

Year 10 work experience

3-7 March 2027

Programme Guide 2024-2025



# Work Experience

Programme Guide 2024-2025



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 3<sup>rd</sup> March - Friday 7 March 2025**. 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](mailto:s.bray@gildredgehouse.org.uk) or telephone 01323 400650 ext. 2037.**

Once a choice has been made, please click [Work Experience Form Link 2025](#) 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](mailto: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 ESCC Work Experience Health and Safety checks | 5-7   |
| Option 2: Pupil Premium students with a placement  | 8     |
| Option 3: Pupil Premium students without a placement                                     | 9     |
| Option 4: Students without any placement   | 10    |
| Advice for students  | 11    |
| Writing a Covering Letter  | 12-13 |
| Template Covering Letter   | 14    |
| Telephone Contact  | 15    |
| Work Experience opportunities available locally  | 16    |
| Work Experience Frequently Asked Questions   | 17-18 |
| Support and Next Steps   | 19-20 |
| Key Diary Dates, links and documents supporting work experience                          | 21    |

## Work Experience Programme: 3<sup>rd</sup> March - 7<sup>th</sup> March 2025

### Why is the Work Experience Programme so important?

The careers strategy is part of the government's plan to make Britain fairer, improve social mobility and offer opportunity to everyone. It will become statutory that students have to engage with meaningful contact with employers and it is recommended that this should happen at least seven times while students are at secondary school. Please follow the link below for further information.

### [Work Experience Government Legislation](#)

### What can the Work Experience Programme offer my son / daughter?

The Work Experience Programme helps to:

- build the all-important 'soft skills';
- improve communication skills;
- increase confidence;
- learn new skills; and
- provide a networking link.

### What does this mean for my son / daughter's future?

The Work Experience Programme helps by:

- enhancing a young person's CV;
- giving a young person direction in deciding what they do, and don't, want to do;
- prompting young people to think about how and when to travel to work, and about the timings involved;
- potentially securing part-time employment; and
- potentially securing an apprenticeship opportunity.

Research suggests that students who have completed work experience have a better chance of gaining a job. Please read the full guide on how to apply for work experience and visit

[The National Careers Service](#) for further advice and guidance as well as:

[Parents Guide To Work Experience](#)

### Work Experience: Impact and Delivery - Insights from the Evidence

There is a lot of evidence and research that has found that students are not only more employable having engaged in work experience, they are also more likely to gain offer offers from universities. Encouraging your child to engage in work experience or offering a placement to a student will go a long way to kick start a young persons outcomes.

Watch this short video which discusses the key insights from the report, published by the *Education and Employers Taskforce*.

[Work Experience: Impact and Delivery - Insights from the Evidence - Education and Employers](#)

If parents would like to support the Work Experience Programme by offering a placement in their own workplace, please contact Mrs Bray via email on: [s.bray@gildredgehouse.org.uk](mailto:s.bray@gildredgehouse.org.uk)

### The process for selecting options

After the Work Experience launch, parents will be emailed a link to a Google Form, which will take them through a number of options. Students should explore all the options and discuss them with their parents. Only one response per student will be allowed, and students will not be able to change their minds once the form is submitted. There will be the opportunity to include a second parent email address to keep both parents informed about communication and selections. Completing the necessary Health and Safety checks can take a long time, therefore all option forms must be completed and submitted **no later Monday 4 November 2024**.

Students will one of have three options:

|                 |   |
|-----------------|---|
| <b>Option 1</b> | <b>Students find their own placement</b> and use the East Sussex County Council (ESCC) Work Experience Team to conduct pre-placement checks. The cost of each placement check is £18.00 and is payable via sQuid <a href="#">here</a> by Friday 8 November 2024.<br>The online form <a href="#">Work Experience Form Link 2025</a> must be completed by Monday 4 November 2024  |
| <b>Option 2</b> | <b>Students who are registered as pupil premium who have found their own placement</b> and require ESCC to complete the pre-placement checks can register purchase by going to the basket on sQuid <a href="#">here</a> by Friday 8 November 2024. If your son / daughter is registered as Pupil Premium and has not managed to find a placement, please select option 3 below.<br>The online form <a href="#">Work Experience Form Link 2025</a> must be completed by Monday 4 November 2024   |
| <b>Option 3</b> | <b>Students who are registered as pupil premium who are unable to find their own placement</b> will be able to receive guided support from the Careers Department and will have their pre-placement checking fee subsidised. Please select your purchase on sQuid <a href="#">here</a> by Friday 8 November 2024 as above and continue to add the offer to the basket. Please note that by selecting this option, there is no guarantee that a suitable placement can be found. The careers department will support your child during their Personal Development lessons, during break times or after school on request to find a suitable placement.<br>The online form <a href="#">Work Experience Form Link 2025</a> must be completed by Monday 4 November 2024 |
| <b>Option 4</b> | <b>Opting out of work experience.</b><br>In previous years, Gildredge House has had a high uptake on work experience and by selecting this option, the careers department will continue to work with your child to encourage them to take part in the programme. This will be achieved by supporting your child to overcome barriers or challenges they face that might deter them from taking part.<br>The online form <a href="#">Work Experience Form Link 2025</a> must be completed by Monday 4 November 2024  |

## Work Experience Form QR Code

To be completed by all parents/carers



## Option 1: Finding your own placement and conducting pre-placement checks through East Sussex County Council Work Experience Team

Placement opportunities on Aspire, the database administered by East Sussex County Council, are extremely limited as more and more schools come on board with their own work experience programmes. **Therefore, Gildredge House students are expected to find their own work experience placements.** There are no available placements on Aspire for the work experience programme. Students who are in receipt of Pupil Premium will have their placement subsidised. There are limited placements available for these students.

The benefits of finding an own placement encourages students to take their first steps into the employment market to look for potential work. The learning outcomes of the Year 10 work experience week are to become more confident and more independent and to develop communication skills whilst gaining an experience of the workplace. This experience is NOT designed to match a young person's career aspirations, but rather to develop soft skills and in some cases to generate potential part-time work for the coming years. Students have to start somewhere, and below are points to consider:

Students should think about what they would like to do. What are their favourite subjects? Ask parents/carers for help in making a list of related occupations.

- **English:** Consider a work experience placement relating to newspapers, libraries, press offices, teaching, solicitor, advertising agencies, TV, film, radio or the local tourist information office. What about the publicity and marketing departments?
- **Mathematics:** Consider a work experience placement relating to banking, accountancy, finance, engineering or retail. Think about a shop or business which has a finance department.
- **Humanities:** Consider a work experience placement relating to environmental services, development organisations, charities/charity shops, libraries, museums, an art gallery or politics.
- **Music, Art and or Drama:** Think about local art galleries, the local authority and local concert venues. Consider smaller performance venues. Talk to your subject teachers to see if they have any contacts or suggestions.
- **Science:** Placements are limited in Eastbourne but you can think about a local pharmacy or chemist such as Boots, or how about writing to Herstmonceux Observatory?
- **IT:** Do you know anyone or shops / small companies who build or repair computers or install television equipment?
- **DT:** If you are 'hands-on', how about a local engineering company? What about working in a local hairdressers or beauty salon?
- **Sport:** Local leisure/sporting centres, Water sports centres, various sporting clubs.
- **Hospitality:** Local cafes, restaurants and hotels are some of the best places to start
- **Health and social care/ Teaching:** Nursing homes, care homes, child nurseries, primary and secondary schools

### How to find a placement

Family members are often a good source for finding a work experience placement. What do your parents or grandparents do for a living? How about your brothers and sisters, or your aunties and uncles? Do you already know of a business where you may like to work, for example, a shop that you like, or an organisation you pass on the way to school? Make use of search engines such as Google and search for businesses in 'Eastbourne'. You can visit The Eastbourne Chamber of Commerce [here](#) and search the member section for specific employers. There are over 600 employers on the database. Not sure of companies to approach? Research the [National Careers Service](#) website which provides information, advice and guidance to help you make decisions on work. Take a look at job profiles and then match them to businesses in Eastbourne.

### Cost for pre-placement health and safety checks through Aspire

For pre-placement checks in East Sussex, including Brighton and Hove, the cost is £18.00 per student. Placements checks for London and other counties may not be possible to conduct as not ever Local Authority are not able to conduct pre-placement checks outside of East Sussex, so please check for availability and price with the Careers Department in this instance. An out-of-area fee can cost up to £80.00 and is dependent on the individual Local Authority checks. These out-of-area placements are subject to their own costing scheme and students should discuss their placement with Mrs Bray, Careers Co-ordinator, so that an individual payment option can be set up on sQuid. **Payment for using ESCC to conduct pre-placement checks should be made via your son / daughter's sQuid account [here](#) no later than Friday 8 November 2024.**

### Deadline

Please click [Work Experience Form Link 2025](#) to complete the Work Experience Choices Form, selecting Option 1, and submit the form **no later than Monday 4 November 2024**. There are no extensions to this deadline. Once the form has been completed, the pre-placement checking process will begin which can take time to complete because we have over 150 students in the year group. If you find a better placement and would like to submit another form, your child's most recent entry will be taken and these details will be forwarded along to the ESCC Work Experience Team for the pre-placement checks. Earlier entries will be disregarded.

**Please ensure all the employer's details are entered correctly, especially the email address as this is how we will secure the pre-placement checks as well as liaise with employers. Gildredge House is a paper free school, and all correspondence is administered via email or via forms. Please ensure email addresses are doubled checked when entered.** Before completing the form, please ensure that you have completed the following in full:

- The name of the company in which your son/daughter will be working (including branch details)
- The name, email address and telephone number of the person with whom the placement has been arranged
- The department in which the placement will be taking place
- The name, email address and telephone number of the person who will be supervising the placement during the week.

If full names, complete and correct email addresses, and telephones are not given on the form, it will not be eligible. Your son / daughter will be contacted at their employment in person or via Teams.

Once students have submitted their form [Work Experience Form Link 2025](#), the pre-placement fee can be paid on sQuid [here](#) by no later than Friday 8 November 2024. The fee is non-refundable, even if your circumstances change. In November the school will cross-reference those students who have registered for a placement against sQuid payments received to ensure that there are no outstanding payments.

**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](mailto:s.bray@gildredgehouse.org.uk) or telephone 01323 400650 ext. 2037.**

### As a parent, can I by-pass the health and safety checks?

You may decide to take your child to your workplace and may want to take personal responsibility for the health and safety of your own child. In this case, please note the following important information as outlined by East Sussex County Council Work Experience Team:

“ The Association of British Insurers, have agreed that students on work experience placements which conform to the Education (Work Experience) Act 1973 should be treated as staff for the purpose of insurance against personal injury, provided that the insurer has been notified. **Therefore all placement providers must have Employers’ Liability Insurance.**”

“Although employers who are close relatives of the student (mother, father or carer) are considered exempt from this, **it is still recommended that placements do not take place with ANY employer who does not have employer’s liability insurance.** (This recommendation is made with the intention of maintaining the safety and wellbeing of the student at all times, all appropriate health & safety guidance adhered to, and appropriate risk assessments carried out).”

“The school have a duty of care towards students on work experience and therefore all placements will require a pre-placement HS check”.

### To summarise

All employers, be they parents or carers to the student, must provide ESCC or the School with a copy of their employers liability insurance certificate if they are taking their child for work experience to their place of employment.

### Form and Payment Deadline

The online form [Work Experience Form Link 2025](#) must be completed by no later than Monday 4 November 2024. Please select Option 1 on the form.

The payment must be paid on sQuid [here](#) by Friday 8 November 2024. The finance department will reconcile the payments and requests shortly afterwards.

### What if my child has SEND, is a looked after child, or is considered to be a vulnerable child?

The work experience programme must meet the needs of all our students, regardless of their academic abilities and capabilities. If your child has SEND needs, is a looked after child or is considered vulnerable, they will be given extra support to ensure that their placement is meaningful and keeps them safe.

If this is your child, it is helpful to outline your child’s needs on the form, as this information will be passed along to the employer. If you have concerns about your child’s placement, please contact Mrs Sara Bray [s.bray@gildredgehouse.org.uk](mailto:s.bray@gildredgehouse.org.uk) to discuss these in more detail. The Careers Department also works closely with our Head of Inclusion to ensure that students needs are met. If you would like to discuss this with the SEND department, please email Mr Tom Addems (Assistant Head of Inclusion) [t.addems@gildredgehouse.org.uk](mailto:t.addems@gildredgehouse.org.uk)

**If parents would like to support the Work Experience Programme by offering a placement in their own workplace, please contact Mrs Bray via email on [s.bray@gildredgehouse.org.uk](mailto:s.bray@gildredgehouse.org.uk)**

## Option 2: My son / daughter is registered as pupil premium and has found a placement independently

If your son/daughter is registered as pupil premium and they have found a placement independently, they can have their health and safety and pre-placement checks subsidised by the pupil premium budget and parents and carers will not have to incur a charge for this service. In this case, the deadline for selecting this option is Monday 4 November 2024.

Please follow Option 2 on the booking form [Work Experience Form Link 2025](#) and you must and indicate the employer details in full. When taking up the offer on sQuid [here](#) please select the Year 10 Work Experience Health and Safety check offer and continue to the basket. No charge will be made to the sQuid account.

### Form and Squid Booking Deadline

The online form [Work Experience Form Link 2025](#) must be completed by no later than Monday 4 November 2024. Please select Option 2 on the form.

The selection must be made on sQuid [here](#) by Friday 8 November 2024

If parents would like to support the Work Experience Programme by offering a placement in their own workplace, please contact Mrs Bray via email on [sarabray@gildredgehouse.org.uk](mailto:sarabray@gildredgehouse.org.uk)



## Work Experience Form QR Code

For all parents and carers to complete



## Option 3: My son / daughter is registered as pupil premium and has been unable to secure a placement independently.

If your son/daughter is registered as pupil premium and they have been unsuccessful in finding a placement, they will be able to receive additional support from the careers department. Please note that as there are 150 students also seeking work experience at the same time, placements are limited. This means that if a parent has any suggestions or contacts, the careers department can follow these up on your child's behalf. If you can support your child to find a placement, then this will be the most beneficial option. In this case, the deadline for this option is Monday 4 November 2024. Please click the [Work Experience Form Link 2025](#) Your child will be invited to attend an appointment in the careers library to find a placement on ASPIRE during November.

When taking up the offer on sQuid [here](#) please select the Year 10 Work Experience Health and Safety check offer and continue to the basket. No charge will be made to the sQuid account.

### Form and Squid Booking Deadline

The online form [Work Experience Form Link 2025](#) must be completed by no later Monday 4 November 2024. Please select Option 3 on the form.

The selection must be made on sQuid [here](#) by Friday 8 November 2024.

If parents would like to support the Work Experience Programme by offering a placement in their own workplace, please contact Mrs Bray via email on [s.brave@gildredgehouse.org.uk](mailto:s.brave@gildredgehouse.org.uk)



## Work Experience Form QR Code

For all parents and carers to complete

## Option 4: Opting out of the Work Experience Programme and remaining at school on a timetable

Gildredge House has traditionally had a high uptake for work experience, and we want to support every child to gain this valuable experience for the week. It is recommended that you help your child to find a work experience placement. The Careers Department will try to support where possible. This is not always possible and the best option is to encourage your child to follow the steps outlined in the handbook to look for a placement independently and to follow up on the guided lessons at school which teach children how to draft letters, emails and approach employers.

If you and your son / daughter have been unsuccessful in finding a work experience placement by the end of November, your son / daughter will remain at school on a full timetable.

The Work Experience Programme is not statutory; however, Gildredge House strongly advises students to participate and will support all students to engage in the Work Experience Programme. If they are struggling because of anxiety, fear, or because of SEND or other barriers, the school want to help and support. Please talk to your child's tutor in the first instance, or contact Head of Inclusion for advice on how best to support your child. The Careers Department work closely with the SEND support staff to ensure that all students are able to access the work experience programme.

Research suggests that students who have completed work experience have a better chance of finding employment. Please read the full guide on how to apply for work experience and visit [The National Careers Service](#) for further advice and guidance as well as [Parents Guide To Work Experience](#)

Please click [Work Experience Form Link 2025](#) to complete the Work Experience Options Form, selecting Option 4, and submit the form **no later than Monday 4 November 2024**.

### Work Experience: Impact and Delivery - Insights from the Evidence

There is a lot of evidence and research that has found that students are not only more employable having engaged in work experience, but they are also more likely to gain offer offers from universities. Encouraging your child to engage in work experience or offering a placement to a student will go a long way to kick start a young persons outcomes.

Watch this short video which discusses the key insights from the report, published by the *Education and Employers Taskforce*.

[Work Experience: Impact and Delivery - Insights from the Evidence - Education and Employers](#)



## Work Experience Form QR Code

For all parents and carers to complete

## Advice for Students

### What is Work Experience and why should I do it?

A work experience placement is your opportunity to spend time outside the classroom, learning about a particular job or area of work. You will experience what an occupation involves and adapt to routines within a workplace.

The aims of the Year 10 Work Experience Programme are to gain an overall experience of the workplace and develop vital skills such as self-confidence, communication, independence and a variety of other skills. You will be able to assess your strengths and your weaknesses and will have an opportunity to learn and grow from them. You will have an opportunity to build a CV and gain valuable references. In the future, the Year 12 Work Experience Programme will be an opportunity to start matching an employer to your career aspirations.

### What types of Work Experience can I do?

Whatever it is that gets you out of bed on Saturday mornings - this could be the very thing that you would love to do for your work experience placement. Finding the best work experience place is all about reaching out to employers early. If you are unsure about what type of work you would like to apply for, please visit the Careers Advice Centre and make an appointment to see Mrs Bray during your Personal Development lesson or pop into the careers library during breaks, or after school.

The six degrees of separation theory states that everyone is only six contacts away from another person, by way of introduction. This means that if you speak to six people about your work experience ideas, one of them may be able to provide you with an opportunity.

### Tips on securing a Work Experience Place

1. Make a list of at least ten companies / businesses - the more the better.
2. Draft your letter, proof read it and hand deliver or post it.
3. Call or visit and ask, for example, "Hello, I'm enquiring about the possibility of organising a work experience placement from Monday 3-8 March 2025". The employer will tell you what to do next.
4. Competition for work experience placements can be really tough, so you will need to make the right impression when asking for it.
5. Sometimes asking for two placements (one for you and a friend) may put an employer off. If an employer is willing to take you in pairs, then that may work too!
6. Be proactive and remember that placements will not be coming to you. You have to communicate to your friends and family and follow up your leads and contacts - sometimes even two or three times.
7. Be organised: Get yourself a folder or a file and keep everything in one place.
8. Make detailed notes of your conversations and remember to take a note of the name(s) of people you spoke to.
9. Date all your correspondence and your telephone calls.
10. Make a 'To Do' list.
11. Make your calls in the morning and remember to follow up any return calls. For example, if you are asked to call back in one hour, then remember to do so and, if you are out, make time to make the call.

# Writing a Covering Letter

## Why do you need a covering letter when applying for a work experience placement?

The covering letter is part of the process of asking for a work experience placement. Your covering letter demonstrates your writing style.

## How long should your covering letter be?

The key is that the covering letter should never be longer than one page. Find a quiet place to write your letter. Research has shown that:

- 19% of employers preferred a full page covering letter;
- 46% preferred half a page covering letter;
- 11% had no preference; and
- 24% felt the shorter the covering letter, the better!

## Who should you address your covering letter to?

Try to find out the name of the right person to write to, for example, Mrs Mary Christmas or Mr Joe Bloggs and add their job title, for example, Finance Director or Office Manager.

Research has found that those students who sent a covering letter and envelope addressed to the correct named person were 15% more likely to receive a letter of acknowledgement and 5% more likely to gain a placement. Address your letter as follows:

Dear Name / Job Title; or Dear Sir/Madam; or To whom it may concern

## Describe a few of your competencies

As you are very new to the world of work, you might want to consider adding some truthful statements. For example:

- I am determined to get the most from my work placement;
- I am enthusiastic and I am looking forward to experiencing the workplace;
- I am willing to learn new tasks;
- I am sensible and I am able to work on my own initiative; or
- I am looking forward to exploring the career prospects of law / medicine / leisure / catering.

Ask your parents if they can suggest anything you could add here.

When writing a covering letter or a covering email:

- ensure that you have spelt contact names and the company name / address correctly;
- include a subject heading or a subject line;
- introduce yourself;
- remember to include the date;
- make sure you include the placement dates: **Monday 3<sup>rd</sup> March - Friday 7<sup>th</sup> March 2025**
- outline the type of placement you are looking for and why you are interested in that field of work, for example, "I would like to explore a career in dentistry, but I am flexible and willing to explore other healthcare professions";
- never use a long word where a short one will do;
- never use jargon if you can think of an everyday equivalent;
- ensure that you have included your contact details, including an email address, so that the employer can contact you;
- sign off your letter properly: use '*Yours sincerely*' if you know the person you are writing to and '*Yours faithfully*' if you do not know the person's name;
- finish your letter with a clear signature; and
- hand deliver your letter if you are able to.

When writing a covering letter or a covering email, remember:

- that presentation is very important;
- to double-check your spellings; and
- to ask someone to proofread it before you send it.

Things to consider when writing and sending an email:

- emails are a less formal, but a much quicker way to communicate with potential employers;
- many companies communicate via email, so it is considered acceptable to contact them in this way, although a letter is considered to be the best way to make a good impression.

Keep a record of which employers you have written to, including the following:

- ✓ Name of business: e.g. Headmasters Hairdressers
- ✓ Email / letter sent: e.g. joebloggs@headmasters.co.uk
- ✓ Date of communication: e.g. 10.08.24
- ✓ Name of contact: e.g. Mary Christmas
- ✓ Job Title of contact: e.g. Head of Human Resources

When writing a covering letter or an email:

- ensure that you have spelt contact names and the company name correctly;
- remember to date your letter or email;
- give your letter a subject heading in the description box of the email;
- make sure you include the placement dates: **Monday 3<sup>rd</sup> March - Friday 7<sup>th</sup> March 2025**
- introduce yourself;
- outline the type of placement you are looking for and why you are interested in that field of work. For example, “I would like to explore a career in nursing, but I am flexible and willing to explore other healthcare professions”;
- ensure that you have included your contact details, including an email address, so that the employer can contact you;
- sign off your letter clearly. Use ‘*Yours Sincerely*’ if you know the person you are writing to and ‘*Yours Faithfully*’ if you don’t know the person’s name;
- finish your letter with a clear signature;
- hand deliver your letter if you are able to.

When writing a letter don’t forget:

- presentation is very important;
- double check your spellings;
- check words that don’t show up on spell check;
- check names and addresses are correct;
- ask someone to proofread your letter before you send it.

Things to consider when writing and sending an email:

- emails are a less formal but are a much quicker way to communicate with potential employers;
- many companies communicate via email, so it is considered acceptable to contact them in this way, although a letter is considered to be the best way to make a great impression;
- emails are considered important documents and can be used in a court of law.

Don’t be embarrassed to follow up your letter or email with a phone call. Have a pen and piece of paper handy when you telephone so that you can take notes about the conversation.

## Template

Your name  
Home address 1  
Home address 2  
Postcode

Contact name (HR Manager, Recruitment Manager or Manager)  
Company Address line 1  
Company Address line 2  
Postcode

Date

Dear Mr/Mrs/Miss.....or Sir/Madam

**Application for Work Experience Placement: Monday 3<sup>rd</sup> March - Friday 7<sup>th</sup> March 2025**  
**Administration / Finance Department / Assistant**

I am a student from [school name]. I will be completing my work experience from [start date] to [end date] and need to find my own placement. I am hoping that you are able to offer me a placement within your company/organisation.

The reason why I would like to complete my placement at (company name) is

(Explain why you have chosen to write to them e.g. I am interested in finding out more about..... or I would like to gain experience in.....)

You can also use this section to show what you know about the company: At school I am studying.... Or my hobbies and interests are.....

(Tell the company a bit about yourself; include any responsibilities that you have, both in and out of school)

I look forward to hearing from you.

Yours faithfully or Yours sincerely (if you know the person's name)

*(sign here)*

Your name

## Telephone Contact

Be confident and follow up your letter or email with a telephone call. Have a pen and a piece of paper to hand when you make the call so that you can take notes of the conversation.

When speaking to potential employers on the telephone:

- remember to speak clearly;
- ask to speak to your contact name, or, if you addressed your letter to the Human Resources Manager, then ask to speak to the Human Resources Manager;
- if your contact is unavailable, ask if you can leave a message, for example, “Please may I leave a message ... my name is Joe Bloggs ... I wrote a letter to Mary Christmas enquiring about a work experience placement and I am calling to follow this up”;
- in your message, give as much information as you can, including your name, your contact details, and the fact that you are enquiring about a work experience placement;
- in your message, leave the best contact telephone number that will reach you and make yourself available to answer the phone should they call you;
- if you reach your contact, explain why you are calling;
- be prepared to listen and avoid ignoring a question; and
- try to be speak in a confident manner.

The potential employer may ask you a few questions, for example:

- Why are you applying to this business?
- What is your interest in the business?
- How did you find out about this business?
- What do you want to achieve from your work experience placement?
- In which business are you considering a career?

Before contacting a potential employer, do some research into the company and think about other questions they may ask. Think about reasons why you would like to do work experience with that company. For example:

- I am interested in a placement at the Leisure Centre as I would like to study ‘Sport’ at college and then at University.
- My auntie told me about your business.
- I did an internet search and I read about your company on Google.
- I am thinking of a Health related career, and working in a doctor’s surgery will give me a great opportunity to explore the kinds of careers in the health sector.
- I am not sure what I would like to do, but I can see that I would gain a varied placement within your company.
- I am flexible and willing to learn, and I want to get a feel of the workplace from this experience.

Be polite throughout the conversation, and remember to thank the employer for their time. If you are turned down for a placement, don’t be afraid to ask the employer if they know of a similar company who you could approach. Be confident; employers enjoy talking to confident young people. At the end of the conversation, make brief notes to remind you of the details, for example, employer (name) said a placement is possible, but he/she needs to talk to a colleague before confirming, or left a message. Make a note to call back if you don’t have a final answer.

## Work Experience opportunities available locally

- Product design
- Working in laboratories
- Engineering
- Care homes
- Sports venues
- Accountancy firm
- Local government
- Electrician
- Vets
- Mechanic
- Childcare: teaching / nursery
- Leisure Centre
- Adventure Park: Egg; zoo / activity centre
- Plumbing
- Building and construction: architecture
- Education: teaching
- Transport: rail or bus services
- Entertainment: local theatre and dance company
- Manufacturing
- Catering
- Law firm - basic administration only
- Health care: hospital / doctor / dentist
- Manual therapy: osteopathy
- Estate agents
- Farms
- Graphic design
- Broadcasting: radio / television
- Hotels
- Media: journalism/newspapers / magazines
- Travel agency
- Retail
- Voluntary sector: charity shop
- Hairdressing and beauty
- IT - Software development company
- Emergency services e.g. police, although these placements are rare
- Agriculture: plant nursery
- Interior design agency
- Advertising agency

## Where Do I look for a Placement?

### Eastbourne Chamber of Commerce

The Eastbourne Chamber of Commerce offer contact details of almost all business in Eastbourne. **This is an excellent starting point** to send emails requesting opportunities. A link to their website can be found below.

[All Members | Eastbourne Chamber of Commerce \(eastbourneunltd.co.uk\)](http://eastbourneunltd.co.uk)



## Work Experience Frequently Asked Questions

### Is Work Experience Statutory?

Since 2008, Work Experience (WEX) is not statutory, however, Gildredge House believes in the importance of the WEX programme. Not every school in Eastbourne offers work experience, but Gildredge House has invited our Year 10 students to participate in the programme. Importantly though, The Careers and Enterprise Company recognise the value of experiences in the workplace and are now placing more emphasis on it in Gatsby Benchmark 6 [here](#).

### Why is Gildredge House not using Aspire to offer students work experience placements but other schools are?

Employer opportunities in Eastbourne are limited due to the size of the town and employers who have previously supported the East Sussex County Council Aspire Work Experience Programme are now less inclined to do so. This is due to the General Data Protection Regulations and fatigue as more and more schools come on board demanding more placement weeks. Staff shortages and lack of time has seen less and less engagement from employers. The School have reviewed the learning outcomes for the work experience programme and Gildredge House believes that one of the most important aspects of work experience, is that students research and find their own placement to experience the workplace.

### Why do I have to pay £18.00 when my son / daughter has found their own placement?

The £18.00 charge (or up to £80.00 charge if outside East Sussex - please check with [s.bray@gildredgehouse.org.uk](mailto:s.bray@gildredgehouse.org.uk)) covers the compulsory health and safety check. This fee also covers the cost of a pre-placement visit and the important endorsement of principles check, which includes giving employer guidance about who can and cannot work with young people.

### The placement is with the parent or a close relative/friend, do I need a placement check?

The placement may be with a family member or a good friend and you may feel confident that all health and safety procedures are in place. Regardless of the relationship, all health and safety checks must take place and the parent/carer will have to provide ESCC with a copy of the employers liability insurance certificate.

### If my son / daughter finds their own placement when do the pre-placement visit and Health and Safety checks start?

As soon as the form [Work Experience Form Link 2025](#) has been completed, the details of the placement will be sent to the Work Experience Team at East Sussex Country Council. The team will contact the employer via the details given on the form and will make an appointment to visit the workplace. As there are many employers on the list to be checked, these pre-placement checks can take some considerable time to arrange. This is why the School have been given an early deadline.

### Why do some schools charge the £18.00 placement fee while others do not?

Gildredge House has absorbed the East Sussex Aspire subscription fee and the administration cost of the programme as well as the monitoring visits. In rare cases, some schools offer the health and safety checks as a free service to students. Gildredge House does not. East Sussex County Council states that all schools administer these payments in accordance with their own budget demands.

### **What if my son / daughter does not wish to engage in the Work Experience programme?**

The Work Experience Programme is not a statutory requirement, however Gildredge House strongly advises students to participate and Gildredge House will support where possible to engage in the Work Experience Programme. Students who do opt out will remain in school on a timetable. Extra-Curricular Twilight Activities will not run during the Work Experience Week and students will leave school at 3.00pm. Failure to attend school or their work experience placement will result in your son / daughter being registered with an unauthorised absence. See section on school unauthorised absence and may be subject to the appropriate sanctions.

### **What if I know of another student who has secured a work placement at the same business / company at the same time as my son / daughter. Do I still need to pay for the checks?**

The £18.00 pre-placement fee is still chargeable irrespective of whether there is another student undertaking work experience within the same business / company. It is possible that students could be working within a different department and different colleagues, or have different Line Managers and work colleagues, or are working in a different environment / building.

### **What if my son / daughter has been offered a placement for four days or less?**

Students are expected to engage in a work placement for the full five days of Work Experience Week. If an employer offers slightly less than a full week, please contact Mrs Bray to see if this is a viable placement. Students will be expected to come into school on a timetable when the employer is unable to accommodate them. Failure to come into school could result in an unauthorised absence.

### **What if I have a Year 10 taster day on the day of my work experience?**

In the unlikely event that a Year 10 taster day falls on the day of work experience, the decision on whether to go will lay with the employer. Opportunities to visit colleges and sixth forms will become available again in the autumn term of Year 11.

### **What if my chosen employer does not have employer's liability insurance?**

It is law that any company who employs more than one staff member must have liability insurance, however, some small companies who do not employ staff quite often do not have it. This is typical of self-employed individuals who work remotely within their own businesses. If you have found a placement with a company and they do not have liability insurance as they are a sole-trader then you will be unable to attend this placement. Every student must have employers' liability insurance to go out on work experience. If you would like to discuss this further, please contact Sara Bray [s.bray@gildredgehouse.org.uk](mailto:s.bray@gildredgehouse.org.uk)

### **Will Gildredge House send my son / daughter's medical information to the employer?**

Under GDPR legislation, Gildredge House are not able to forward along any medical details to an employer. Parents will be given an opportunity on the work experience form to declare any medical information about their son / daughter. When completing the form it is important to be clear about all needs and disabilities so that employers can prepare and support your son / daughter. It is also strongly advised that any relevant medical information is forwarded to the employer directly by the parent before engaging on the placement. Accidents can happen in the workplace and it is sensible for employers to know basic information. If, however, you do not wish to submit this information, please select No on the form and your son / daughter's medical information will remain confidential in line with Gildredge House Data Protection Policy.

### **What if my son / daughter needs additional support?**

Please ask your son / daughter to talk to their Tutor and make an appointment with Mrs Bray, during break or lunch time. Every opportunity will be taken to ensure that students feel comfortable and supported in their placement.

### **What if students submit the Work Experience Option Form, but then receive an offer from a more suitable employer?**

If there is a change of placement before 4 November 2024 and you have completed the form, you may make another entry and your first entry will be deleted. Please contact Mrs Bray via email to acknowledge the change which will be acknowledged in writing on [s.bray@gildredgehouse.org.uk](mailto:s.bray@gildredgehouse.org.uk)

### **Do I still have to pay £18.00 for the East Sussex County Council Health and Safety checks if my employer is also on Aspire because of their involvement with work experience with other schools?**

Yes. Supportive employers who have engaged in the work experience programme in previous years with students from other schools have agreed to keep their details on the Aspire database, however, their Health and Safety certificate may have expired. East Sussex County Council will request that an up-to-date Health and Safety check is completed. In addition, The Endorsement of Principles check, which requires the employer to disclose specific information about their employees, will be out of date if new staff have joined the company. If you wish, you can choose Option 2 and provide a copy of their employer's liability insurance certificate.

### **Is it possible for an employer to offer more than one work experience placement?**

Accepting students on a work experience placement is at the discretion of the employer, and they may not have the staffing to facilitate more than one placement. Multiple placements at a single employer is at the discretion of the employer.

### **If I have an Educational Health Care Plan, can I communicate all this via my Individual Needs Assistant?**

Whilst seeking the advice and support of your son / daughter's Individual Needs Assistant is necessary and helpful, it is also essential that parents communicate any changes regarding their son / daughter's work experience placement to the Careers Co-ordinator directly as well as at the Head of Inclusion Mr Tom Addems [t.addems@gildredgehouse.org.uk](mailto:t.addems@gildredgehouse.org.uk) . Any discussion regarding the Work Experience Programme must include Mrs Bray, as all instructions to employers come directly from the careers department. **Also, students are encouraged to disclose any SEND to employers via the work experience form so that they are able to provide appropriate support.**

### **My son / daughter receives free school meals - will I have to pay for the health and safety Aspire checks?**

Students who are in receipt of fsm/pupil premium will not have to pay for their checks. Payment If the placement is out of area, students can apply for a discretionary fee by putting their request in writing, including details of the employer and the nature of the business to [s.bray@gildredgehouse.org.uk](mailto:s.bray@gildredgehouse.org.uk)

### **What if my son/daughter is unable to find a work experience placement?**

In the unfortunate event that your son / daughter is not able to secure a placement, then they will be expected to be in school on a GCSE revision timetable.

### **Is my son / daughter able to attend a College Taster Day which is taking place during Work Experience Week?**

Students must ask permission from their employer to be absent from work and parents must register their son / daughter's absence on EduLink or by informing the Attendance Officer by email on [absences@gildredgehouse.org.uk](mailto:absences@gildredgehouse.org.uk) A confirmation email or letter from the College will also be required in order to update our registers.

### **Will my son / daughter's personal information be kept safe?**

When parents complete the work experience form, they are agreeing to the School's privacy statement. When parents submit the form, they are agreeing to their son / daughter's personal information, which includes any stated medical, and SEND information to be shared with the employer. This is shared to ensure that your son / daughter has a supported and has a positive experience within their workplace.

## Support and Next Steps

Year 10 will receive an assembly in early in June about their work experience expectations and will spend time in tutor discussing how to find a placement.

Parents will receive correspondence via email which will contain a link to the Work Experience Choices Form [Work Experience Form Link 2025](#) that will detail the available options. Students should explore each option and discuss these with their parents.

While Mrs Bray has contacts with local businesses, other schools are also undertaking work experience during a similar time. It is not the responsibility of the Careers Co-Ordinator to find placements although help will be offered, and every attempt will be made to match an employer where possible. Mrs Bray is available to offer advice on writing a CV and finding a work experience placement, and can communicate with employers on students' behalf. Please contact Mrs Bray via email if you have any queries, or if you would like to book an appointment to see Mrs Bray, you can do so during working hours on Monday - Friday 9:00am - 3:00pm. Appointments during break must be arranged in advance by contacting Mrs Bray via email on [s.bray@gildredgehouse.org.uk](mailto:s.bray@gildredgehouse.org.uk)

Students will be working in their Tutor Groups to prepare for Work Experience Week, learning about soft skills, keeping safe while at work and learning about what to expect in the workplace.

Shortly before Work Experience Week commences, students will be issued with a Work Experience Log-Book available on the website under student careers/work experience. This must be shared with their employer and the relevant sections completed by both the student and the employer. **This must be completed during the week as it will be used to support students' Sixth Form / College applications.**

Year 10 students will be asked to share their week's experiences within tutor time on their return to school during the work experience 'What I have Learnt from Work Experience' sessions. Students will keep their work experience logbooks as a reference and as a starting point to build on their employability skills. Whilst students will refer to them during the de-briefing at school, the logbooks are their personal journals to keep.

**For further information on Employability Skills, please visit SkillsBuilder**

[The Skills Builder Partnership](#)

Students are asked to respect employers' rights to withdraw an offer of a work placement and, should this happen at short notice, please see Mrs Bray for support on finding a new placement. Only placements that have undertaken pre-placement health and safety checks will be considered and an Employers Liability Certificate will be needed for your son / daughter to go out on work experience.

The fee for East Sussex County Council health and safety check is non-refundable.

## Essential Skills





One day,  
everyone will  
build the  
essential skills  
to succeed

## Key Diary Dates

**Monday 4 November 2024:** The Work Experiences Options Form must be completed. Please click [Work Experience Form Link 2025](#)

**Friday 8 November 2024** Payment for Aspire to conduct Health and Safety checks must be made via sQuid [here](#) The East Sussex pre-placement checking fee is £18.00. This is a non-refundable fee so should your employer withdraw their placement offer, you will not be able to claim this fee back. Furthermore, any outside East Sussex Pre-Placement checks are priced separately and are at the discretion of the local authority conducting these checks. Not all local authorities carry out pre-placement checks. Please check with the careers department to confirm if your child's placement is out of the area.

If your son / daughter is eligible for Pupil Premium funding, the school will subsidise the cost of the Health and Safety checks through Aspire. No payment is needed, however, to start the process, please select via their sQuid account which will show a £0.00 cost. Please add the offer to your basket.

### Extension of deadlines

**Deadlines will not be considered, unless under extenuating circumstances.** Extensions will only be considered by the Head Teacher. Please contact Mrs Bray, Careers Co-ordinator, via email on [s.bray@gildredgehouse.org.uk](mailto:s.bray@gildredgehouse.org.uk) to apply for a deadline extension.

If you have any queries about the contents of this Work Experience Programme Guide or the Work Experience Week please email [s.bray@gildredgehouse.org.uk](mailto:s.bray@gildredgehouse.org.uk)

## Documents and links that support Work Experience

Work Experience Logbook [GH Work Experience Log Sara Bray 2024.pdf](#)

(an editable Word version of the logbook will be emailed to parents/carers)

Work Experience 2024 Form

ESCC Guidance for parents [WEX Guide - For Parents.pdf](#)

ESCC Guidance for Students [WEX Guide - For Students.pdf](#)

ESCC Guidance for Employers [WEX Guide - For Employers.pdf](#)

ESCC Guidance for finding your own placement [WEX - Finding your own placement.pdf](#)

ESCC Guidance for how to contact and employer [WEX - Finding your own placement.pdf](#)

SkillsBuilder [The Skills Builder Partnership](#)

The impact of work experience Work Experience: [Work Experience: Impact and Delivery - Insights from the Evidence - Education and Employers](#)

Chamber of Commerce [All Members](#) | [Eastbourne Chamber of Commerce](#)  
([eastbourneunltd.co.uk](http://eastbourneunltd.co.uk))

More information on being a work experience host can be found on the [Health and Safety Executive website](#). It gives more information on employers' requirements around the health and welfare of young people.

The CIPD '[Making work experience work: Guide for employers](#)' gives more information on how to make the most of a work experience opportunity.

If you are interested in offering work experience, or would like further information about the services available to support your recruitment needs, please contact the Employer Services Line. They can offer advice and will be able to connect you with a local Jobcentre Plus specialist.

You can contact the Employer Services Line using the [online enquiry form](#) or by phone.



## Work Experience Form for completion by all parents/carers

### QR Code

More information and useful guides can be found on the [Gildredge House Website](#) [Here](#)

Support including:

- **How to find your own placement**
- **Work Experience Log-book (Word.doc and Pdf format)**
- **Guide for Parents**
- **Guide for Students**
- **How to contact employers**

Contact [s.bray@gildredgehouse.org.uk](mailto:s.bray@gildredgehouse.org.uk) for further information