

# Year 10 Work Experience Launch



# Year 10 Work Experience

During **May 2025** all students in Year 10 will be going out of school and into a workplace to gain essential work experience.

The dates you will be out of school on placement are: -

**Tuesday 6<sup>th</sup> – Friday 9<sup>th</sup> May 2025**

**All Students are expected to participate in this event**



# Why do we do Work Experience?

Work Experience is a vital part of getting prepared for the world of work.

It can give you an insider view of the job or industry you want to work in, as well as helping you improve your skills.

It also looks great on your CV.

**Be positive** – work experience, whatever the placement, is an opportunity to learn new things and find things out about yourself.



# Questions to ask yourself

If you're not sure what type of work experience you want to do, start by asking yourself a few simple questions:

- What subjects do I enjoy at school?
- What types of career paths appeal to me?
- What are my strengths? My Weaknesses?
- What hobbies do I have and do any of them relate to careers?
- What jobs have I seen people doing that I think look interesting?
- Is this a realistic work placement for a 14/15 year old?



# Where can I look for a placement?

NYBEP is the company Fulford School use to complete the health & safety risk assessments on the employers students will be attending work experience placement with.

Placements will only be authorised within the areas NYBEP cover for risk assessments:

**Bradford**

**Durham**

**Darlington**

**Doncaster**

**Harrogate**

**Huddersfield**

**Hull**

**Halifax**

**Leeds**

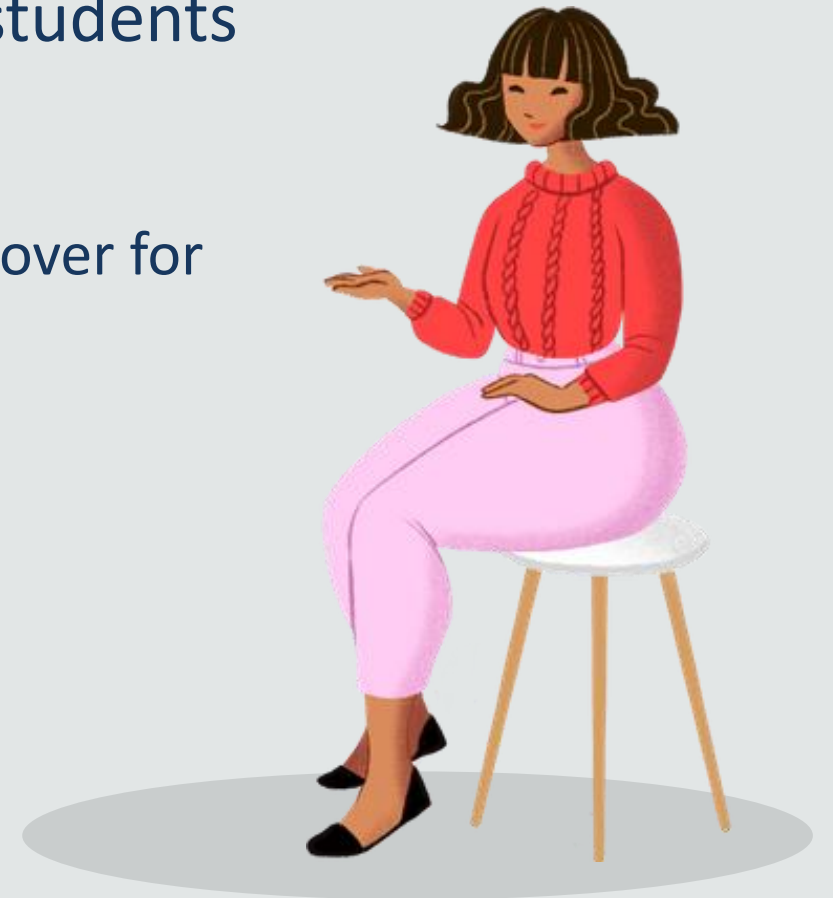
**Sheffield**

**Sunderland**

**Middlesbrough**

**Wakefield**

**York/North Yorkshire**



**Can I work in an area not covered by NYBEP?**

**Can I work from home?**

**Can I work abroad?**

The answer to all these questions is **No**.

Please do not arrange a work experience placement abroad, in an area not covered by NYBEP, or which would be working from home as these will not be authorised by school.



# How do I find a placement?



- **Network:** you may find that a family member/friend's parent works at a company that interests you. They may be able to help you get your foot in the door. **Networking is one of the best ways to get work experience.**
- **Approach businesses:** this may seem a little daunting, but it's a great way of finding work experience. Employers value proactive people – you can call, email and physically approach businesses that interest you.
- **Search online:** another way of going about finding a placement is to use local business directories, such as [www.yell.com](http://www.yell.com) and [www.thompsonlocal.com](http://www.thompsonlocal.com) these detail local firms, by category, with their addresses', telephone numbers and websites.

# How do I find a placement?



- Whichever sector you're interested in, research your local companies!
- Check their social media sites and websites – they may have ways to apply to volunteer or apply for work experience
- Contact the company professionally, an email followed by a telephone call is usually best
- State why you would like to gain work experience/volunteer, what sort of role you feel would suit you and the availability you have

Following this, you may have an interview! Prepare for this as if it were a job interview!



**The process – how  
does it work?**



# Next Steps

- Over the summer holidays take some time to think about where you would like to go for your work experience placement and start to contact employers.
- Complete the Work Experience Agreement Form and hand in to the PSU. This form must be fully completed with all signatures – student, parent/carer, and employer; employers insurance details; and any medical information – forms with missing information will be returned to the student to complete.
- Once the forms are fully complete and handed into school we then pass these to NYBEP to risk assess the employer and authorise the placement.



# Self Found Agreement Form



WEX Dates ..... to .....

## WORK EXPERIENCE AGREEMENT

### Student / School

Name: ..... Date of Birth: .....  
 Age: ..... Years ..... Months ..... Gender: .....  
 School/College contact: ..... Tutor Group: .....  
 Telephone (School): ..... Emergency Contact (Parent): .....

**HEALTH / OTHER RELEVANT INFORMATION:** Please indicate any medical condition(s) or other information that employers should be aware of (e.g., colour blindness, hearing difficulties, dyslexia, asthma, eczema, epilepsy, criminal record, involvement with the Youth Offending Team etc.). Do not leave blank – if none, write 'none'.

**As the named student (above) I agree:**  
 To take part in this work experience scheme. To hold in confidence any information about the employer's business which I may obtain during this work period and not to disclose such information to another person without the employer's permission. To obey all safety, security and other regulations laid down by the employer and made known to me either by the employer's representatives or by displayed instructions. I agree to relevant personal information being shared with the employer, NYBEP work experience team and Health & Safety Officers.

Signed: ..... Date: .....

### Employer

Employer: .....

Address: .....

Postcode: .....

Contact Name: .....

Contact Telephone: .....

Mobile: .....

Email: .....

Dates: .....

Placement Job Title: .....

Job Description: .....

Hours of Work: .....

Lunch: .....

Clothing: .....

Important Info: .....

As representative of the employer I agree to the student named above working on my premises in accordance with the Letter of Understanding (below). I will arrange for my Employer's Liability insurance to cover against accident or injury

caused to the student by negligence of the employer or another employee and will accept or insure myself against liability for loss, damage or injury caused by the student in the same way as for paid employees.

ELI will be valid for the duration of the entire placement. Please complete details below:

Insurance Company	Policy Number	Expiry Date on our system	Expiry Date

Employer Signature ..... Name ..... Date .....

### LETTER OF UNDERSTANDING FOR THE EMPLOYER PROVIDING A WORK EXPERIENCE PLACEMENT

The learner will carry out meaningful work, as described in the agreed job description. The employer will ensure that the work will be planned by a responsible person and the learner will receive appropriate induction, instruction and supervision during the work experience. The employer understands his/her duty of care to the learner on the work of placement, particularly in respect of child protection.

The employer understands that the learner is to be treated as an employee with respect to health and safety legislation. The employer will ensure that the learner does not operate any hazardous machinery, or carry out work of an unsuitable nature, and that any protective clothing/equipment is supplied when necessary with appropriate instruction for its use. Any animals that may cause harm to a learner will be appropriately restrained.

The employer understands that s/he must carry out a risk assessment of the placement and this must be communicated to the parent/carer of the learner who is to undertake the placement, before the placement commences. The employer also undertakes to monitor the placement in the light of the learner's capabilities and to modify the risk assessment if necessary.

The employer will arrange for Employers' Liability Insurance, Public Liability Insurance and vehicle insurance, as appropriate, and will confirm that the learner on the work experience placement is covered by the appropriate policies. The employer will accept, or insure against, liability for loss, damage or injury caused to or by the student, while on the placement, just as for paid employees. The employer will notify their insurer of the learner's participation in work experience.

The employer will observe the relevant legislation laid down in the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Equality Act 2010.

In case of learner absence, accident or sickness, the employer will immediately notify the school. The learner will be allowed to use whatever first aid facilities the employer provides.

The employer will allow representatives from the appropriate educational establishment to visit the placement for monitoring purposes.

The employer gives permission for the educational establishment or its representatives to process employer personal details for the purposes of work experience and education business link activities, in accordance with the Data Protection Act 2018. Learners' personal details are confidential and should be safeguarded in accordance with the Data Protection Act 2018.

The learner will not receive any payments for this work. However, the employer may choose to ~~make a contribution~~ directly to the learner towards the cost of meals and travelling. Details will be included in the job description.

The learner will work the hours shown on the agreed job description. These must conform with employment regulations as they apply to young persons.

### Parent / Carer

As parent/carer of the learner I confirm that I have read the placement details and I am willing for him/her to participate in work experience with the employer for the agreed period of time. I also confirm that s/he is medically fit to undertake the placement. I confirm that if s/he leaves the employer's premises during lunch break periods, no liability can be accepted by the employer or the school for any incident that may occur. I understand that NYBEP will pass on relevant information to the employer/Health and Safety Officers so they can provide a suitable experience and do everything reasonable to protect the health, welfare and safety of students. Information will be stored securely in compliance with the Data Protection Act 2018 for the duration of participation in NYBEP programmes and afterwards for the statutory term set by Local Authorities, 7 – 10 years. After this all information is securely destroyed.

Signed:	
Name:	
Date:	

# How to Prepare for Work Experience

*Play Video* - [https://youtu.be/hmk\\_b0ceC0](https://youtu.be/hmk_b0ceC0)





**Thank you for listening  
and Good Luck with  
finding your work  
experience placement**

