Acle Academy
Respect, Aspiration and Determination

Work Experience Information Booklet June 2027

The benefits of work experience and how to secure a placement



Welcome to the start of your Work Experience Programme for June 2027

All year 10 students will undertake work experience in their summer term: 14th-18th June 2027.

This booklet has been designed to give you all of the information you may need to arrange your placement.

In the summer term, we will provide you with more guidance, to help you get ready for your placement. It is important that you are equipped to make the most of the opportunity, and to be safe whilst you are on placement.

Mrs M Jacotine - Assistant Principal &
Careers lead

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Work Experience – what's in it for me?

The Benefits

Research from the **Education and Employers Taskforce** shows that a young person who has four or more 'meaningful encounters' with an employer is 86% less likely to be unemployed or not in education or training, and can earn up to 22% more during their career.

In addition to school-based encounters with employers, students should have first-hand experience of the workplace. Undertaking work experience gives students a more realistic idea of the expectations and realities of the workplace.

Most students think that work experience is only about trying out a job that they think they want to do in the future, however, it is about so much more than this. Work experience is about learning new skills and developing new ideas within the world of work. It is important that you go on a placement at a business or organisation that interests you; however, when you apply for sixth form, college or an apprenticeship, people are far more interested in the skills and attitudes that you have developed through work experience, rather than where you actually went.

Employability skills

Most employers are interested in general skills and qualities such as the ability to:

- **Use your initiative, organise and manage yourself well**
- **Get on with people, work as part of a team and communicate with others**
- **Be able and willing to learn new things**
- **Be enthusiastic, hardworking and loyal**

Attributes and qualities like these are called **'employability skills'**, or sometimes '**transferable skills'** because they are skills and attributes that you continue to develop in different jobs throughout your working career.

Employability skills are the most important things that you need to develop in order to succeed in the workplace. Having a positive attitude to work experience will ensure you make a very good start to your working life.
You will be able to develop some of these **employability skills** through work experience. For example:

Core Skills	Advanced Skills
Punctuality and attendance	Communication with wide range of colleagues and clients
Personal presentation	Team working
Politeness	Problem solving
Listening and concentration	Creativity
Reliability and trustworthiness	Ability to acquire advanced work related skills
Communication with adults	Self-directed working
Ability to learn skills needed	

Other benefits of work experience

Work in the 21st century demands highly skilled and flexible employees. You can benefit from work experience in many ways. For example, you will have the opportunity to:

- ✓ Gain an insight into what the world of work is really like
- ✓ Test out a job or career area to see if you like it
- ✓ Discover the advantages and disadvantages of a particular job or industry sector
- ✓ Understand employers' expectations for employees
- ✓ Find out about jobs you hadn't considered or didn't know existed
- ✓ Gain experience of organising yourself and travelling to work on time

- ✓ Meet new people and learn about their career journeys
- ✓ Increase your awareness of your own skills and strengths and build confidence
- ✓ Understand how the subjects you study in school link to certain jobs
- ✓ Increase your motivation to do well in school
- ✓ Make contact with potential employers for part-time work or future apprenticeships
- ✓ Build useful experience for your CV
- ✓ Establish referees for applications for future employment and college

Growth Employment Sectors in Norfolk

There are placement opportunities across almost all occupational areas, but there is higher demand in the job market for people with skills in Science, Technology, Engineering, the arts and Mathematics (STEaM). Other areas where employment opportunities are high and growing in Norfolk are:

Health and Social Care	Advanced Manufacturing and Engineering
ICT and Digital Creative	Energy (Especially renewable)
Finance and Insurance	Tourism and Culture
Hospitality and Catering	Uniformed Public Services
Retail	Construction and Built Environment
Life Sciences	Agriculture, Food and Drink

These would all be good areas to look into, when planning your placement and thinking about future careers. To find out more about these career areas and organisations you could approach locally, that work in these sectors, please look at:

ICANBEA This website links to a wide range of organisations across Norfolk and Suffolk with videos about their businesses, contact details and opportunities and vacancies.	

NORFOLK WORK AND SKILLS Provides labour market information about all of the sectors above, with recommendations for key businesses in Norfolk to research.	

NATIONAL CAREERS SERVICE The Government's careers information website which provides job profiles, careers advice and quizzes, so you can explore what jobs might suit you.	

How to find a Work Experience Placement

We expect all students to self-generate a work experiment placement

This means you need to research and make contact with potential placement providers and take on the responsibility of completing all the necessary paperwork before the deadline. This requires you to begin NOW.

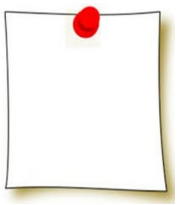
Think about what type of work you might like to do on your placement, where you wish to work and consider issues such as transport – how will you get there on time?

Research, effort, organisation, good communication, and using your initiative are important in this process.

It's great when you know what kind of career you would like to pursue in the future. However, the real value of work experience is not always in the specific tasks that are done, but in learning to become more self-reliant in an adult environment. We encourage you to find your own placement, based on your interests and aspirations, as this process of considering what you would like to do, researching possible organisations, and approaching them, is one of the key benefits of work experience. It is essentially the same process you will use to find a job in the future.

Write down some jobs you might be interested in researching for your placement:

For more information about different jobs and the qualifications, skills and training you need to do the job, please visit one of the websites at the end of this booklet.



The process for finding your placement

1. Decide on the type of work you would like to do. It may be related to an idea for a future career, or just an area of work that you would like to experience. All work experience can be equally valuable regardless of the career area, providing it gives you a good opportunity to develop your employability skills.

2. Look for a placement by asking your parents or carers, relations and friends if they know anyone doing the type of work that you are interested in. ***It might be worth parents putting out a plea via social media to friends and relatives!*** You can also ask your tutor and staff at school, look at advertisements in newspapers and magazines, look at shop fronts and businesses in your area and research online.

3. Discuss your ideas with your parents or carers and tutor. Ideally, you should not arrange a placement where you will be working closely with a parent or relative or where you already have a part-time job. It is important that work experience is a 'new challenge' in terms of people and environment.

4. Consider the geographical location. You need to take into account where you live, what transport links are available and how long the travel time will be from your home to your placement. Remember, you will need to get there on time each day and it may be an early start.

5. Contact the company or organisation and ask if they are prepared to accept you for work experience. This can be done by telephone, personal visit, email or letter. There are templates to help you later on in this booklet.

6. Once you have confirmed a placement, you should add the details to Unifrog.

7. The company must have Employers' Liability Insurance and Public Liability Insurance otherwise you will not be able to go there for work experience.

8. Your placement will then be checked for suitability, insurance, and health and safety before it is finally confirmed that you can go there for work experience.

9. Your parents will be sent an email to provide consent for you to attend your work experience placement.

Timeline and deadlines

Remember, students from many other schools are also looking for placements in the summer term, so securing your placement at the earliest opportunity will help to get you the type of placement you want. Work placements in healthcare, medicine, law and the uniformed services are difficult to secure due to issues of client confidentiality. Other areas such as the music industry, art, theatre and television are also very competitive, so you will need to apply sooner rather than later.

Here are the key deadlines:

Task	Deadline
Launch of work experience programme	November 2026
Decide on objectives and the job sector you would like to work in	ASAP
Discuss with family and friends and consider the practicalities	ASAP
Research local companies and find contact details for companies to approach	November-December 2026
Write a covering letter/email and send to companies with CV	November-December 2026
Follow up if you don't hear back, by phone or a personal visit if possible	December 2026
Arrange to see Mrs Jacotine for help if you are struggling to find a placement	January 2027
Confirm the placement with the Employer	By February 2027
Add placement to Unifrog	**12th February 2027**
Contact the employer by email or phone to reconfirm your placement and any additional arrangements	May 2027
Go on placement and have a great time	**14th-18th June 2027**
Reflect on what you have learned and gained from the experience	Summer term – CC lessons
Write to the employer to thank them	Summer term

How to Approach an Employer for a Placement

Once you have completed your research and have identified a few different options for your placement, you need to contact them to ask if they can offer you a placement.

Firstly, contact them by a letter or a formal email, introducing yourself. Try and get a named contact at the organisation, rather than just sending it to a generic email. You could phone, and ask who the best person would be to approach and ask for their email address.

It is a good idea to attach or enclose a simple 1-page CV. If you create a CV now, you keep updating it as you go into Year 11, and beyond, as you will often need one to apply for jobs and apprenticeships in the future.

Then follow-up, if necessary, with a telephone call or a visit if possible. Once an employer has offered you a placement, it is very important that you send them the placement form to complete and return it to Mrs Jacotine.

What if I am struggling to find a placement?

Everyone will be given as much support as possible here in school to help you. However, the motivation and determination must come from you. It is up to you to take the initiative and research and find your placement,

If you are struggling to find a placement, please turn to your parents/carers, relatives or family friends to help in the first instance. They might be able to suggest organisations or have contacts themselves who can help you.

If you still can't find anything, please talk to your tutor or come and see Mrs Jacotine at break or lunch and she can help.

What am I not allowed to do?

- You may not work with alcohol, firearms, particular forms and types of machinery or above a height of 8ft.
- You may not work on an aeroplane or a train (this excludes small-gauge railways such as the North Norfolk Railway).

Applying for Placements
- Making a Telephone Call



Remember to always speak politely and clearly and thank people for their help.

Before you dial:

- Have a pen and paper ready to record any information you are given.
- Make sure you have the correct number
- Make sure you know the correct name of the company or organisation you are trying to contact
- If possible, find out the name of the person you are trying to contact in advance.

Making the call:

- Ensure that there will be no distracting background noise
- Dial the correct number

When someone answers:

- Say “Good Morning” or “Good Afternoon”, as appropriate
- Introduce yourself, giving your name and school
- Explain why you are phoning e.g. “I am phoning to ask about the possibility of your company or organisation offering a work experience placement between Monday 14th to Friday 18th June 2027”
- Ask to speak to someone who can help you

If you are passed to a different person:

- Introduce yourself again in the same way and repeat the information suggested above.
- Explain why you would like to do the placement there – your interests or future goals.
- If the person agrees to accept you for work experience, you will need to collect the details for you to add to Unifrog.
- The employer may wish to see you for an interview before they confirm that they will be able to take you for work experience.

Applying for Placements

Example application letter or formal email

Tom Jones
14 Long Road
Acle
Norfolk
NR13 7AE

Mr Smith
The Manager
Greenfield Animal Sanctuary
Little Snoring
Norfolk
NR14 8UY

21 November 2026

Dear Sir/Madam (or named contact – Mr Smith),

Work Experience 14th – 18th June 2027

I am a year 10 student at Acle Academy and I am writing to ask if you would be willing to offer me a work experience placement during the above dates. I am very interested in a career in animal care, and I am considering training to be a veterinary nurse in the future. I have my own pets and enjoy walking and grooming our family dogs. I also volunteer at a local stable, caring for the horses.

At school, I enjoy English, PE, maths and science and hope to achieve good grades in my GCSEs next year. I am a member of the school Anti-bullying team, who support younger students, and am hoping to become a prefect in Year 11. Outside school, I am a member of the local netball team, and I also play badminton for the school team. I am a Guide and Young Leader and I am working towards my Silver Duke of Edinburgh Award. I enjoy all types of sport, listening to music and anything related to animals.

I would find it particularly valuable to undertake my work experience at Greenfield Animal Sanctuary as I know you care for a range of different animals, some of whom have not been well looked after and need nursing to recover before they can be rehomed.

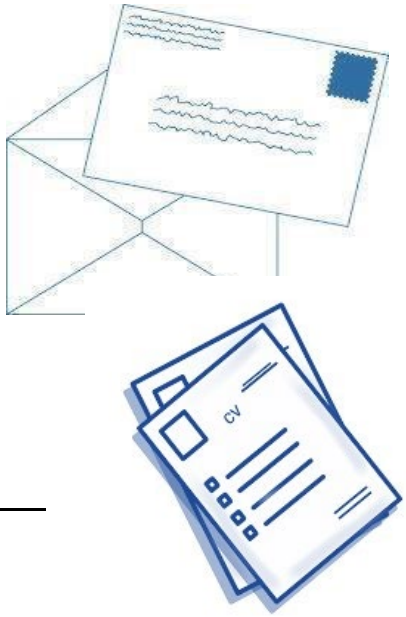
I hope you are able to consider my request, and have attached a placement form, in the hope that you can offer me an opportunity. I would be very happy to attend an interview, or call in to collect the form. Please email or telephone me if you would like me to visit.

Thank you very much for taking the time to consider my request. I very much hope to hear from you.

Kind regards,

Tom Jones

Tel: 07762 443212
Email: tjones@yahoo.co.uk



Applying for Placements Example CV

Curriculum Vitae Tom Jones

tjones@icloud.com
07496 ******

Profile

I am currently a year 10 student at Acle Academy. In the future, I hope to train as a chef. I am currently looking for some work experience to help me gain further insight into the hospitality industry. I am determined and hardworking and have always applied myself to any task I am given to the best of my ability, both in and out of school. I am practical, reliable and have good communication skills, which I have demonstrated through my role as a Sports Leader and Service Area Prefect at school and my part-time job in a pub.

Education

September 2018 to current, Acle Academy

June 2020	GCSE Physical Education, Grade 4
June 2021	GCSE in Food and Nutrition, target Grade 7
June 2022	GCSEs in English language, mathematics, English Literature, combined science, geography, business and RE.

Work experience

The White Horse Pub. Acle **February 2025 – ongoing**

I work as a kitchen porter and waiter in a busy pub restaurant. This involves clearing tables, bringing food out, assisting with food preparation, helping with washing up when required, and supporting all other activities.

Interests and Skills

A particular strength is team-working, which I have demonstrated outside school through my love of sport. I compete in football for my local club and have represented the school in badminton, table tennis and rugby.

References

Available on request from my Form Tutor or Head of Year at Acle Academy, also from the Manager at the White Horse Pub.

Applying for Placements

If you are invited to an interview

This could be actual or a virtual interview, via Teams or Zoom

Remember first impressions are important



- Your appearance will help to create a good impression if you dress appropriately. Make sure that you are clean and tidy.
- It is also important to arrive on time. You should plan your travel arrangements carefully and allow plenty of extra time to make the journey in case of delays. Try to arrive a few minutes early to prepare yourself for the interview.
- It would be useful to take along your letter of application and confirmation of the dates of the work experience week (14th-18th June 2027)
- If there is a reception area you should speak to a member of staff there. You should give your name, explain that you have come for an interview and tell them the name of the person you have come to see.

Also, don't forget:

- No chewing gum and make sure your mobile phone is switched off!
- Shake hands with people that you meet and make eye contact
- Be polite to everyone, including staff in reception…. Say "please" and "thank you".
- Wait to be invited to sit down. Smile and try to stay relaxed. Remember that your body language can give-off negative signals!
- Speak clearly and maintain good eye contact with the employer. Give full answers to questions, not just "yes" and "no".
- Listen to questions and instructions, if you do not understand something then ask politely for an explanation. Write down new information or instructions you are given and don't rely on your memory.
- Prepare some questions about the work that you may be doing and prepare answers to questions they may ask you, for example: "What do you want to do when you leave school?" or "Why did you choose this type of work experience?" Be sensible with your answers
- Check that the employer knows what date you are starting and how long the placement lasts.

- Give advance warning of any time you need to take off e.g. hospital appointments or exams and provide evidence of this.

Finally, remember to be enthusiastic and SMILE during your interview!

What happens while I am on my placement?

You will either be visited by a member of staff from Acle Academy, or we will contact your employer via phone during your placement. We will chat to you and your supervisor about what you are doing on your placement and what you have learned.

Please do not wait until the end of the experience to tell us if there is anything you are unhappy or concerned about. If anything is wrong, you or your parent/carer must contact Mrs Jacotine straight away.

We will provide you with more information in the summer term to make sure you know what you need to do to prepare for your placement and to make the most of the opportunity while you are there.

During the placement, we will ask you to complete a work placement diary and submit this at the end of the placement. We will be interested to hear about what you have done, your reflections about what you have learned through taking part in the programme and how this will impact your future career choices and plans. We will give you more information about all of this during the summer term.

Please telephone or email Mrs Jacotine or ask your parent/carer to do so, should you need help or advice at any time between now and 18th June when you will finish your placement.

School expectations for students on placement

Behave as an employee while on placement, conforming to all the workplace rules and instructions from your supervisor.	Remember while on work experience, you are representing Acle Academy, therefore you must be a good ambassador for the school and represent our core values at all times.
Complete your work experience diary during your placement. You will be given this in the summer term.	Understand that the placement may involve confidential and sensitive information which must be kept private.
Understand that all equipment, use of telephones, internet, photocopying etc. are for work purposes only.	Wear appropriate footwear, protective clothing, and uniform if requested by the employer.
Let your Employer and Mrs Jacotine/ School Office (via the absence line) know straight away if you are ill or are unable to attend your placement for any reason.	Seek feedback from the employer at the end of the placement and thank them.



Frequently Asked Questions:

What hours can a student work whilst on a work experience placement?

Your work experience week is 5 days from **Monday 14th to Friday 18th June 2027**.

The number of hours worked, together with the pattern of work, is a matter of agreement between you and the employer but the maximum number of hours you can work is 40.

Are students paid whilst on Work Experience Placements?

Students will not be paid whilst on work experience placements. This is because it is part of their education curriculum and payment may invalidate insurance arrangements.

Are there particular Health & Safety considerations?

The school will contact all employers to check that placement providers have the required insurance and risk assessments in place, before the placement can be approved.

Young people in years 10 and 11 on work placements are regarded in health and safety law (Health & Safety at Work Act (1974) and The Health & Safety (Training for Employment) Regulations 1990 as employees and must be provided with the same health, safety and welfare protection given to other employees.

Students are required to comply with the safety regulations of the organisation where they are working. It is their duty to take reasonable care for the health and safety of themselves and anyone else who may be affected by their actions or omissions.

In addition, the Management of Health & Safety at Work Regulations 1999, require the employer to undertake an assessment of the risks to students before they start the placement.

Parents, carers and guardians are reminded that they should ensure there is a full disclosure of all existing medical conditions in the health declaration section of the student self-placement form. This may influence the type of placement that you may choose. The information will also be passed to the employer so that they can take this into account when allocating tasks to a student. Failure to do so could contribute to the injury of a student or other party at the workplace. This practice further contributes to the safeguarding of students while they are on placement.

What insurance cover is required?

It is a requirement that all employers hold a current Employer Liability Insurance and that this insurance covers a student whilst on placement. It is also recommended that valid Public Liability Insurance is held by the employer. Guidance can be found on the HSE website - www.hse.gov.uk

If insurance cannot be confirmed then the placement will not be authorised and will not be able to go ahead. The school will help support you to find an alternative placement if necessary.

What if you really don't want to do work experience or can't for medical or other reasons?

We expect all students to find a placement and take part in the programme. Holidays or other absence from school that is arranged during this time cannot be authorised.

However, if there is any reason why you cannot take part, please contact Mrs Jacotine or a member of our Pastoral/Reflection Team to discuss. If a placement is cancelled for any reason, or if you are unwell during placement week or unable to continue with your placement for any other reason, then you should notify Mrs Jacotine immediately.

What about Safeguarding?

Government statutory guidance on safeguarding in relation to work experience placements was introduced in April 2021 in 'Keeping Children Safe in Education'.

If parents/carers have concerns, at any time, about the safety of their child whilst on placement, or wish to raise a query, they should do so with the named Designated Safeguarding Lead for the school – Mrs L Frary.

Could I do Virtual Work Experience (VWEX) instead?

Post COVID 19. Some employers have responded to the request to continue to support young people by developing online work experience opportunities and programmes.

VWEX is an additional work-related learning resource not a replacement for more traditional work experience. It remains critically important that, wherever possible, students can experience the face to face contact of a real environment.

Can I do two placements?

If you wish to split your 5 days between two placements (e.g. 2 days followed by 3 days) this is a possibility, as long as the organisations involved are also in full agreement. Some professions like law, health etc. are more inclined to accept a student for a couple of days instead of the full working week.

A member of staff may only be able to visit you at one of your placements, and we will need to know clearly where you are on each day.

Useful links for finding placements and preparing for Work Experience

ICANBEA Links to local companies/organisations by sector	
NORFOLK WORK AND SKILLS Information about major employment sectors in Norfolk with lists of key organisations you could research	
NATIONAL CAREERS SERVICE Careers advice job profiles, quizzes and guidance for producing CVs and covering letters	

Acle Academy
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REED RECRUITMENT
Guidance on how to find work experience and also good template for CVs and covering letters

GOVERNMENT'S NATIONAL APPRENTICESHIP SERVICE

National apprenticeship vacancies. You could search for Norfolk companies who are advertising

are advertising, as they may be open to offering work experience to young people too.

VOLUNTEERING OPPORTUNITIES
Charities and other Not-for-Profit organisations are often very happy to offer placements and appreciate the help you can offer them

SUCCESS AT SCHOOL VIDEO
Tips for finding work experience

We look forward to seeing what you find!

Please remember the key dates below:

Add placement details to Unifrog: 12th February 2027

Complete your five day placement: Monday 14th - Friday 18th June 2027


Good Luck!