

Year 10 Work Experience

Monday 2 March - Friday 6 March 2026



Gildredge
House

Aspire

A full week away from school

- Work Experience is compulsory
- It's part of your education because it prepares you for the world of work



Gildredge
House

Aspire



What can work experience do for you?

- Builds the all-important ‘soft skills’
- Builds communication skills
- Builds confidence
- Builds new skills
- Builds networking links



Ambition



Support



Perseverance



Integrity



Reflection



Empathy



Gildredge
House



Skills Builder
PARTNERSHIP



Ambition



Support



Perseverance



Integrity



Reflection



Empathy



Gildredge
House

What can work experience do for students?

Build students' Curriculum Vitae (resume)



Ambition



Support



Perseverance



Integrity



Reflection



Empathy



Gildredge
House

What can work experience do for students?

Help students to get a part-time job



Ambition



Support



Perseverance



Integrity



Reflection



Empathy



Gildredge
House

- Help students to think about what kind of job students want to do
- Help students to find an apprenticeship or get some training
- Help to continue to build a CV



Ambition



Support



Perseverance



Integrity



Reflection



Empathy



Gildredge
House

Aspire

How does it work?

- Ask family and friends or ask around in shops, businesses and start the process of looking for work experience
- Read the work experience guide on the GH website under student careers/work experience
- Complete the form link in the Work Experience Programme Guide
- Add the placement onto Careers East Sussex



Ambition



Support



Perseverance



Integrity



Reflection



Empathy



How Does The Programme Work?



- Students are expected to find their own placement



Ambition



Support



Perseverance



Integrity



Reflection



Empathy



Why we DON'T match students with placements



- The aim of work experience
- Building resilience and encouraging students to persevere



Ambition



Support



Perseverance



Integrity



Reflection



Empathy



Looking For A Placement

- Support at home from parents
- Networking with friends, family and neighbours
- Support during Personal Development lessons and during Tutor time



Gildredge
House

Aspire

Looking Elsewhere For a Placement

- Eastbourne Chamber of Commerce
- Google
- Walking into the community and cold calling into shops

Aspire



Looking Elsewhere For a Placement

- Ensure that correspondence (emails/phone calls etc) come from the student and not from the parent
- Draft a CV and take it into shops, cafes restaurants and local businesses
- Walking into the community and cold calling into shops



Gildredge
House

Aspire

Gildredge House Careers Business Partnership

- Careers talks to large/small classes
- Lunch time career talks
- CV writing and recruitment advice
- Employability sessions
- Mock interviews
- Mentoring



Gildredge
House

Aspire



Gildredge
House

Aspire

- Working in Laboratories
(not much in Eastbourne)
- Engineering
- Care Homes
- Sports Venues
- Media
journalism/newspapers
/magazines

Sectors For Placements

- Accountancy Firm
- Local Government
- Electrician
- Vets
- Mechanic
- Product Design
- IT



Ambition



Support



Perseverance



Integrity



Reflection



Empathy



Gildredge
House

Sectors For Placements

- Childcare: Teaching/nursery
- Leisure, hotels, restaurants, cafes and sports centers
- Adventure Parks; Zoo's/activity Centre
- Plumbing / electrical etc
- Retail

- Building and Construction: Architecture
- Education, Teaching
- Entertainment, Local Theatre/dance/drama company
- Manufacturing



Ambition



Support



Perseverance



Integrity



Reflection



Empathy

- East Sussex County Council
- Schools
- Restaurants and Cafes
- Leisure Centres and Sports providers
- Local charities
- Local Hotels
- Childrens Nurseries

Supportive Employers

CAREERS

C R E A T O R



Gildredge
House

Aspire

Keep it Simple

- Restrictions on work experience
- Remember the aims of the programme and understand its limitations



Gildredge
House

Aspire



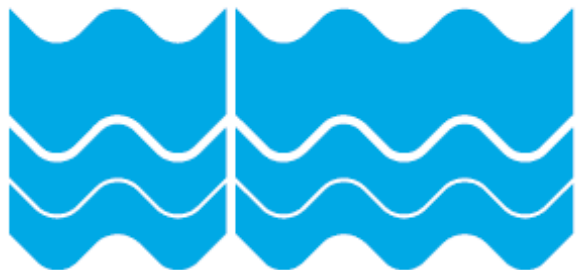
Gildredge
House

Aspire

How Does The Programme Work?

- East Sussex County Council
Work Experience Team

East Sussex
County Council



Careers
East Sussex



Ambition



Support



Perseverance



Integrity



Reflection



Empathy



Gildredge House

37
RSA

"CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE" (a)
(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1996 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

Policy No RTT254757/RSACL000566
Reference No SCOTAERO

1. Name of policy holder: **PENICUIK & DISTRICT MODEL FLYING ASSOCIATION**

2. Date of commencement of insurance policy: **01 January 2010**

3. Date of expiry of insurance policy: **01 January 2011**

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b); and

2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c).

Signed on behalf of Royal & Sun Alliance Insurance plc (Authorised Insurer)

A.P. Brown
A.P. Brown
UK Chief Executive,
Royal & Sun Alliance Insurance plc

Notes

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specific applicable law as provided for in regulation 4(3) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy. paragraph 2(b) does not apply and is deleted.

THIS IS YOUR CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE.
A copy of the certificate must be displayed at all places where you employ persons covered by the policy.
THE EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) (AMENDMENT) REGULATIONS 2008 permits the display of this certificate in an electronic form, provided persons covered by this policy have reasonable access to it.
The employer is strongly encouraged to retain all records related to this insurance.

UNCLD 10000 OCTOBER 2009

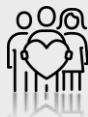
An Employer Will Have to...

- Employers Liability Insurance

- No cost to the employer!



Ambition



Support



Perseverance



Integrity



Reflection



Empathy



What is Employers Liability Insurance?

- Health and safety checks (pre-placement check)
- 15-minute meeting with an employer
- Informal chat about keeping a child safe at work



Ambition



Support



Perseverance



Integrity



Reflection



Empathy



What is Employers Liability Insurance?

- What if my employer is a sole-trader (self-employed) and doesn't employ others?



Ambition



Support



Perseverance



Integrity



Reflection



Empathy



Gildredge
House

Aspire

Costs

- ESCC visit every placement
- Cost of a local placement is £18.00
- Placements outside of East Sussex will vary
- Please contact s.bray@gildredgehouse.org.uk for outside of area costs
- Some LAS do not offer pre-placement checks
- All costs will go on ParentPay



Ambition



Support



Perseverance



Integrity



Reflection



Empathy



Gildredge
House

Aspire

A reminder of the Options

1. Find your own placement
2. Pupil Premium with own placement find
3. Pupil Premium without a placement find



Ambition



Support



Perseverance



Integrity



Reflection



Empathy

How We Will Support You

- Support with creating a CV and covering letter/email in Personal Development lessons
- Work Experience schemes of work during Personal Development and Tutor lessons
- Support with matching a placement
- Advice and guidance from your tutor
- Health and safety guidance
- Preparing for wex
- Completing the wex diary
- De-Brief when back at school



Gildredge
House

Aspire



Gildredge
House



Gildredge House

Work Experience Log-Book

We need eight essential skills to
succeed in education, work and life



Download the Skills Builder Universal
Framework at www.skillsbuilder.org



#skillsweneed



Ambition



Support



Perseverance



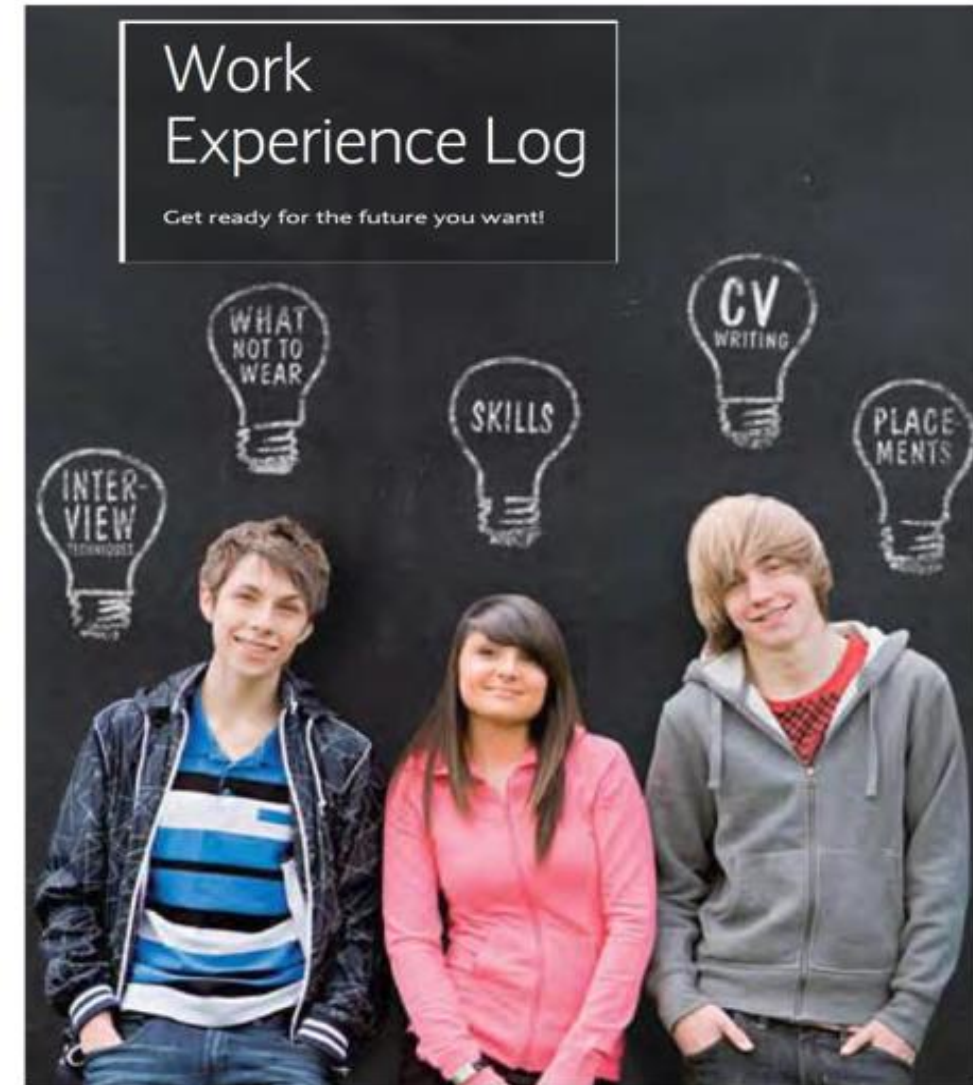
Integrity



Reflection



Empathy





Listening

The receiving, retaining and processing of information or ideas

This skill is all about being able to effectively receive information - whether it comes from customers, colleagues or stakeholders. Initially, the skill steps concentrate on being able to listen effectively to others - including remembering short instructions, understanding why others are communicating and recording important information.

Individuals then focus on how they demonstrate that they are listening effectively, thinking about body language, open questioning and summarising and rephrasing.

Beyond that, the focus is on being aware of how they might be being influenced by a speaker, through tone and language. The final steps are about critical listening - comparing perspectives, identifying biases, evaluating ideas and being objective. See if you can find three key points below:

1. Listening to instructions
2.
3.



Ambition



Support



Perseverance



Integrity



Reflection



Empathy

Based on 8 Employability Skills

- Listening
- Speaking
- Teamwork
- Aiming High
- Creativity
- Staying Positive
- Problem Solving
- Leadership



Creativity

The use of imagination and the generation of new ideas

Creativity is the complement to Problem Solving, and is about generating innovations or ideas which can then be honed through the problem-solving process.

The first few steps focus on the individual's confidence in imagining different situations and sharing their ideas.

The focus is then on generating ideas - using a clear brief, making improvements to something that already exists and combining concepts.

Individuals then apply creativity in the context of their work and their wider life. They can build off this to develop ideas using tools like mind mapping, questioning, and considering different perspectives.

The most advanced steps focus on building effective innovation in group settings and by seeking out varied experiences and stimuli. Finally, individuals support others to innovate, by sharing tools, identifying the right tools for the situation and through coaching.

1. Share your ideas
2.
3.

Year 10 work experience

2-6 March 2026

Programme Guide 2025-2026

Work Experience

Programme Guide 2025-2026



Gildredge
House

An Ofsted
GOOD
School



Welcome

Welcome to the Gildredge House, Work Experience Programme. This document provides parents and students with the necessary information about our Work Experience Programme which is due to take place from Monday 2nd March - Friday 6 March 2026. Parents and students should read the enclosed information carefully before completing the form.

If you are able to offer a student a work experience placement, or if you know of an employer who may be able to offer a placement, please contact Mrs Sara Bray via email on s.bray@gildredgehouse.org.uk or telephone 01323 400650 ext. 2037.

Once a choice has been made, please click [Work Experience Form 2025-2026](#) and complete the Work Experience Options Form.

If you are able to offer a student a work experience placement, or if you know of an employer who may be able to offer a placement, please contact Mrs Sara Bray via email on s.bray@gildredgehouse.org.uk or telephone 01323 400650 ext. 2037.

Contents

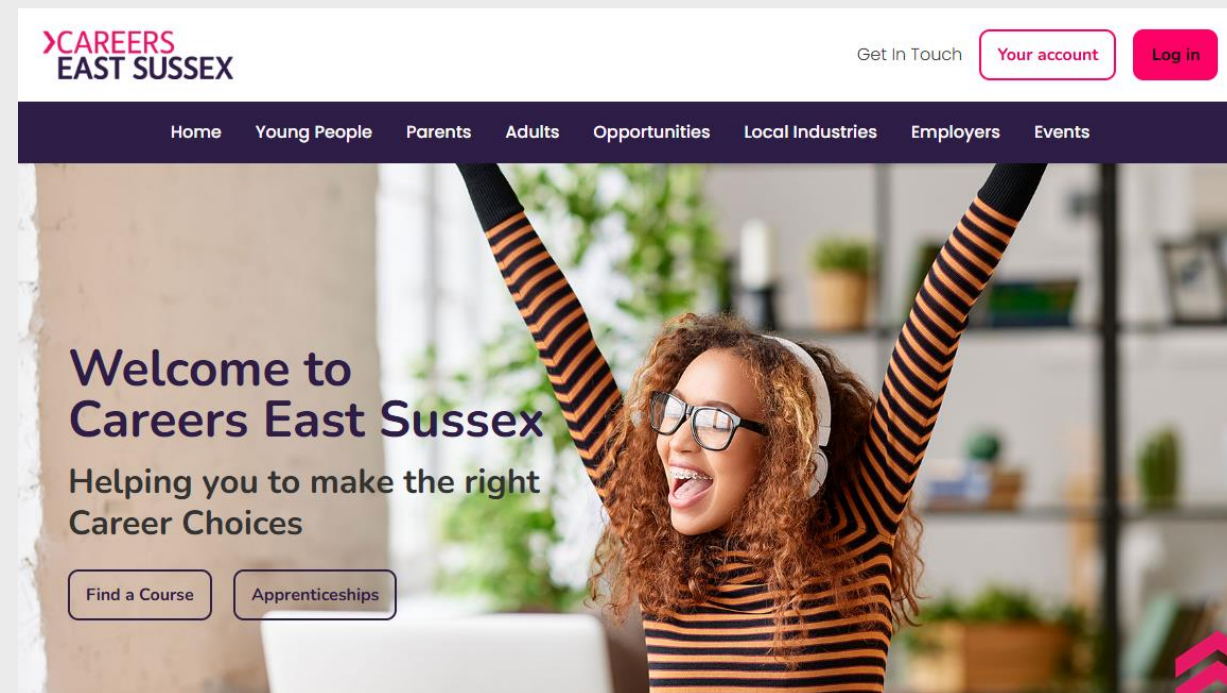
	Page
Why is the Work Experience Programme so important?	3
What can the Work Experience Programme offer my son / daughter?	3
What does this mean for my son / daughter's future?	3
The process for selecting options	3
Option 1: Finding your own placement using FSCC Work Experience Health and Safety checks	6-9
Option 2: Pupil Premium students with a placement	8
Option 3: Pupil Premium students without a placement	9
Adding a placement to Careers East Sussex	11-16
Advice for students	17
Writing a Covering Letter/email/making calls	18-21
Work Experience opportunities available locally	21
Frequently Asked Questions	23-26
Support and Next Steps	27
Key Diary Dates, links and documents supporting work experience	28-29



Gildredge
House

- Gildredge House works in conjunction with the East Sussex Work Experience Team
- ESCC WEX team conducts all the health and safety checks and liaises with the employers
- ESCC manage the checks on a system called Careers East Sussex

Managing the administration on Careers East Sussex (CES)



Ambition



Support



Perseverance



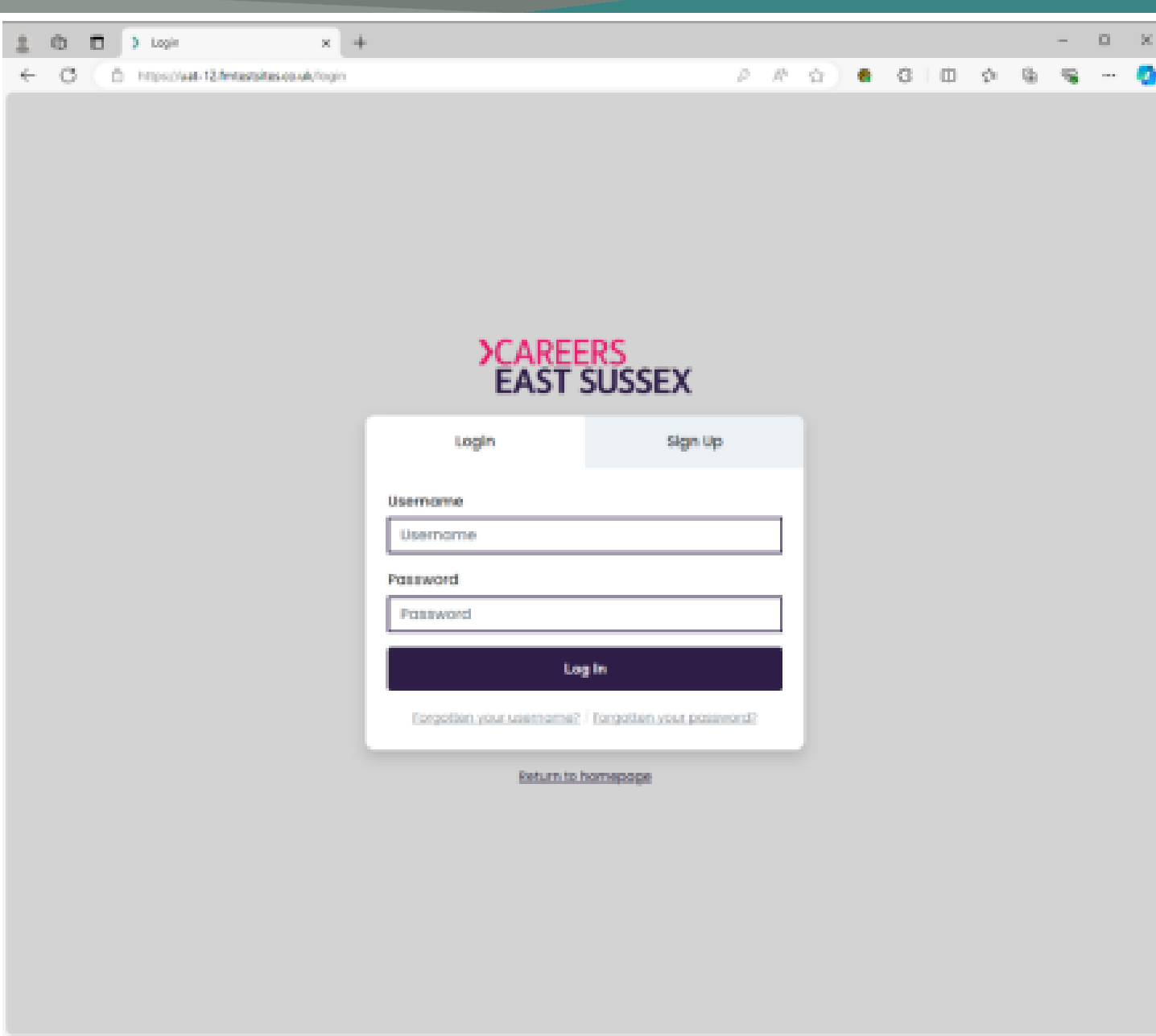
Integrity



Reflection



Empathy



Aspire

Login to CES

1. Students will receive their Username and Password via their Outlook Email NOT their Edulink account



Ambition



Support



Perseverance



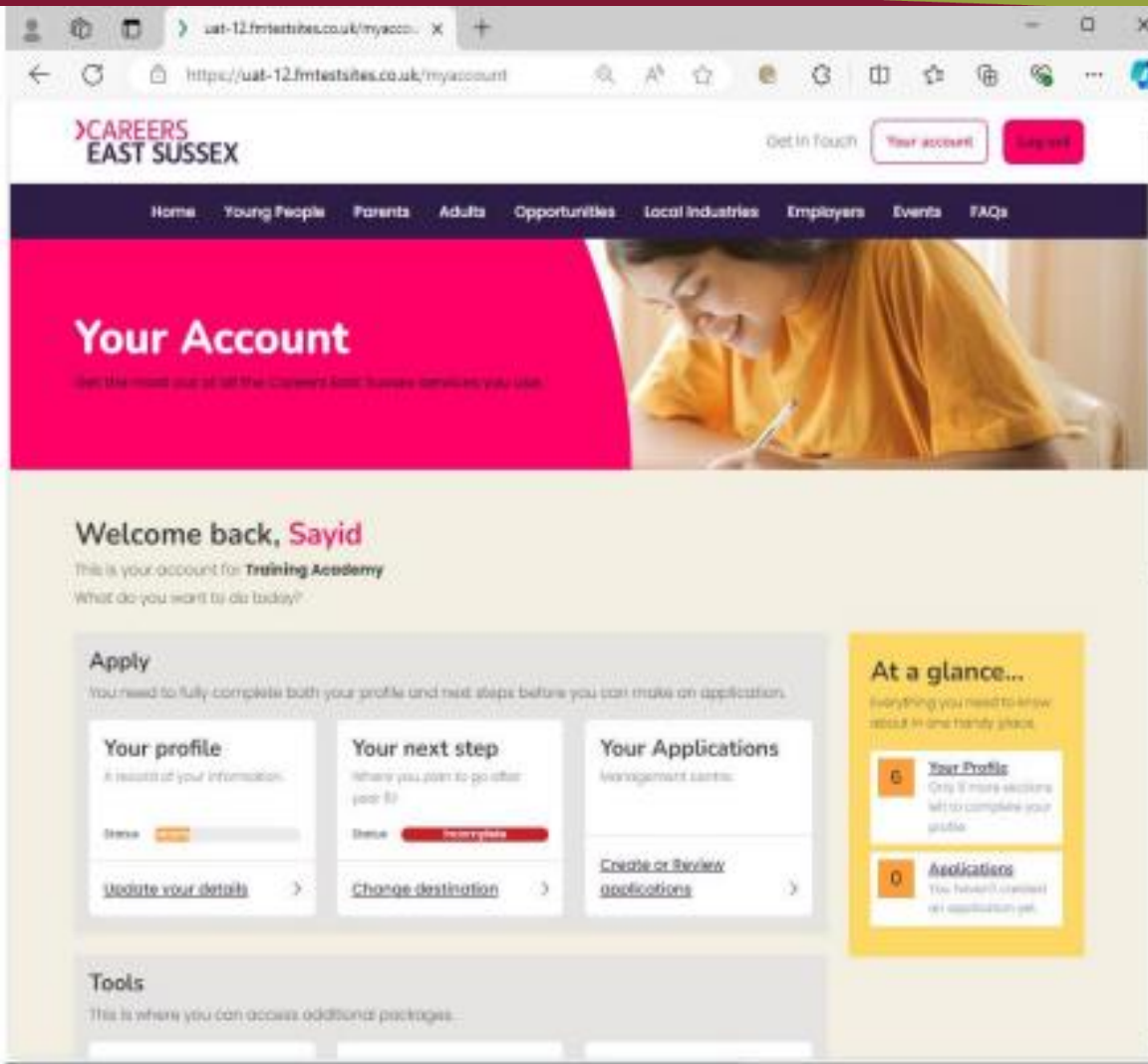
Integrity



Reflection



Empathy



Add Parents Details

- Students will be expected to add their own personal email to their profile
- Before we start adding our work experience placement, first we need to add a personal email for the student then add parental details to the student profile
- This will be needed later down the line when parents/carers needs to do their bit.



Ambition



Support



Perseverance



Integrity



Reflection



Empathy

https://uat-12.fntestsites.co.uk/my-account/profile...

CAREERS EAST SUSSEX

Get in touch Your account Log out

Home Young People Parents Adults Opportunities Local Industries Employers Events FAQs

Your profile

Your individual user information that is used for matching your applications

< Back to your account

This is all about you, Sayid.

In order to complete your profile, please work through and complete each of the sections

Personal Details Information about you. Status: Complete Update details	Address Information about where you live. Status: Incomplete Update details	Health Information about your health. Status: Incomplete Update details	Parental Information You should be living with this parent, unless special circumstances apply. Status: Complete Update details
Your qualifications List of your qualifications from secondary education onwards.	Work Experience This section is all about the work experience you have had, including any part time jobs and placements.	Your personal statement This personal statement will go on all the applications you submit, so make it stand out!	Equality and Diversity This section is all about who you are and what you believe.

uat-12.fntestsites.co.uk/my-account/parents...

https://uat-12.fntestsites.co.uk/my-account/parents...

< Back to your profile

Parental Information

Contact details of your parent, carer or guardian

Title *

Mr

First Name *

Gary

Last Name *

Jamali

Relationship of Parent (or carer/guardian) *

Father

Contact No.1

07770 099889

Contact No.2

Email address *

luke.symons@firstmedia.co.uk

At a glance...

How much have you completed?

✓	Personal Details
✗	Address
✗	Health
✓	Parental Information
✗	Your qualifications
✗	Work Experience
✗	Your personal statement
✗	Equality and Diversity

Aspire

Add Parents Details

- Now click Update Details in the Personal Details
- Add your parental information and click save and continue.

Perseverance



Integrity



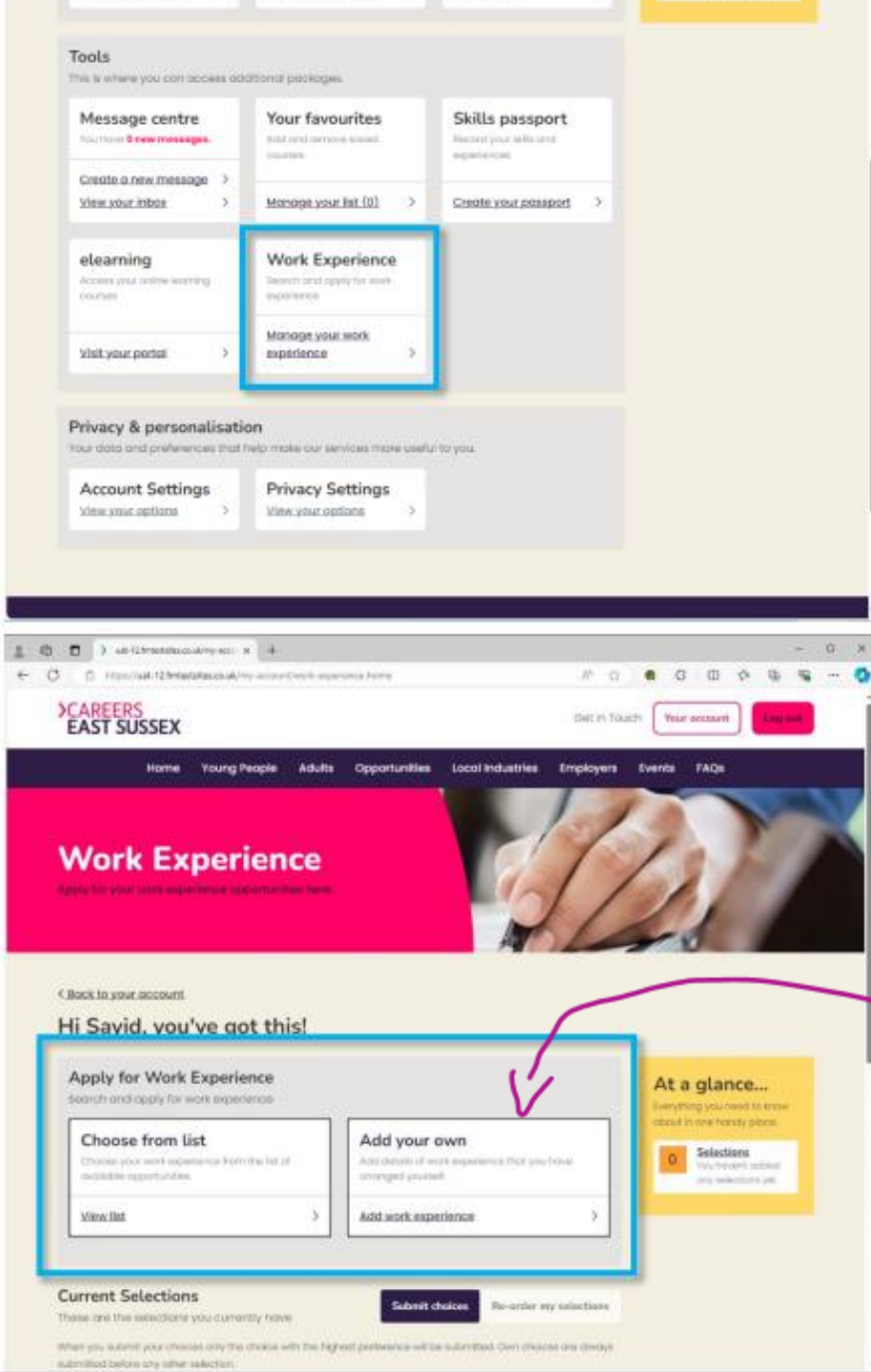
Reflection



Empathy

Manage Work Experience

- Once back on the accounts page, scroll down to the Tools section and locate the Work Experience panel.
- Note: if you do not have this then contact your school to make the appropriate changes.
- Click Add your Own and do not choose from the list.



[← Back to your selections](#)

Please enter full details of the work experience that you have arranged:

Company/business name*

Address line 1*

Address line 2

Town*

County*

East Sussex

Postcode*

Contact name*

Contact's job title

Contact's telephone

Contact's mobile

Opportunity description*

Their duties include:

- Meeting with clients to establish their needs.
- Using design software to complete projects.
- Revising projects based on client feedback.
- Creating visual concepts for logos, brochures, websites, packaging, and other promotional materials

Any other information

Preference*

Please enter your reason for requesting this work experience opportunity

I have a keen interest in graphic design.

Save and continue

Cancel

Aspire

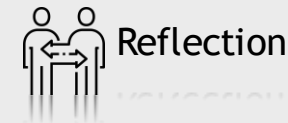
Adding a Placement

- Enter all the details of your work experience in this section here. All fields with the (*) are mandatory fields and must be completed.
- Once you have filled in all the appropriate fields and you are happy with the content inside - click save and continue

3
> Perseverance



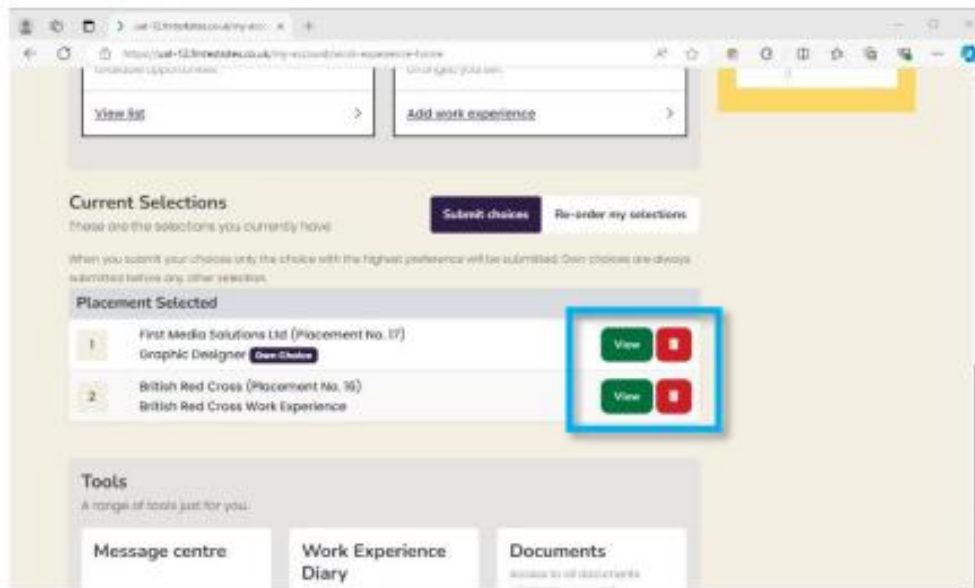
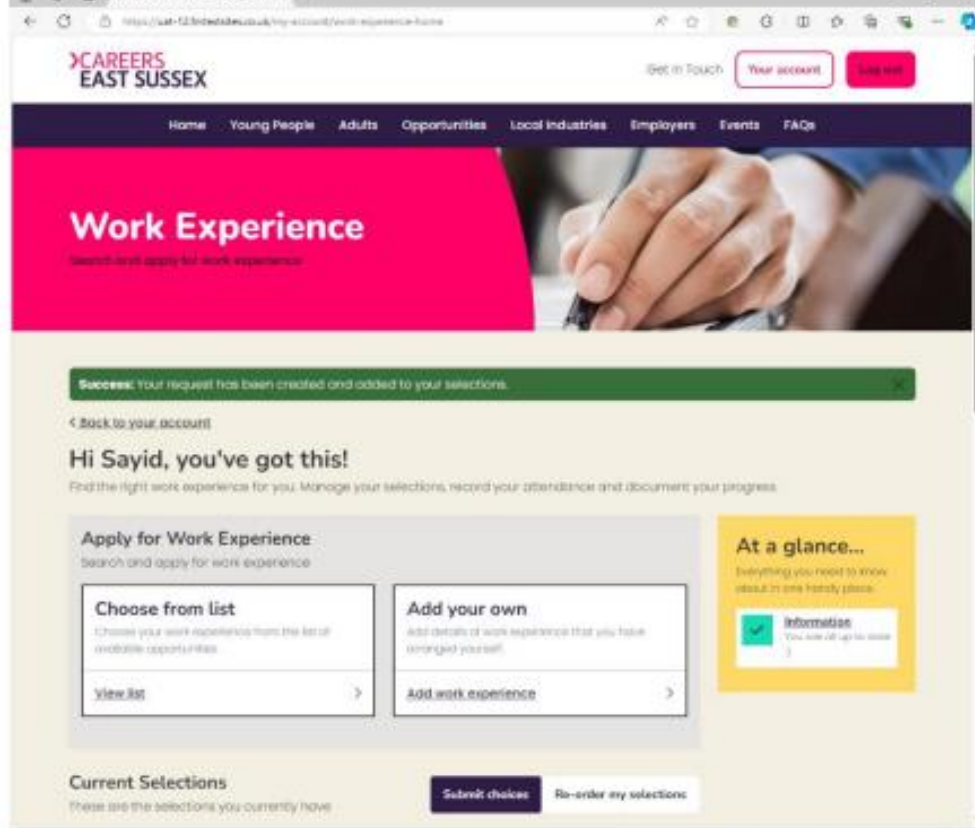
Integrity



Reflection



Empathy



Aspire

Placement Added

- You will then be taken back to the Work Experience page and will find a green “success” banner towards the top and the item will be in your list.

Perseverance



Integrity



Reflection



Empathy



Gildredge
House

Aspire

Completing the Gildredge
House Form

Work Experience Form 2025- 2026



Ambition



Support



Perseverance



Integrity



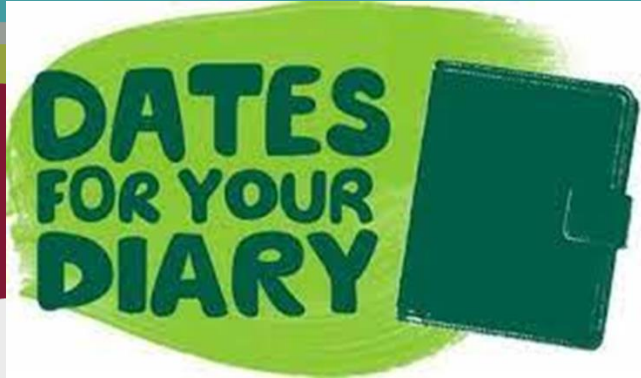
Reflection



Empathy



Gildredge
House



Aspire

Diary Dates

Monday 3 November 2025

Placement find (in East Sussex and outside area) deadline - Mrs Bray will forward along employer details to ESCC WEX team for pre-placement checks

Friday 7 November 2025

Parents to pay the pre-placement on ParentPay £18.00

Friday 7 November 2025

Finance Department reconcile requests for checks against payment



Ambition



Support



Perseverance



Integrity



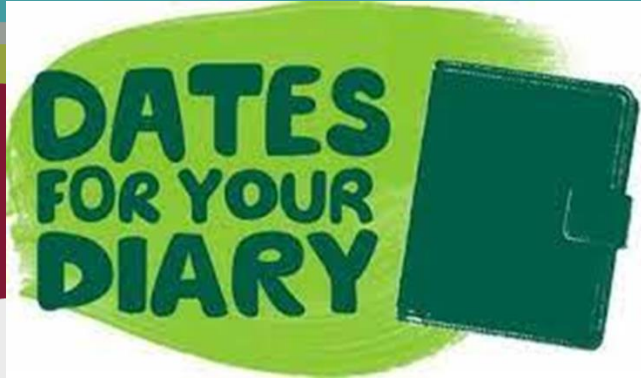
Reflection



Empathy



Gildredge
House



Aspire

Diary Dates

Monday 3 November 2025

Placement find (in East Sussex and outside area) deadline - Mrs Bray will forward along employer details to ESCC WEX team for pre-placement checks

Friday 7 November 2025

Parents to pay the pre-placement on ParentPay £18.00

Friday 7 November 2025

Finance Department reconcile requests for checks against payment



Ambition



Support



Perseverance



Integrity



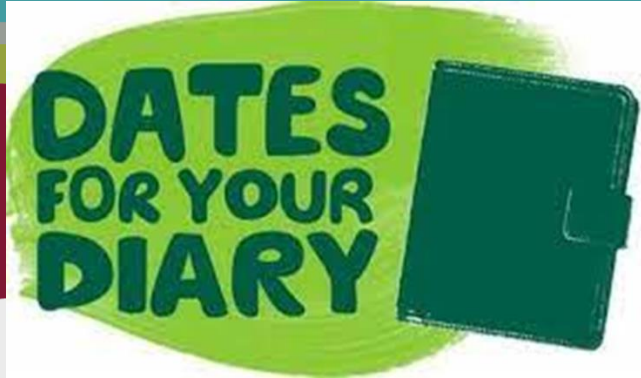
Reflection



Empathy



Gildredge
House



Aspire

Diary Dates

Monday 3 November 2025

ESCC WEX Team to contact employers to visit workplace

Employers to provide ESCC WEX team with employers-liability insurance

Monday 3 November 2025

Outside of area pre-placement details to careers department and quote sent to ESCC Wex team

Monday 3 November 2025

Parents to pay the outside area pre-placement fee on sQuid

Wednesday 4 February 2026

Finance Department reconcile requests for checks against payment



Ambition



Support



Perseverance



Integrity



Reflection



Empathy



Gildredge
House

Questions



Ambition



Support



Perseverance



Integrity



Reflection



Empathy