left side of the image.

**How do I get started  
with Connect?**

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

# Step 1: Download the app



Download on the  
**App Store**

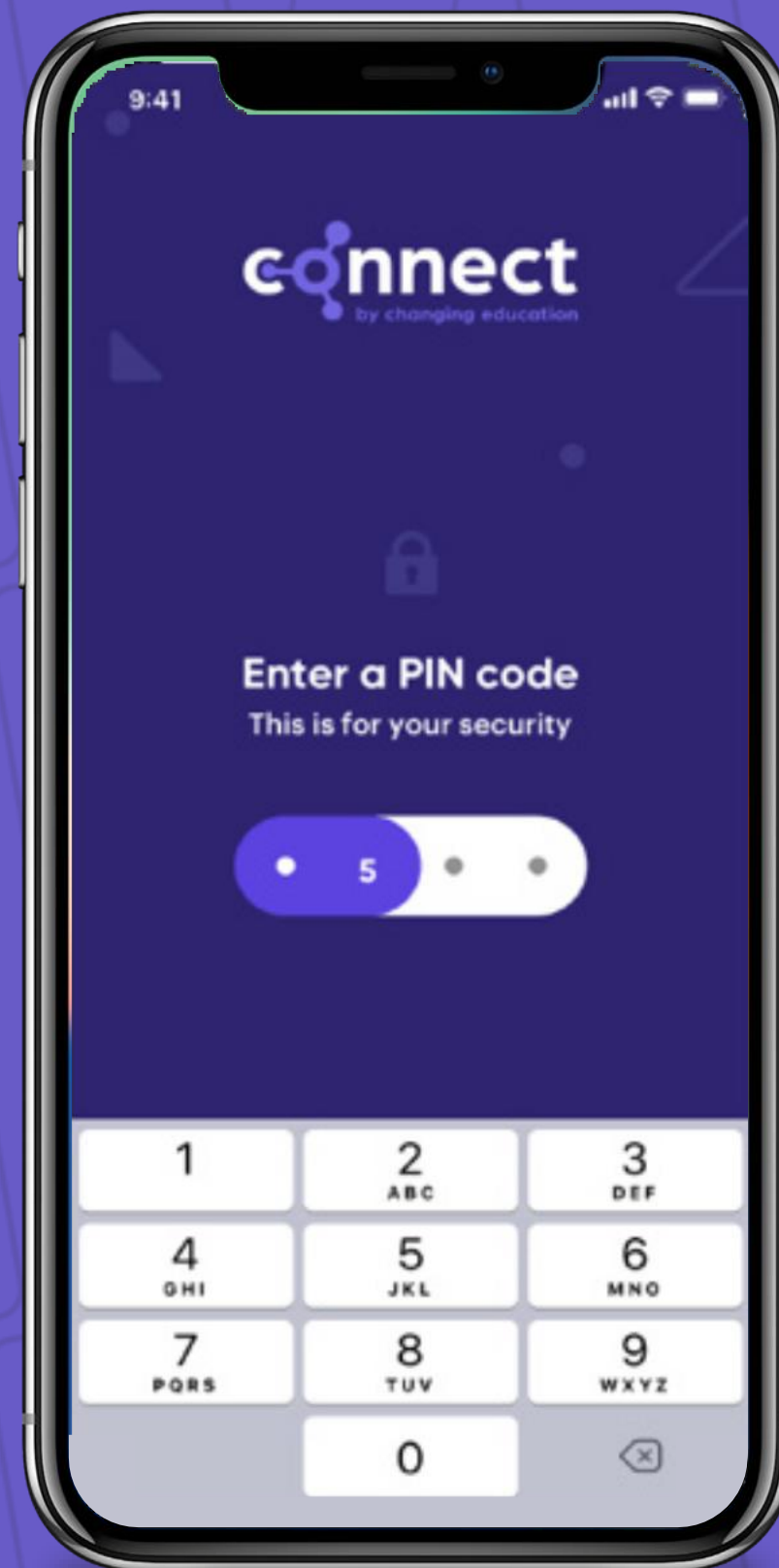
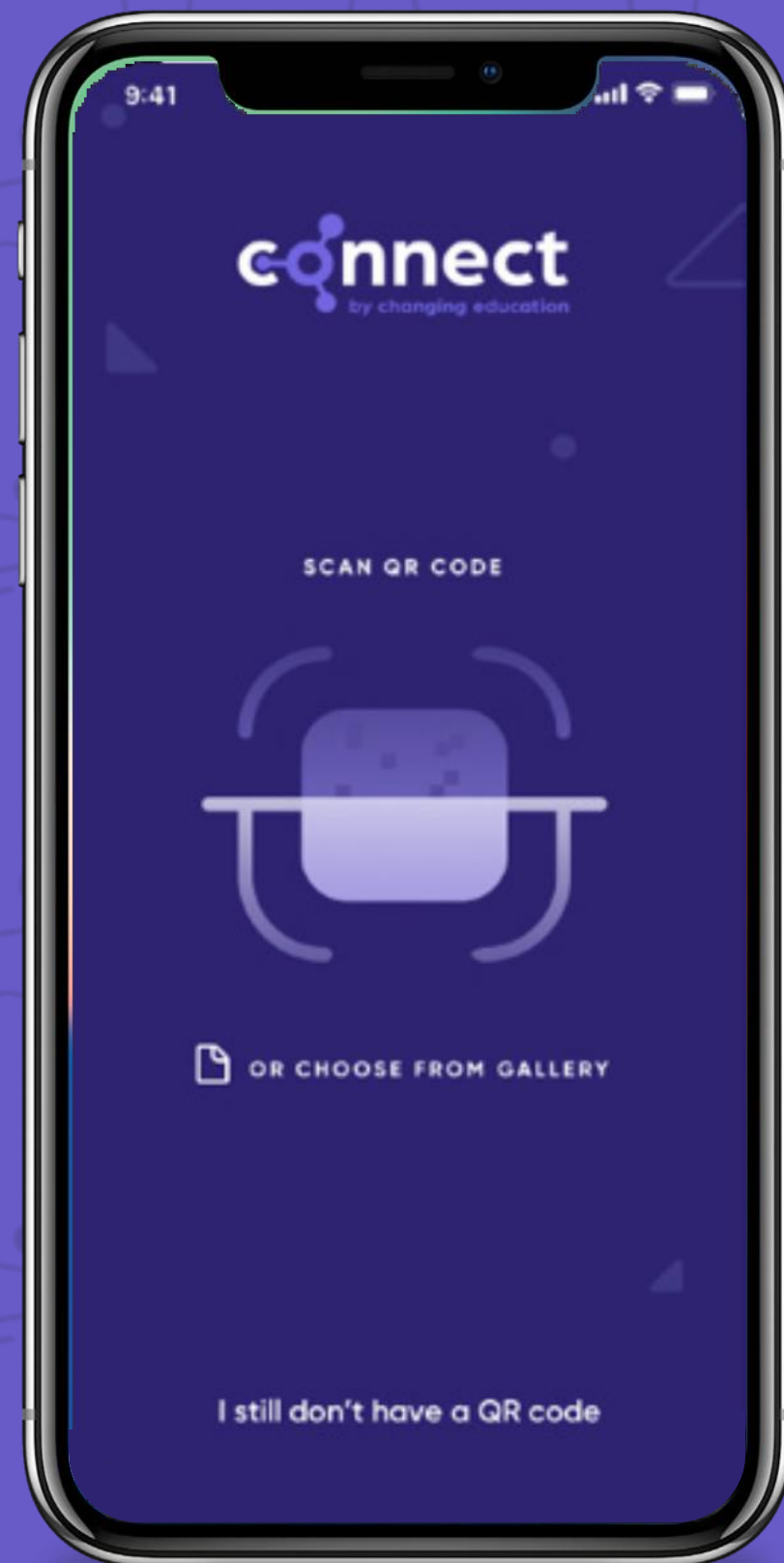
GET IT ON  
**Google Play**

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.



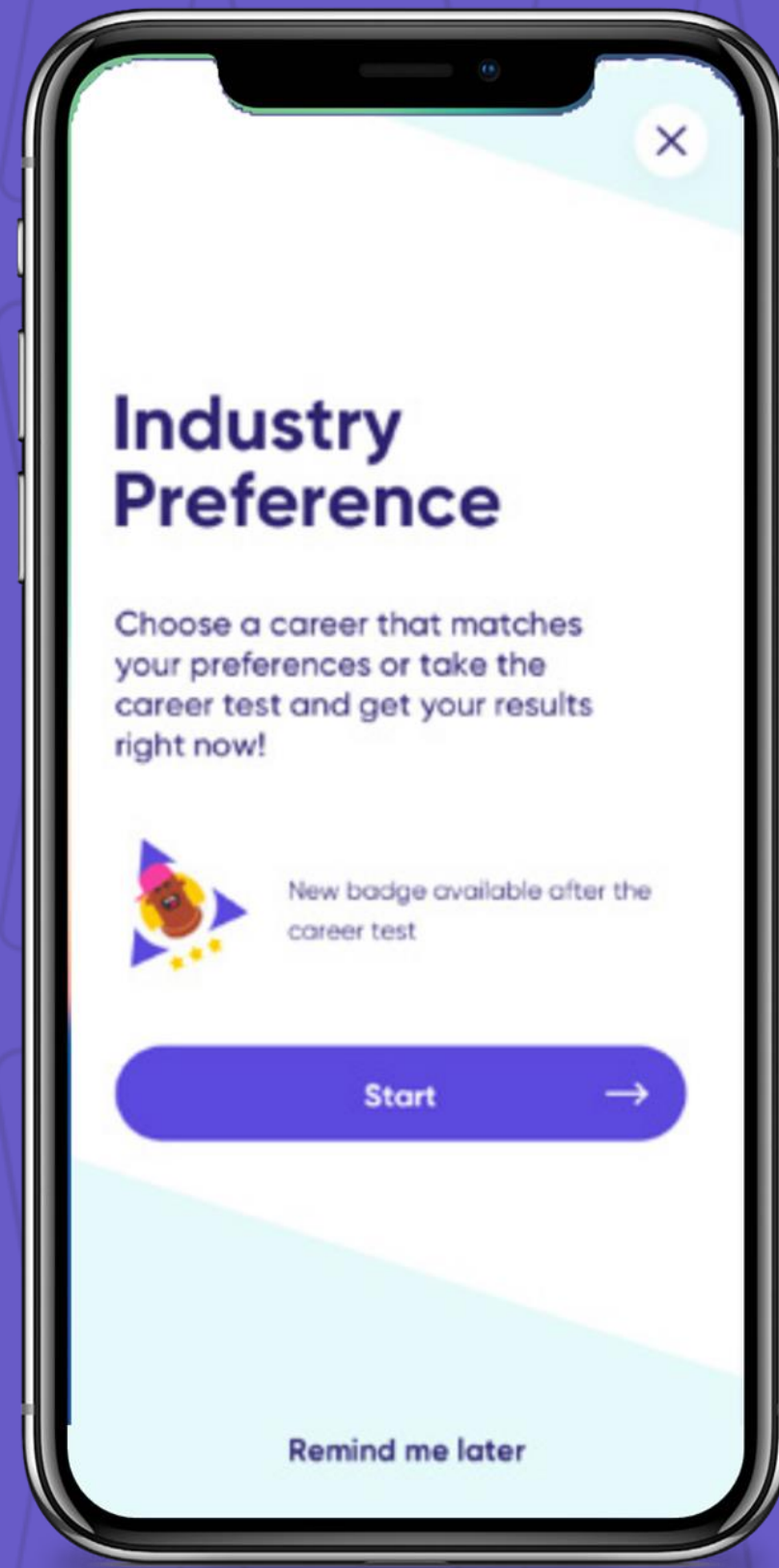
# Step 2: Log into the App



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



# Step 3: Select Your Industry Preference

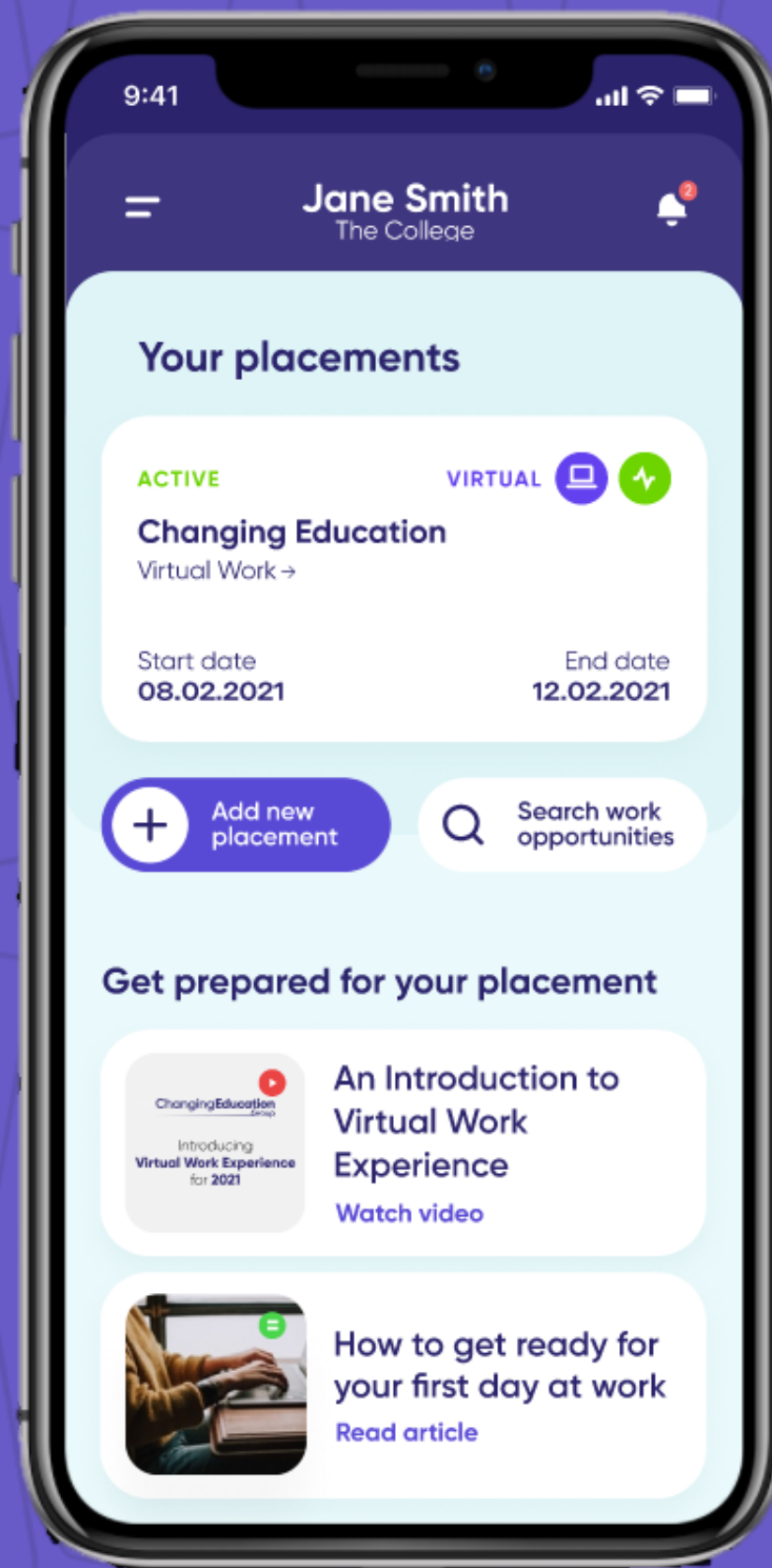


Next, you can select the industries you're interested in.

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



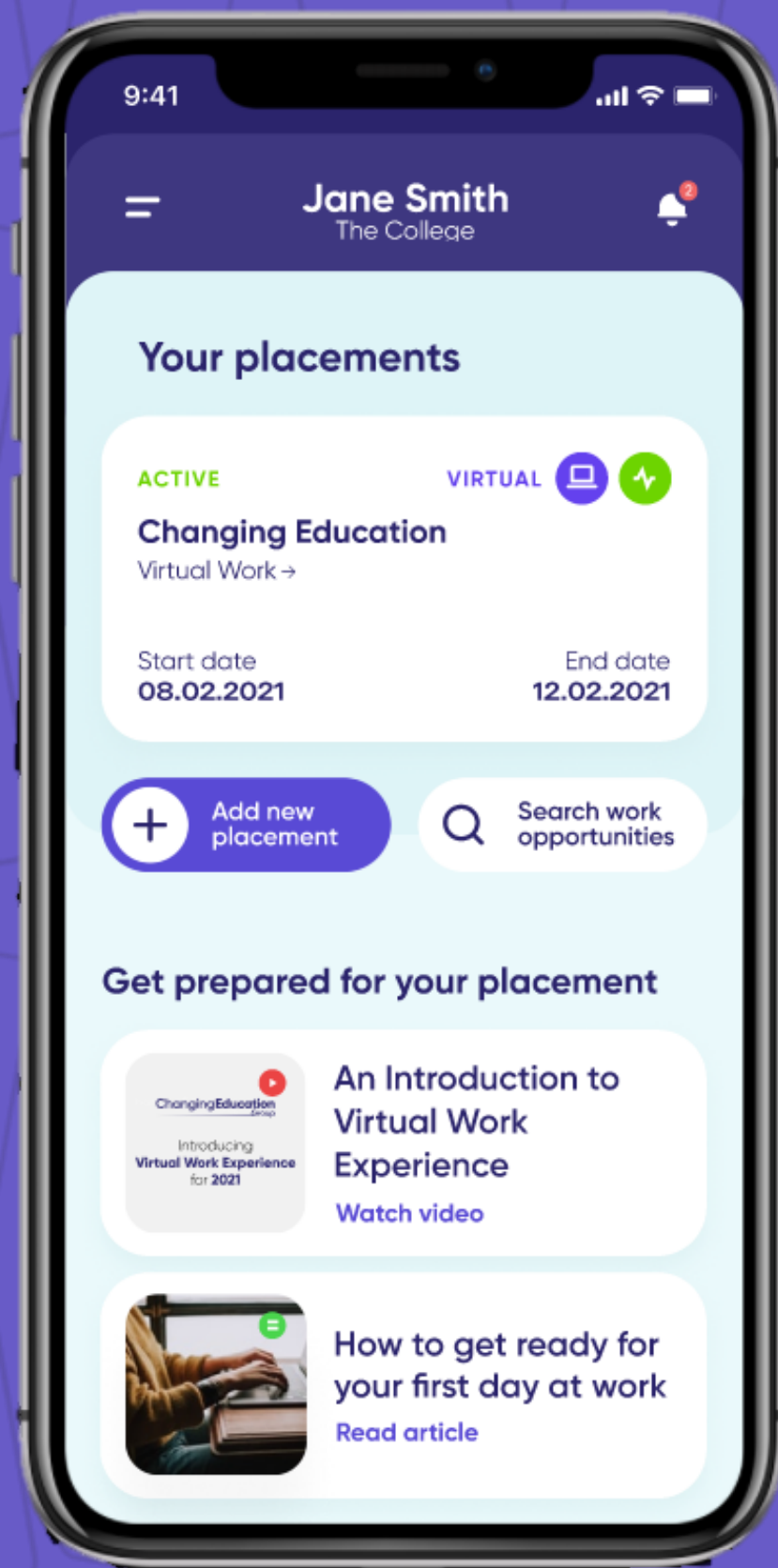
Once you have found your placement - add the details of your employer into your app so your teacher can verify that the placement is safe and planned!

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

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

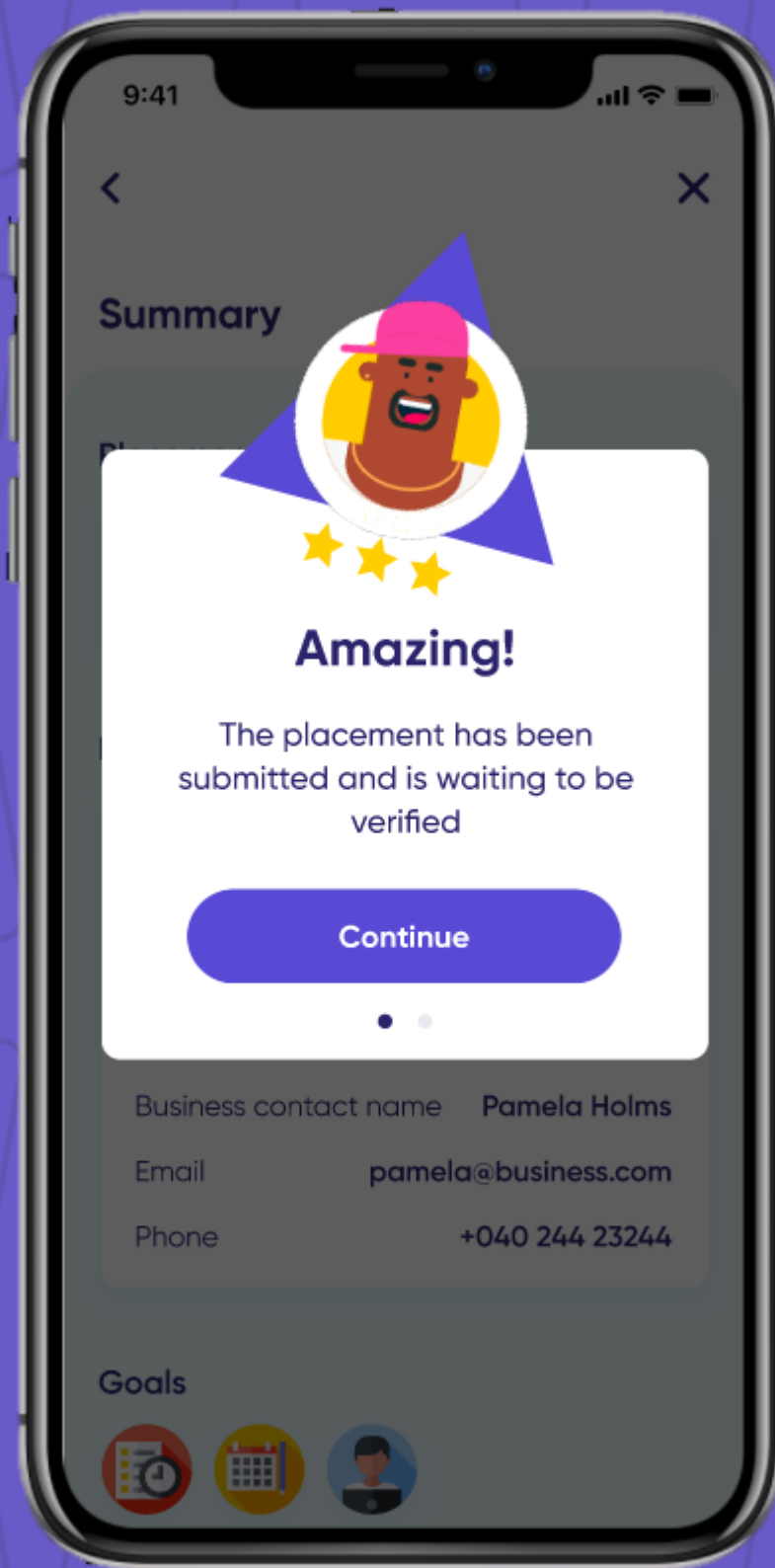


# Step 4: Inputting your placement



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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