

The Work Experience Journey

**Ignite curiosity, creativity, and career
awareness through engaging activities**

**Fulford School
16th September 2025
Year 10**

Overview

- Build important skills like teamwork, problem-solving, and communication.
- Learn about different local jobs and industries from real employers.
- Discover how Work Experience can match your interests and talents.
- Understand what Employers are looking for.
- Grow your confidence in talking to professionals and planning your future.

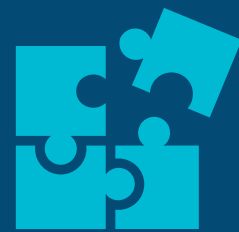
“The skills you start building in now – teamwork, confidence, and problem-solving – are some that will help you stand out in the future. Every lesson, challenge, or new experience is a chance to grow.

Your journey starts now – make it count ”

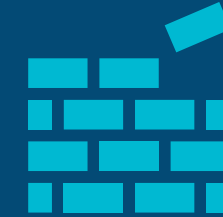
Skills Focus



Communication:
Speaking and Listening



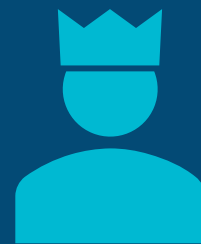
Problem Solving
and Aiming High



Resilience and
Staying Positive



Teamwork and
Leadership



Negotiation
and Creativity



Understanding the varied
job roles within
a business.



Time Management and
Attention to Detail



Decision making
and taking risks.



What is an Experience of the workplace?

Preparing you for jobs that do not exist, to use
technology not invented and solve problems we do not
yet know!

Understanding the range of opportunities

- Do you understand what employers have to offer and what they are looking for?
- Challenge any stereotypes or misconceptions about sectors, what a job involves etc.
- If you had to describe a job in IT what would you think of?
- Would you think of this

Let's see what careers are out there...



Tips for finding your placement

Do your research

Research using the internet, or look on your high street for employers based nearby who might give you a placement.

Don't be shy!

Emailing, telephoning and visiting employers in person. Research the company and find the name of the key person to ask for.

Word of mouth

Talk to friends, parents, family members and enquire if they can help out or support.
Everyone knows someone!

Where can I look for a placement?

Placements abroad/working from home/in an area not covered by NYBEP will not be permitted.



Map Key

BD- Bradford
DH- Durham
DL- Darlington
DN- Doncaster
HG- Harrogate
HD- Huddersfield
HU- Hull

HX- Halifax
LS- Leeds
S- Sheffield
SR- Sunderland
TS- Middlesbrough
WF- Wakefield
YO- Yorkshire



Things to consider?

- Look on the school Careers Website for useful documents and resources - https://fulford.york.sch.uk/careers_/
- How will you get there? What will you be doing?
- Employers Liability Insurance
- Employers are giving up their time to invest in you!
- **Placements abroad, working from home or in an area not covered by NYBEP are not permitted and will not be authorised by the school.**



Key dates to REMEMBER!

Your work experience dates are:

27th April-1st May 2026

You must have completed the Work Experience Agreement Form & handed this in to school by

Monday 3rd November 2025

Why do Work Experience

- Create meaningful engagement with employers
- Provide experiences of the workplace and industry insights
- Overview of local labour market information
- Develop individual knowledge and skill sets
- Provide the opportunity for self reflection and development of transferrable skills such as:

→ Teamwork → Creativity → Communication
→ Problem Solving → Resilience → Self Awareness

So why 3 months to arrange a placement?

What do I do once I have found my own placement?

Self Found Agreement Form



WEX Dates to

WORK EXPERIENCE AGREEMENT

Student / School

Name:

Age: Years Months

School/College contact:

Telephone (School):

Date of Birth:

Gender:

Tutor Group:

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'.

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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:



Next Steps

- **Deadline for securing a placement – First week back after half term = Monday 3rd November 2025.**
- Once you have a placement secured you will need to complete a consent form – further details will follow in form time and PD Lessons.
- NYBEP also carries out the Health & Safety Visit & Young Person's Risk Assessment

Don't just take our word for it!

Meeting new people, improving my confidence, learning new skills

I enjoyed the flexibility provided by the company, learning the company values and office life. Also, learning about the numerous factors affecting health economics, what it's all about and why it is necessary

At first i was scared because i thought that i would just be there whilst everyone else worked but nobody made me feel like i was younger or didn't deserve to be there

I was able to gain a new sense of independence

The entire experience and finding out what it is like to be a journalist was so interesting.

I enjoyed working with my employers, as well as the children. I feel it helped me immensely with choosing what I want to do in the near future.

Relevant to my interests, had a lot in common with people, found out a lot about how people got into their careers, found out what goes on behind the scenes at an airport

This was extremely beneficial for me as I felt as if I had a full insight into teaching especially when working with different age groups. I enjoyed everything.

Any Questions?