



All pupils are known and loved



**Year 10 & 12 Work Experience
Summer Term 2026**

DATES- Monday 13th- Friday 17th July 2026

Work Experience Co-ordinator- Mrs A Jukes

Why work experience ?

Work Experience can give you the opportunity to:

- Sample a working environment
- Try out career options
- Build your self confidence
- Develop employability skills
- Support your course of study
- Support your UCAS application

Provides you with an insight into the world of work.

Gives you an opportunity to showcase and develop your skills and motivation as an individual.

Allows you to form an outline of the career path you may choose.

Enables you to build a foundation relationship with a local employer and make a lasting impression.

It is likely that your placement will be a mixture of different types of learning:

Skills & Attributes	<p>Competency Based</p> <p>Work Experience</p> <p>(e.g. NVQ/ Btec/ Applied A Level)</p>	<p>Personal & Social Development</p> <p>Work Experience</p> <p>(e.g. to gain confidence and employability skills- resilience, self-esteem, communication skills etc.)</p>
	<p>Curriculum Based</p> <p>Work Experience</p> <p>(Linked to a subject you love History, Life Sciences, Art etc.)</p>	<p>'World of Work'</p> <p>Work Experience</p> <p>(e.g. shadowing a member of staff or trying out a career area you may be interested in such as Medicine, Law , Engineering)</p>
Knowledge & Understanding	Vocational/Academic	Personal/Social

<https://www.youtube.com/watch?v=KtRli1ipleE>

<https://www.youtube.com/watch?v=rYGU77Jz-4Q>

<https://youtu.be/gnK0kfkIDPs>



Stage 1

Preparation for finding a placement



Planning & Research are the Key to Success

- Research using the internet or look for employers based nearby who might give you a placement.
- Emailing, telephoning and visiting employers in person.
- Research the company and find the name of the key person to ask for.
- Talk to friends, parents, family members and enquire if they can help out or support. Everyone knows someone!
- Active networking in person and online using social media sites like Twitter, Facebook and LinkedIn to follow companies.
- Register on volunteer, apprenticeship and job websites to search for companies and contact details.



<https://www.careerpilot.org.uk/>

Careerpilot



Careerpilot

Student and teacher sign in

Remember me

Don't have an account? [Register here](#) as a student user

<https://www.youtube.com/watch?v=OWZxyyK6OuA>

<https://www.careerpilot.org.uk/information/a-job-or-career>

Start with a subject

Choose a subject you love and see where it might lead

Art	Biology	Business Studies	Chemistry
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Explore jobs and careers

Jobs by job sector	Start with your values	Start with a subject
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Green jobs	Do the job quiz	Careerometer Compare up to 3 jobs	Finding a job/experience
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Jobs by job sector

Animal, agriculture & environment -	Art & design -	Business & finance -	Childcare, education & training -
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Strengths & values

Find out what jobs/companies might fit with the things that are important to you in your life

I want to be creative in my working life	I want to help and support people in my job	I want the freedom to work when and where I want	I want to prevent climate change
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**Student
Launchpad**

<https://www.bbc.co.uk/bitesize/careers>



BBC BITESIZE

Jobs that use... >

Explore jobs that use your favourite school subjects.



History



PE



Food and nutrition



Media studies



Art and design



Design and technology



Modern languages



English and Drama

BITESIZE

[Home](#) | [Learn](#) | [Support](#) | [Careers](#) | [My Bitesize](#)

Careers in... >

Explore roles in different job areas.



Media and creative



Healthcare and frontline



Engineering



Education and childcare



More job sectors



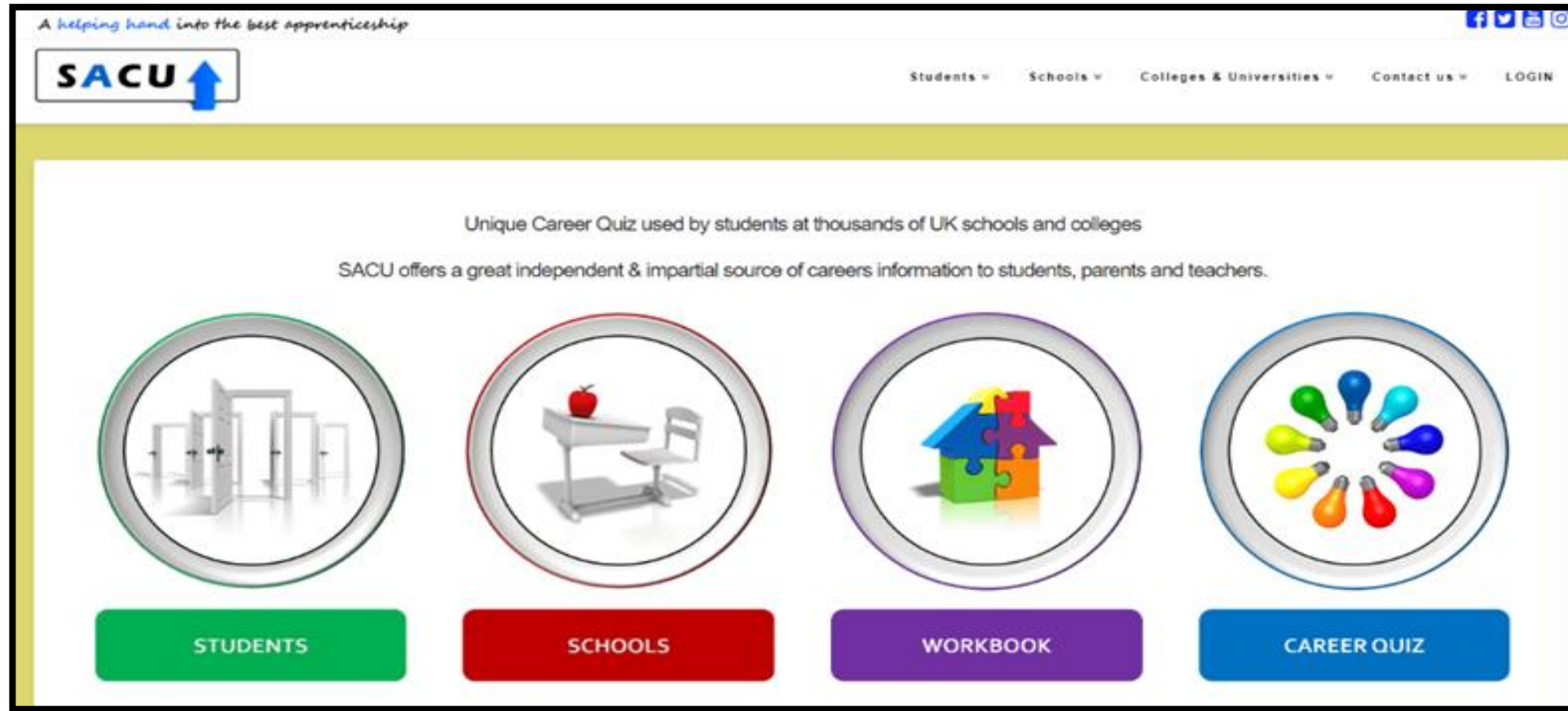
Quiz: Which career could be perfect for you?

Try this fun quiz to find out about the types of jobs you might enjoy and different careers you could consider.

<https://www.bbc.co.uk/bitesize/articles/zh9dmbk>



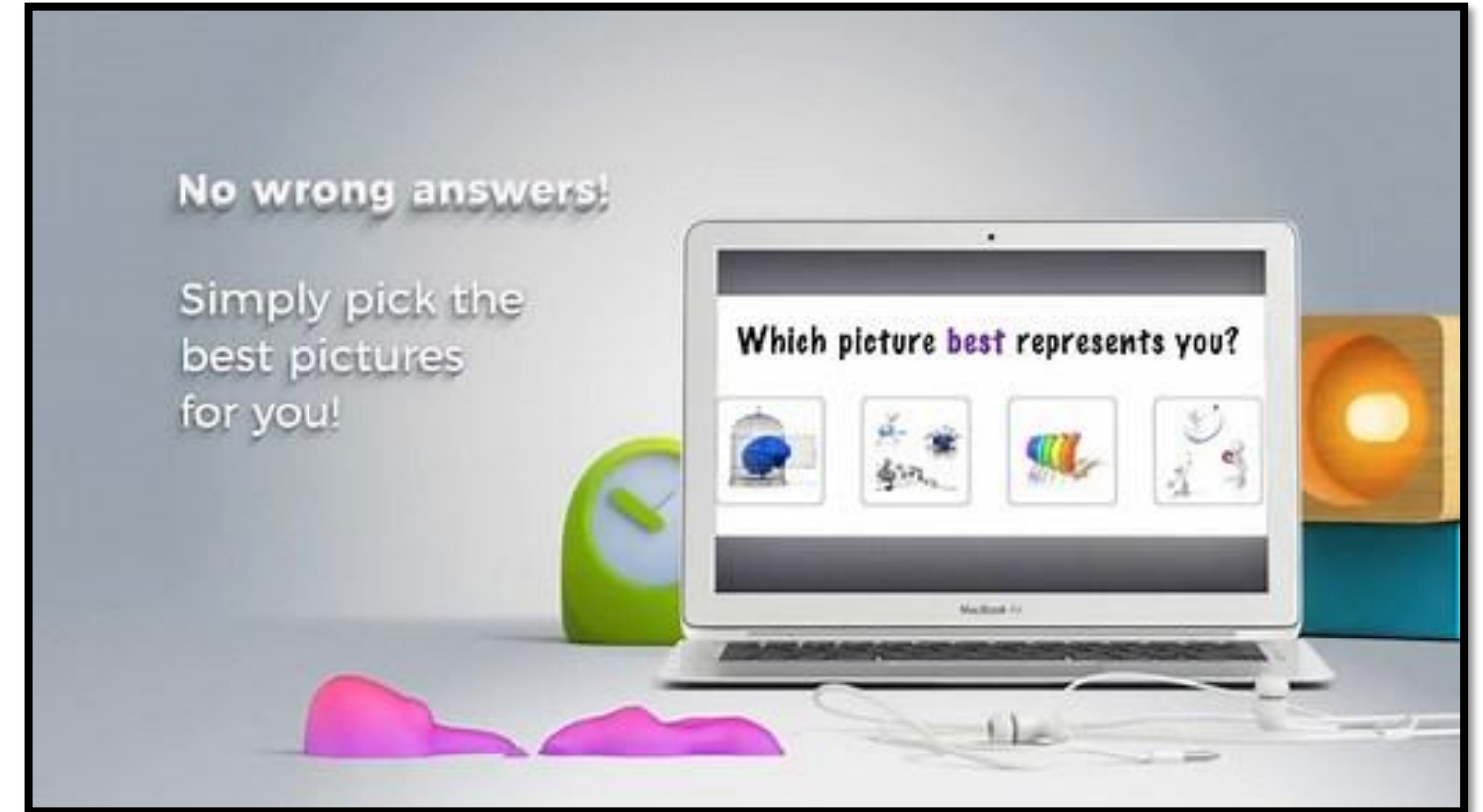
Go to the student section of the website and create an account



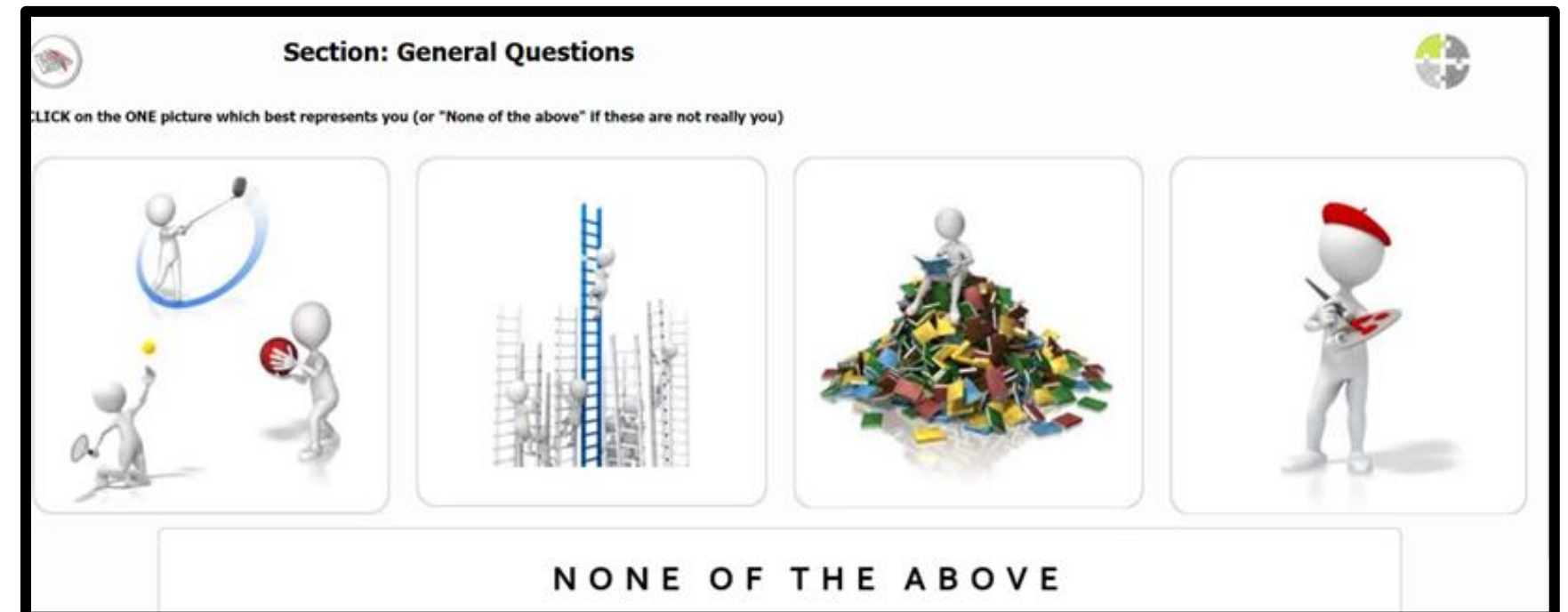
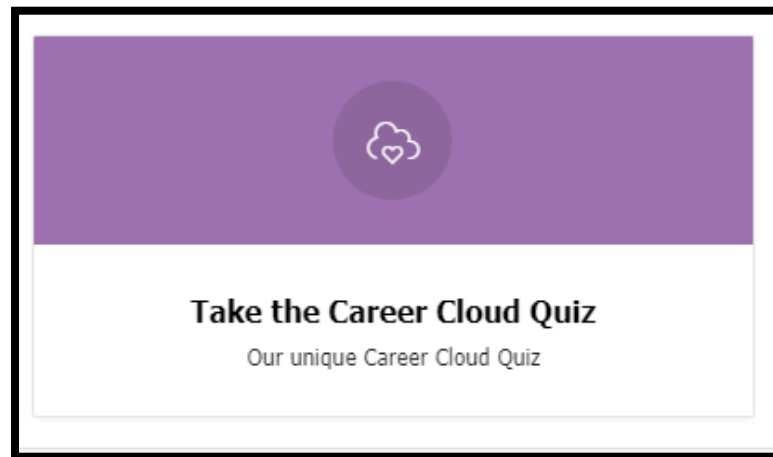
[Free Career Quiz](#)

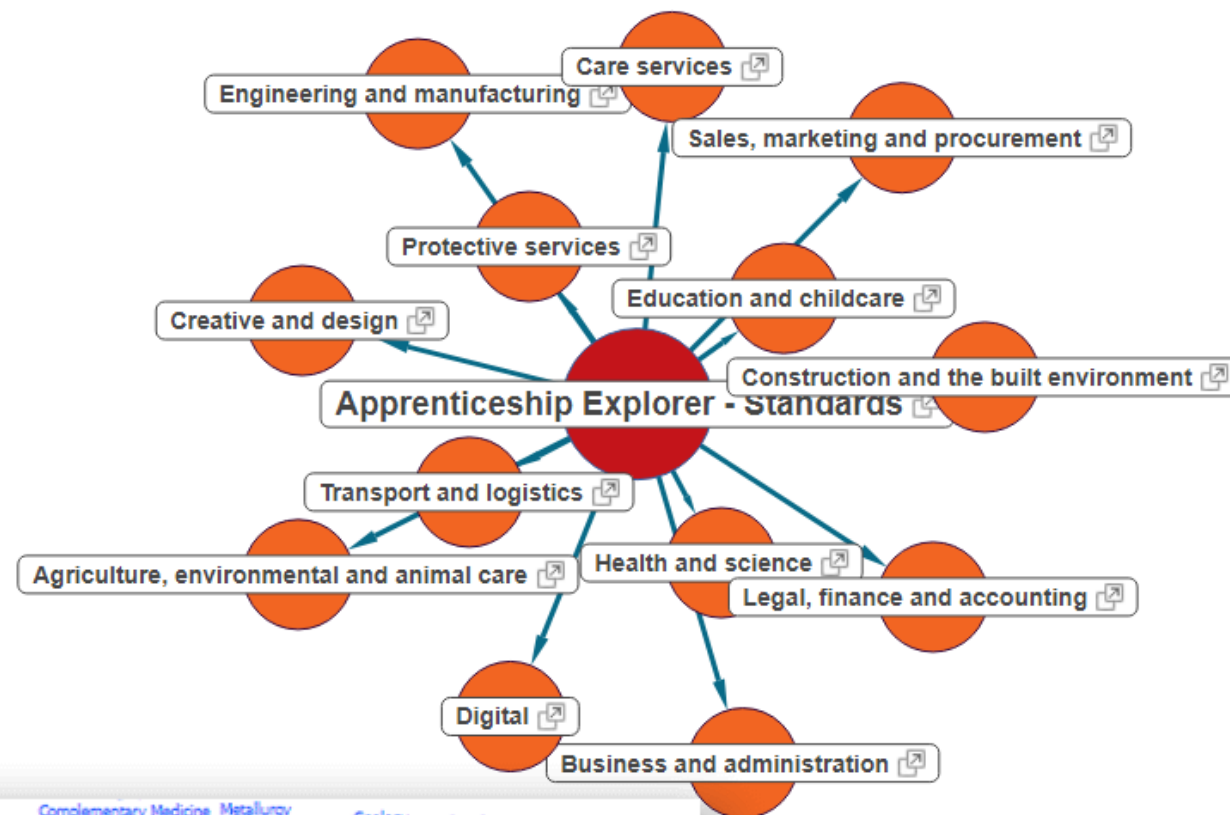
A free career quiz that is incredibly easy to use. You need no prior knowledge. All you need to do is choose a picture...Welcome to the SACU Career Quiz

sacu-student.com



4. Complete the student Career Cloud Quiz-





Look at the 3 unique clouds to support your personal statement and future ideas

- Completion of the Career Quiz provides personalised clouds of :
 - degree subjects
 - careers
 - apprenticeships



8. Create some lists

List	Search terms	Examples
Possible Career areas/Sectors	<p>Working in/with.....,</p> <p>Careers in.....</p>	<p>Working in Healthcare https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors/healthcare/overview-of-the-healthcare-sector-in-the-uk</p> <p>Careers in Psychology https://nationalcareers.service.gov.uk/job-profiles/psychologist</p>
Jobs linked to careers areas	<p>Jobs in</p>	<p>Jobs in Engineering https://www.engineeringjobs.co.uk/</p>
Possible Future Courses Linked to A Level Choices	<p>Careers linked to</p> <p>Where Can.....take me?</p>	<p>Careers linked to Chemistry https://www.reagent.co.uk/careers-in-chemistry/</p> <p>Where can Law take me? https://targetjobs.co.uk/careers-advice/career-ideas/what-else-can-i-do-law-degree</p>
Possible future apprenticeships	<p>Apprenticeships in.....</p>	<p>Apprenticeships in Science https://apprenticeshipguide.co.uk/apprenticeship-category/subject/science/</p>
Local/National companies where a placement may be possible	<p>.....companies in Durham City, North East UK,</p>	<p>Advanced Manufacturing Areas in County Durham https://www.businessdurham.co.uk/advanced-manufacturing https://aeroleads.com/list/top-manufacturing-companies-in-durham</p> <p>Businesses in Durham City https://www.lifeindurham.co.uk/business-directory/ https://www.durham.uk/in/durham-city-centre/</p> <p>Trading Estates & Business Parks in Durham UK https://www.novaloca.com/business-parks-industrial-estates/town/Durham_Durham</p>

Information Required to complete Unifrog Placement Details

IN- PERSON PLACEMENT
DATES- Monday 13th- Friday 17th July 2026
Full Time
Placement Co-ordinator Mrs A Jukes



Student Name:

Student Form Class:

Company/Organisation Details

Name Of Company

Company Address

Postcode

Telephone/mobile Number

Name of person supervising young person

E-mail Address
Please double check this before adding to Unifrog

Please check- Does the company have
If the organisation does not have any of the documents below, they need to state why on [Unifrog](#) and a Parent/ Carer needs to decide if they are happy for that placement to go ahead

• **Employer Liability Insurance**

If an organisation is a limited company, even if they only have 1 employee, they must have Employers' Liability Insurance. If they are a sole trader, even when hosting work experience, they are not obliged to have Employers' Liability Insurance (though they might want to get it for the duration of the work experience).

• **A Risk Assessment for young employees**

If an employer has 5 or more employees, they must write down a Risk Assessment. If they have fewer than 5 employees the law does not oblige them to write anything down, though they must still have done a Risk Assessment.

• **A Fire Risk Assessment.**

All workplaces and business premises, regardless of the number of employees, must have a written fire risk assessment.

• **A Health & Safety Policy**

If an organisation has 5 or more employees, they must write down their Health & Safety policy. If they have fewer than 5 employees the law does not oblige them to write anything down, though they must still have a Health & Safety policy.

Parent/Carer Contact details

Parent/Carer name

Parent/ Carer e-mail address-
double check before adding to Unifrog

Parent /Carer Tel Number

Travel Arrangements

How will you get to your placement
(walk/Bus/Car/Train/Cycle)

Student Needs

Do you have any of the following that your employer needs to know about?

- Special Educational Needs/Requirements
- Medical conditions/Allergies

What's next?

The information above needs adding to Unifrog – **This is the student's responsibility.**

Students access the WELCOME link from their school e-mail account and create a password to allow them to log-in. **They will be given training on how to do this during a registration slot.**

Parents/Carers do not have direct access to this system- only students

Additional support

Mrs Jukes is available in her office at break and lunchtimes when on-site.
Please check each week as she is shared between St Bede's & St Leonards
Mrs Jukes can be reached through e-mail or the school office ajukes@stb.bwcet.com
You will also find information on the Careers /Work Experience section of St Bede's Website
<https://stbedeslancheater.bwcet.com/students/careers/work-experience/>

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This is the website we will be using to manage the information regarding your Work experience

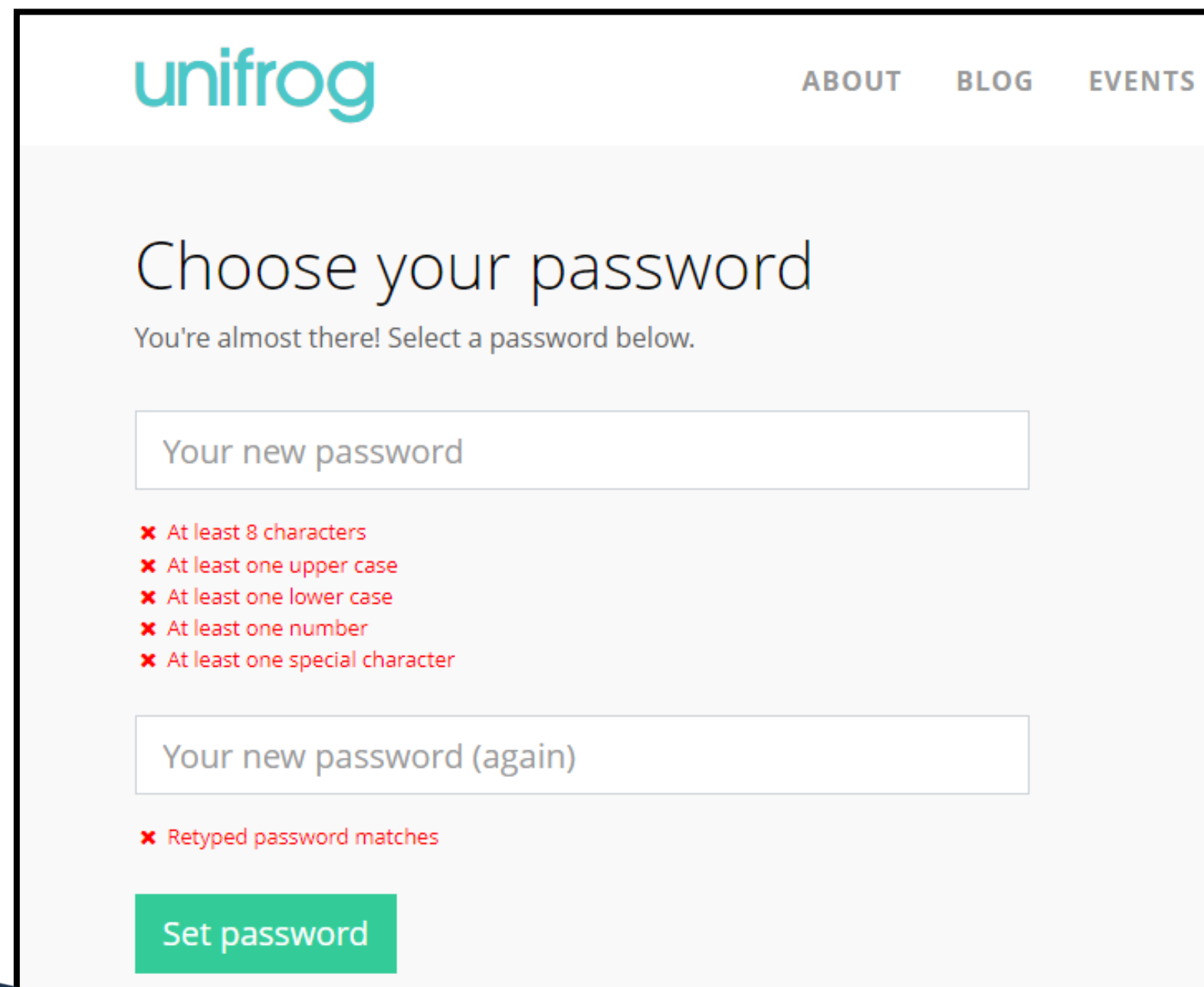
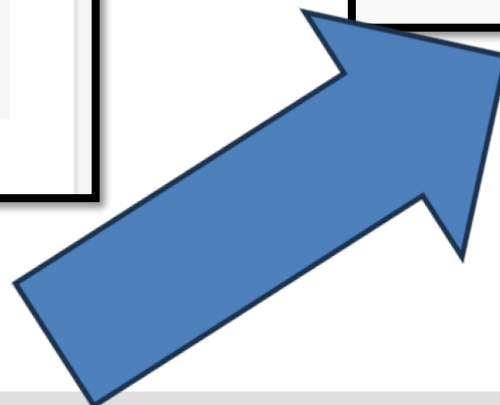
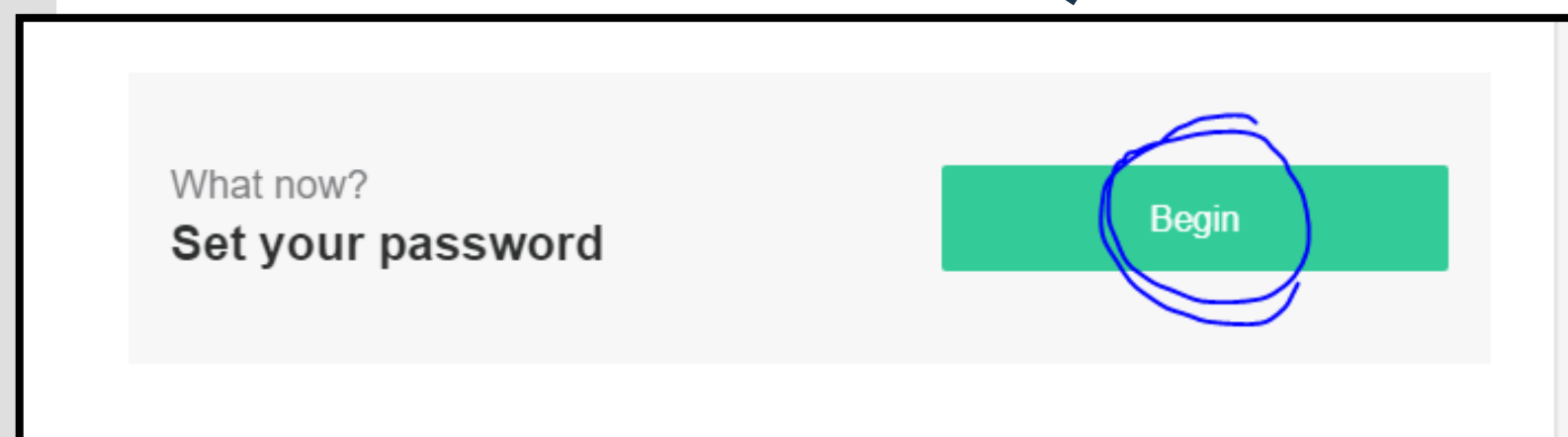
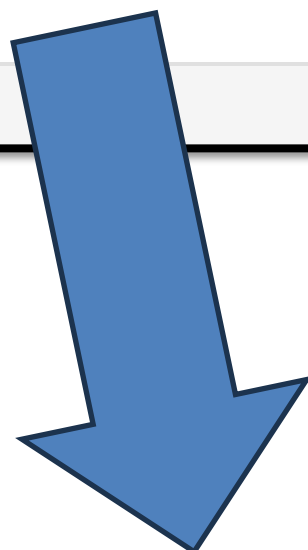
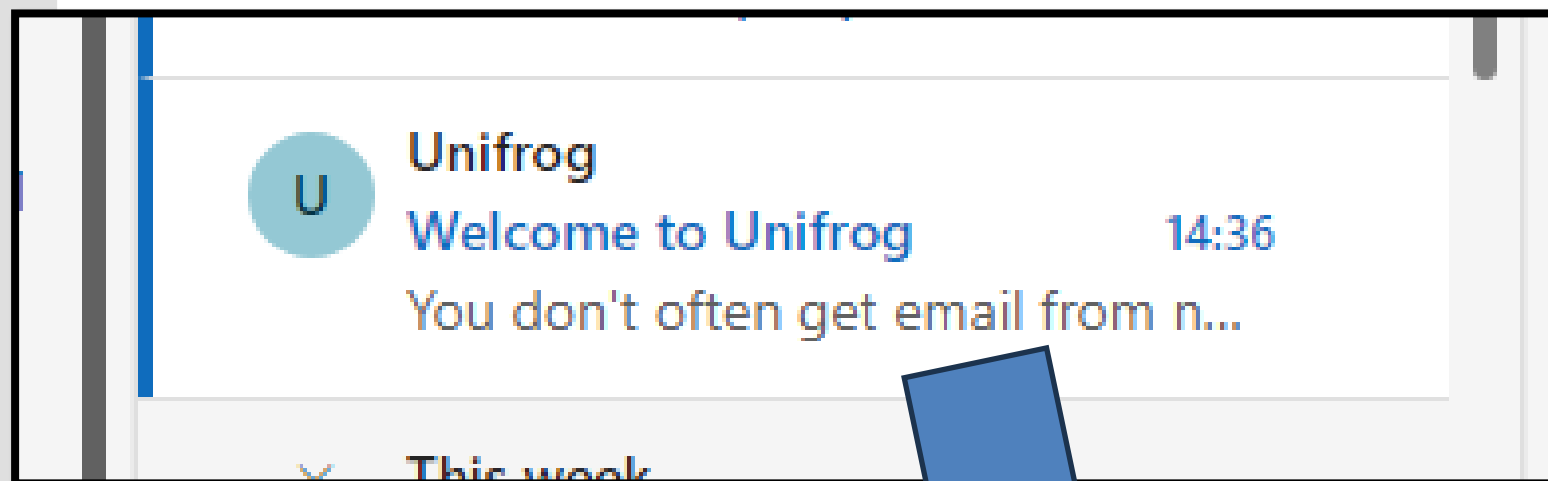
unifrog

•[Student Placements video](#)





Students have been e-mailed a log-in link to Unifrog.
This was an e-mail to their school Outlook account



unifrog ABOUT BLOG EVENTS

Choose your password

You're almost there! Select a password below.

- ✗ At least 8 characters
- ✗ At least one upper case
- ✗ At least one lower case
- ✗ At least one number
- ✗ At least one special character

- ✗ Retyped password matches

Set password



unifrog

HOME FAVOURITES LOCKER APPLY HELP

Hello Anne, here's a summary of your progress so far...

0% complete

Want to move things forward? We recommend you...

Quizzes

- Interests profile
x Quiz not taken
Start >
- Personality profile
x Quiz not taken
Start >
- Work environments profile
x Quiz not taken
Start >
- Skills profile
x Quiz not taken
Start >

Exploring pathways

- Careers library
x Careers favourited
Go to tool >
- Subjects library
x Subjects favourited
Go to tool >
- Know-how library
x Guides favourited
Go to tool >
- Courses
x No courses added
Go to tool >
- MOOC
Make your first shortlist
Start >
- Webinars
Hear directly from the experts
Go to tool >
- Read, Watch, Listen
x Profiles favourited
Start >
- Placements
x No placements added
Go to tool >

Recording what you've done

- Locker
x Add your first item
Go to tool >
- Activities
x Recorded at least 10
Go to tool >
- Skills
x Completed all 12
Go to tool >
- Interactions
x Missing 5 Interaction types
Go to tool >
- Academics
x No Classes selected
Go to tool >



- **Punctuality** – Demonstrates self-management and planning.
- **Attendance**-Demonstrates commitment and resilience
- Students to be **Well-presented** and **Organised**- Demonstrates self-management & respect
- Students to **Listen** and **Pay attention** -Demonstrates good communication skills & a willingness to learn
- **Participation in Activities** -Demonstrates initiative, communication & teamwork
- **Enthusiasm & Learning Activity** -Demonstrates a willingness to be part of the sector/ organisation and shows career management skill



IMPORTANT

- Students are representing St Leonard's as well as themselves
- They are protecting placements for future students
- They must not share anything on social media about their employer or placement.
- They must seek permission to take photographs for their Journal/records
- They must not disrespect their employer or any of their clients
- They must follow your employer's instructions/Health and Safety Guidance
- If students are removed from a placement, parents/carers will be informed and contacted by the Head of Year



Organising Work Experience

Step 1: Do your research & then contact employers to arrange a placement

Step 2: Once you have found an employer that **has agreed** to take you on placement, complete the *Important information form*

Step 3: Add details to Unifrog

Deadline Date- FRIDAY 1st May 2026

Step 4: The person whose details you put in the student initial form will complete the **Employer Initial Form** that will be e-mailed to them from Unifrog

Step 5: Parents/carers will complete the **Parental Consent Form** that will be e-mailed to them from Unifrog

Step 6: All forms will be e-mailed to the school for the Work Experience team to check over

Step 7: Visits will be made **where necessary** to check any H&S or safeguarding concerns

Step 8: Permission will be granted or denied (in very rare cases) by the school, for the placement to go ahead.

Step 9: You, your parents/carers and the placement contact lead will receive confirmation via e-mail that the placement is going ahead.

Step 10: Students to contact placement **before the end of June** to personally confirm attendance.



FAQ's

The Company cannot take my child on the dates of work experience but at another time.

If the placement is in school time, it may be able to go ahead in consultation with the HOY. We do not want it to clash with other events in school.

The student will still need a placement within the allocated week.

Employers may be able to move it to a school holiday. If they can then it does not need to go on our system . It is an arrangement between the employer and the parent/carer

We have a family holiday booked during the placement dates.

You will need to contact school and complete a leave of absence request

The placement company can only take my child for some of the days during the set week

The student can have another placement on the other days to make-up the week or they will need to be in school on the days not on placement

We are not sure where to start do you have any recommendations?

Students will be sent lists of previous placements .There is no guarantee that a placement is available again this year, but it's worthwhile contacting.

How Many hours do they have to work during the week?

Hours are negotiable with the employer.

Employers are usually very sympathetic to travel arrangements. The hours should at least cover school hours

What happens if my child is unable to attend due to illness

Please contact the employer and school in all cases of absence

