

**Holmes Chapel Comprehensive
School
Year 10**

**Work Experience information
guide**

March 15th-19th 2027



Name:

Tutor Group:

AN INTRODUCTION TO WORK EXPERIENCE

All students in Year 10 have the opportunity to have one week of work experience. Work experience involves spending time at an employer's business premises, understanding tasks and duties as an employee and having the opportunity to learn vital skills which will help in your future career.

Work experience is important for the following reasons. You will:

Work as a member of a team

Practice and develop new skills

Develop transferable skills

Boost your confidence in your abilities

Use your school work in the workplace

Have a better understanding of the world of work

Broaden your knowledge of jobs you hadn't considered

Increase your confidence and self-esteem

Be challenged on any stereotypical ideas you may have

Build up evidence you can use to apply for jobs

HOW IS WORK EXPERIENCE ARRANGED

We encourage our students to find their own work experience placements, we call this a 'self-placement.' This means that students often follow an interest of their own such as sport and leisure, media, law, finance or rural activities.

The following three steps may help you in your efforts to get a placement of interest to you:

Step 1: ask yourself, 'what would I like to do for my work experience?'

Here are some popular examples of choices made by recent HCCS students

Hairdressing: you may already have a part time job there or relative own a salon

Legal work: very popular and likely to be in towns or cities

Plumber: you might want to do this as a career and a good way of getting experience

Mechanic: you might be interested in cars and engines

Shop work: this is a very wide field it could include, a chemist, opticians, newsagent etc

Media/journalism: very popular and might include working in TV/Radio/newspapers

Classroom assistant: often close to where you live and you know the people there

Step 2: 'how can I find a business?'

There are a number of sources you can use to find your placement

Ask a member of the family

Choose a business near to where you live or where your parents work

Step 3: 'how do I make contact with them?'

Call in person and ask them if you could do a work experience with them

Write them a letter

Telephone them

Look on the business website and email them

When making your decision about the placement you will need to bear in mind the following things:

- Are you choosing something you might like to do for a career? Or personal interest? Or is it convenient?
- How will I travel there every day? Who will take me? Bring me home?

When you have got a placement you will need to complete the Unifrog information sheet supplied. Further copies are available to download on the school website:

www.hccs.info

The deadline for completing the Unifrog application is **January 31st 2027**

WRITING A LETTER OF APPLICATION

In some cases the employer might want you to write a letter of application. Your tutor will supply you via Google a template from which you can produce your letter. Be careful to spell and punctuate correctly. Ensure you address the employer correctly i.e. Dear Mrs Taylor..... Also make sure you get all the address and contact details correct: check the exact postcode, phone number, email etc.

When you receive a reply to your application, you must reply stating that you accept their offer with a thank you letter, a phone call or email. This shows you are polite, keen and enthusiastic and deserve the place you are being offered. By doing this you are making a good impression. Remember, the employer does not have to offer you a placement, they are taking valuable time out of their working day to show what it is really like in the world of work

HOW CAN PARENTS/CARER HELP

- Give them advice over choosing their placement
- Make sure they have the information required to complete their Unifrog application
 - Advise the school of any factors which might affect their work placement
- Ensure your son/daughter introduces themselves to their employer by phoning or writing before they go on placement

HCCS Work Experience Timeline

2026/27



Work experience introduction

June 2026

Students introduced to the idea of a work experience placement and what is involved in the planning of one

Issue of information

June 2026

Students issued with the following documents:

- Work experience information guide

- Parental letter introducing the Unifrog work experience program

Students seek a placement

From June to January 2027

Deadline for completing Unifrog application

Sunday 31st January 2027

Preparation for work experience

Autumn/Spring term 2026/27

Student support will take place through:

- Tutor time sessions

- Personal development lessons

- Assemblies

- One to one meetings (if required)

Work experience takes place

Monday 15th to Friday 19th March 2027

Return to school

Monday 22nd March 2027