



**The Trafalgar
School** AT DOWNTON



Work Experience Handbook

Name	
Tutor Group	

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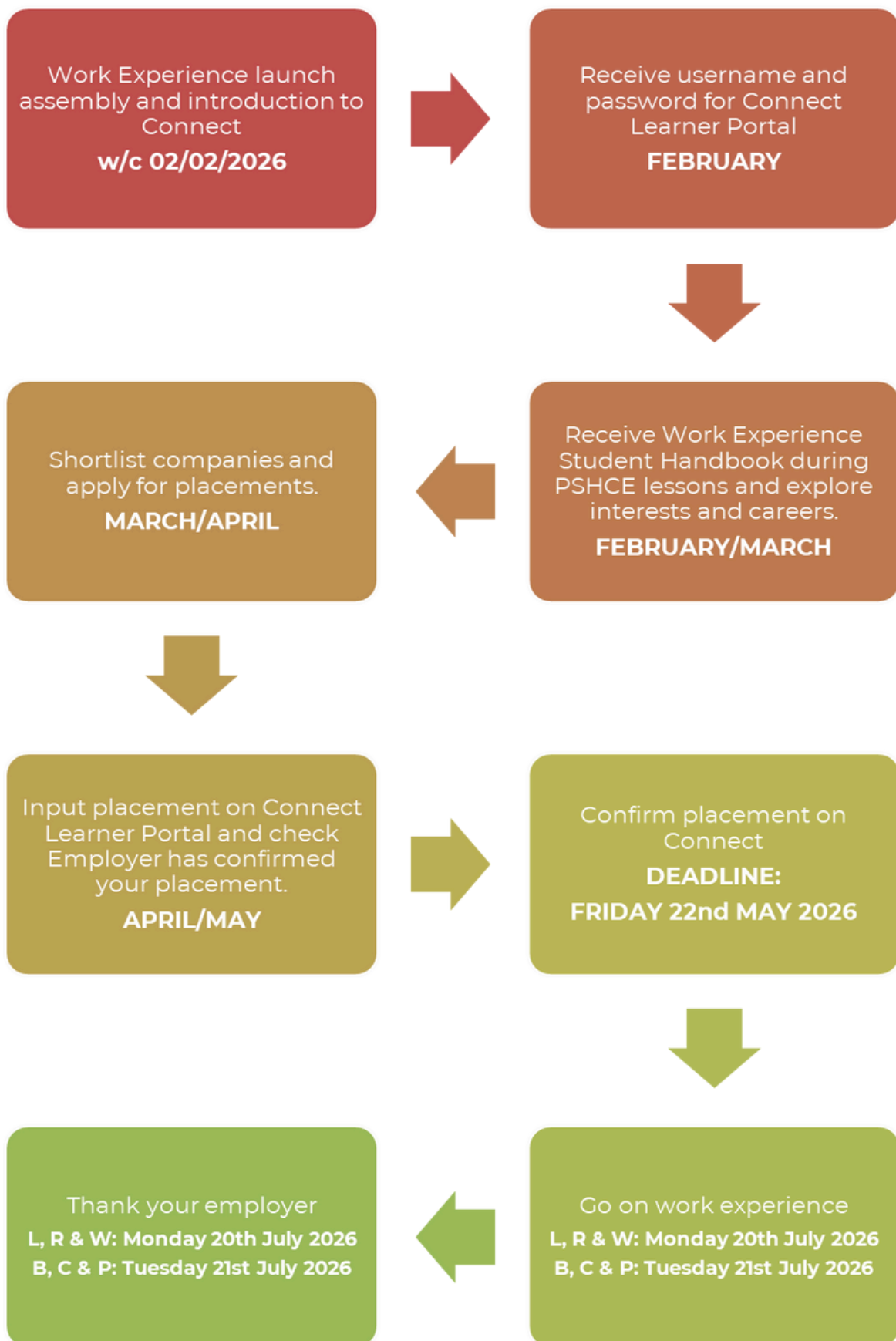
KEY DATES

Tutor Groups L, R & W - Work Experience Day = 20/07/2026

Tutor Groups B, C & P - Work Experience Day = 21/07/2026

**Deadline for submitting your work experience placement
on the Connect portal = Friday 22nd May 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, Head of Year, Mr Sutton (Careers Lead) or Mrs Krzyzosiak (Careers Coordinator) if you need help.

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.

How do you get a Work Experience placement?

Your work experience placement is probably your first real step into the world of work. 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 right 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 of school? 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 on the following pages. They suggest careers based on your strengths and interests.

Careers and Job Quizzes

Prospects Career Planner

www.prospects.ac.uk/planner

Click on the link. Use your school email address to register, then complete the quiz to find your careers matches.

What are your top 10 matches?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Careers and Job Quizzes

UCAS Careers Quiz

www.ucas.com/explore/career-quiz

Click on the link and then complete the quiz.

What job roles have been suggested?

- 1.
- 2.
- 3.
- 4.
- 5.

You can also browse the **UCAS Careers page**. Click on the link and make some notes below.

www.ucas.com/explore/career-list

Researching a work experience placement

Talk to family and friends about places that might take on work experience students. Search online for local companies. Aim for 5–10 options because not all will say yes.

Make a note of any companies and contact details using the table below.

Name of Company	Contact Information Name/Phone No./Email	Reply: Yes/No

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.

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 [X] student at The Trafalgar School at Downton. I am writing to ask if I could do a work experience placement at [Company Name] on [insert date/s].

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 [X] student from The Trafalgar School at Downton. I'm ringing up regarding a possible work experience placement on [date/s]. Would it be possible to speak to the person responsible for this?

- 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.

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

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 [X] student at The Trafalgar School at Downton studying [GCSE subjects]. I am writing to ask if I could do a work experience placement at [Company Name] on [date/s].

I am very interested in getting practical experience in [field], because [brief reason]. I am [2–3 personal 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]

Once a company agrees to take you on as a work experience placement it's time to.....

**CONFIRM
YOUR
PLACEMENT!**

How to enter a work experience placement on Connect

You will need to log in to the Connect Learner Portal. Following the Launch Assembly in school, you will have been sent an invitation email containing a link to enable you to access Connect.

Check your school email for an invitation email (check junk/spam folder too) or click here wes.ceconnect.co.uk/login. Follow the guide below for instructions on how to access the Connect Learner 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
- Employer's Email address
- Employer's Phone number

Step 1: Receive Connect invitation email

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 log you in immediately, enter your username (your school email address) and then click 'Forgotten your password?' to set a new password (a reset link will be emailed to your school email address - follow the instructions to set up a new password).

Step 2: Log in to Connect

Enter your school email address and password and click on 'Log in to Connect'.

connect
by changing education

Login **Data Privacy Statement**

Enter your details to login to your account:

mike.stow@changingeducation.co.uk

.....

[Forgotten your password?](#)

Log in to Connect

Changing Education Limited respects the privacy of every individual who uses our software, visits our websites, contacts us and works with us. We are committed to safeguarding your privacy and comply with all Data Privacy Regulations.

As the licence holder of this software, you are also responsible for maintaining the confidentiality, integrity and accessibility of data held on the Connect System. This means that you will not share any information contained on the system with those that are not authorised, that you will ensure that you access the system in a secure manner (eg. use of strong passwords etc), and that you will not share passwords with others. In the event that you are aware of information being compromised then you will follow the policies and procedures of the Education Provider to whom you are aligned or contact the Data Officer at Changing Education.

Full details of our privacy policy and data processing agreements can be found on our website:
changingeducation.co.uk

You will then have logged into the Connect Learner Portal as shown below:

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!

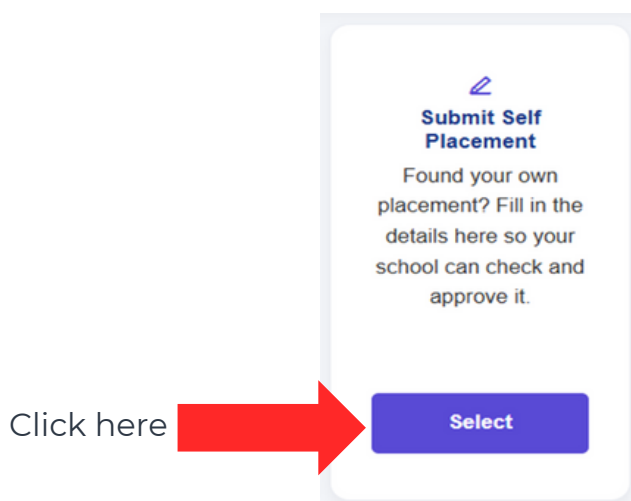
Actions

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

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

Step 3: Submitting Work Experience Placements

Use the 'Submit Self Placement' section found on the homepage.



You will then be shown the following screen which will allow you to input your work experience placement details.

A screenshot of the 'Submit Self-Placement Application' form. At the top, there's a title 'Submit Self-Placement Application' with a help icon, and a purple button 'View your placements'. Below this is a progress bar with five steps: 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), and 5. Review and Submit (Confirm all placement details). Step 1 is currently active. Below the progress bar, the text reads 'Step 1 - Provide your health details' with a help icon. A paragraph follows: '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.' Below this is a large text input area. At the bottom, there are two buttons: 'Submit health details' and 'cancel'.

Complete each step of the process to submit a work experience placement. It is very important that you record the employer details correctly, especially their email address and telephone number, as we will need to be able to contact them to verify and authorise the work experience placement.

Once the placement has been submitted, it will go through the appropriate safeguarding and risk assessment checking process, which the Careers Team will take care of. You can check back at any time on your Connect Learner Portal to see the status of the work experience placement.

If you have any questions please contact Mrs Krzyzosiak, Careers Coordinator, l.krzyzosiak@trafalgar.wilts.sch.uk.

Before and during 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 an in-person visit.
- Walk away if there's a problem. First, tell your supervisor what's wrong. If that doesn't fix it, tell your parents/carers and let the school know.
- Safety: follow all safety rules. Report any accident or issue to your supervisor straight away.

Notes

Notes