

# Year 10

## Work Experience 2025

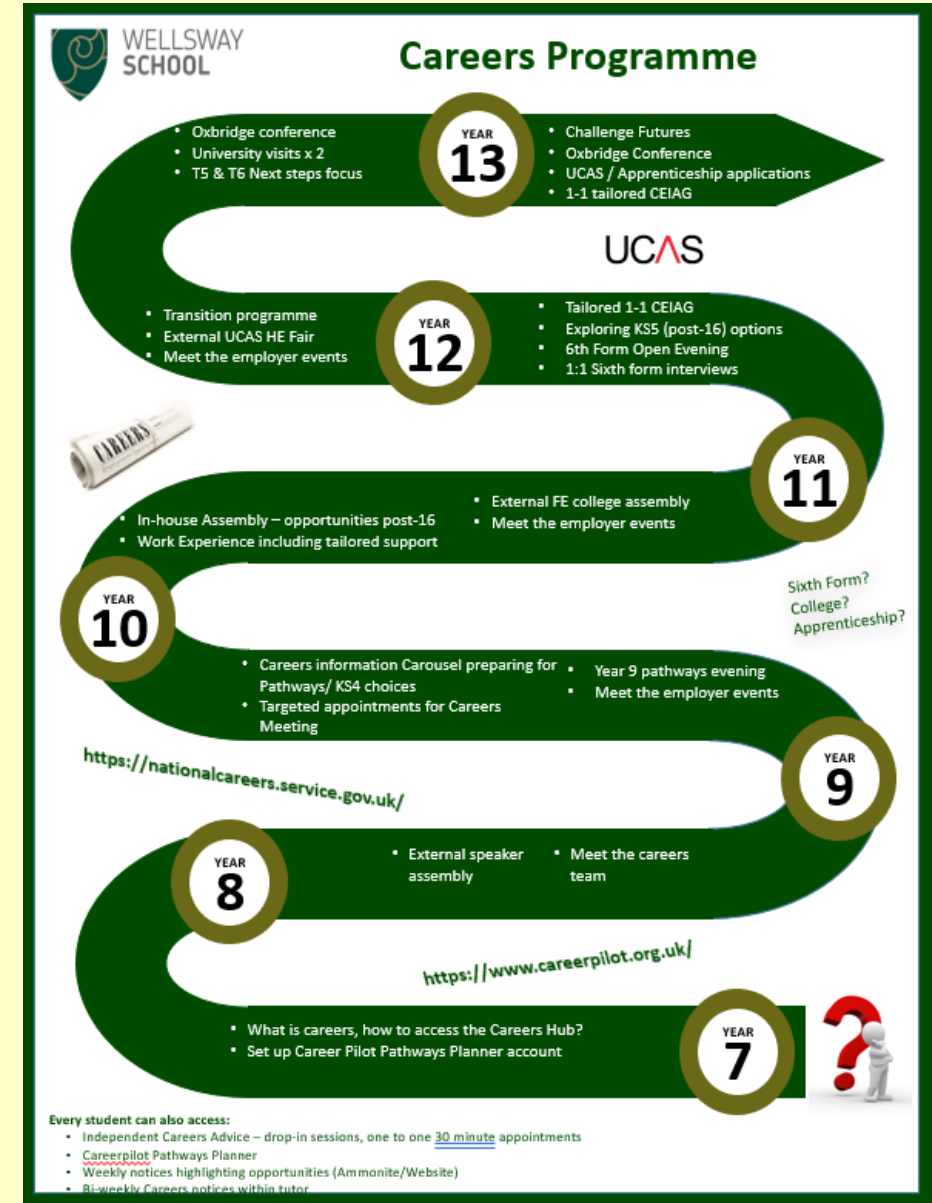


# Careers during KS4

Work Experience is part of the Wellsway careers programme.

Students experience careers throughout school, both as discrete sessions and within the curriculum.

In Year 10 or 11, all students will be offered at least one appointment with Ms M Millard (Maggie) for independent careers advice.



# Looking Ahead – What are the options after Year 11?

The most popular options are:

- **Sixth Form**
- **College**
- **Apprenticeships**



**Students are required to stay in education, training or employment at 16 ...**

# Year 10 Work Experience

**Monday 14<sup>th</sup> - Friday 18<sup>th</sup> July 2025**

# Work experience 2024 placements included . . .

- **Sports specialists and Leisure Centres – Keynsham & Bath**
- **Primary Schools**
- **Nursery Schools**
- **Local universities**
- **A variety of shops on Keynsham High Street**
- **BANES Council, Bristol City Council and Keynsham Town Council**
- **Retail – supermarkets & some of the smaller chain stores in the Bath area**
- **Engineering – small local companies**
- **Charity Shops**
- **Hair Salons**
- **Working with animals – Catteries, Kennels, animal parks**
- **Libraries**
- **Hospitality – local restaurants, cafes & hotels**
- **Working with family, friends of family**

# Timeline / overview

- Parent Information Evening (this session)
- Year 10 Work Experience Assembly – **Tuesday 3rd December**
- **December** – Work experience forms to be sent to students and parents via Bromcom, also placed on the Wellsway School website
- **W/B 20<sup>th</sup> January** – Mrs Millard to visit every Year 10 group during tutor. Students requiring additional help and support are identified and invited to work experience information sessions.
- Termly student and parent reminders
- Deadline for placement information – **Friday 4<sup>th</sup> April 2025**

# Why should students complete work experience?

- **An opportunity for students to trial a possible career option.**
- **Provides the opportunity to use their skills, knowledge and experience gained in/outside of school within a workplace.**
- **A chance to learn about the ‘world of employment’.**
- **Valuable experience for a CV, interview and any application forms.**

# How to decide upon a work placement

- **Favourite subject or hobby** – is there a job or career that would match their interests?
- **Employer aspirations** – do they aspire to work for a certain employer/company?
- **Focussed career** – do they have a career already in mind?
- **How far could they travel?** Bus to Bristol/Bath, local, access to a lift, walk/cycle...
- **Speak to family and friends** – they are often a great source of opportunities.
- **Research** – complete research including speak with the careers team, teachers etc for contacts and suggestions

*Equally, students could use this as an opportunity to try something completely different...*



# How to contact potential employers

Within school we will give students support *with writing letters/emails (including templates) and how to speak with potential employers via the telephone.*

To start their search, they could:

- Use a search engine to search employers e.g. florist within BS31, engineering companies in BS31...
- Then contact the company directly through either;
  - Email
  - Telephone
  - In person
  - By letter/email

# Next steps

A work experience 'student information form' will be emailed to every Year 10 student and their parents/carers. (December 2024)

This form will also be available on the school website; Careers/Work Experience

Once student has found a placement complete the form to provide the basic information such as the employer's name, contact information, how placement was found ...

*How the student found the placement is essential;*

- **Placement is with parent/carer**
- **Placement is with family/friend**
- **I contacted the employer**
- **Other**

Deadline for student information form to be returned – Friday 4<sup>th</sup> April



# Student information form

**Wellsway School Work Experience Student Information Form 2024**

Student and placement details

Hi, Adam. When you submit this form, the owner will see your name and email address.

\* Required

1. Student Name \*

Enter your answer

2. Student contact number \*

Enter your answer

3. Student school email \*

Enter your answer

4. How did you find your work experience placement \*

My placement is with a parent/carer

My placement is with a friend of the family

I contacted the employer

Other

5. Name of the employer or business offering you a placement \*

Enter your answer

6. Main business contact person \*

Enter your answer

7. Business email \*

Enter your answer


8. Business address \*

Enter your answer

9. Business contact number \*


Enter your answer

# Key information to share with the employer

10. Do you require Wellsway School to complete a Risk Assessment \* 

Yes

No

11. Is there a particular reason you have chosen this employer e.g career interest, local to school/home, recommended employer . . . \* 

Enter your answer

12. I consent to Wellsway School sharing my contact and any necessary medical information with this employer -

\* 

Yes - Contact Details and necessary medical information

No I do not consent to sharing of information - please contact [amillard@wellswayschool.com](mailto:amillard@wellswayschool.com)

Submit

# Placement Process

Once Student Information Form has been received;

- Employers offering work experience to a Wellsway student will receive a telephone call/email to confirm their offer.
- Depending on how the placement was found, this could be followed by a risk assessment:
  1. ***'I contacted the employer' & 'Other'*** - a visit to the work place or planned telephone/Teams call.
  2. Placements secured by/with ***'parents or family' & 'Placement with parent/carer'*** can be optional.

You can **request a risk assessment** OR **complete a parental waiver form** to confirm as a parent you are willing to take full responsibility for your child whilst on the placement.



# Risk Assessment

Risk Assessment will include a conversation with the employer either face-to-face visit, Teams call or telephone call to discuss;

- **Young Person in the workplace** – Age, lack of experience, knowledge, confidence, maturity and need for supervision
- **Suitability of experience of work on offer** – level of risk at the placement, H/M/L
- **Young person's capability** – disability, health conditions, learning difficulties
- **Safeguarding** – Lone working, supervision
- **Employers Liability** – *“The insurance industry has agreed that students on work experience placements should be treated as employees for the purposes of insurance. Most Employers’ Liability policies will have a definition of “employee” that covers students on work experience placements.” (ABI Association of British Insurers).* If employer is in doubt they will be asked to check policy documentation or contact insurer or the broker who arranged the policy.

*Every business offering a work experience placement will also receive a Wellsway School Work Experience Employer Pack*

# Risk Assessment also includes business information around their . . . .

- Health & Safety practices, policies and procedures
- Risk assessment & control measures
- Fire safety
- First aid
- Work equipment & machinery
- PPE – (Personal Protective Equipment)
- Working environment
- Job description for student including any uniform, breaks, start/finish times



*If a work placement is deemed as 'unsatisfactory' an alternative placement would need to be found.*

# Confirmation of placement

Once completion & approval of risk assessment (where required) have been agreed

- 1. Parental consent or parental waiver forms issued (must be completed and returned)**
- 2. Employer to receive confirmation of student details including contact and any medical information, dates of work experience and Employer Information Pack.**
- 3. Student and parents to receive confirmation of placement, contact details, job description, start & finish times, dress expectations.**

***Any student without a work experience placement will be expected to be in school.***



# Further information on careers and WEX

- HOME
- OUR SCHOOL +
- STUDENT AREA +
- PARENT AND CARER AREA +
- SIXTH FORM
- STAFF AREA +
- CAREERS +**
- NEWS & EVENTS
- VACANCIES
- SPORT WELLSWAY
- OPEN EVENTS +
- CONTACT US

CAREERS

Home -> Careers

- Our careers programme
- Work experience**
- Our careers HUB and team
- Careers overview and documents
- Careers newsletter**
- Careers leader

"Teachers have a real sense of care for us to progress."  
Year 11 student

## Careerpilot

Simply sign up using your school email.

# Contacting the careers team

If you need to contact the careers team, please use the email below:

[careers@wellswayschool.com](mailto:careers@wellswayschool.com)

