



Leigh Academy

Hugh Christie

Careers Hub Work Booklet

Work Experience Booklet 2025

Name

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Introduction

Here at Leigh Academy Hugh Christie we believe that once students have been equipped with foundational knowledge about the workplace and career pathways that they experience first hand industries that will support their skills development, knowledge and confidence to make their Post 16 and Post 18 applications highly successful.

As part of our commitment to deliver the Gatsby Benchmarks, a sign of quality careers education, we ensure students have meaningful encounters with employers and employees (Benchmark 5) and experience what it is like to work in a specific job role (Benchmark 6).

Work experience placements provide students with the opportunity to:

- Gain a wider awareness of careers and the job market
- Gain an understanding of the skills employers seek
- Gain confidence in self assessing employment skills and readiness for work
- Gain an understanding of how to effectively manage impressions of your working identity and communicate strengths to an employer through actions and reflections

Through work experience, students will be able to experience new environments, work alongside a wide range of people and have the opportunity to develop skills such as organisation, communication and problem solving.

Students will find out which work activities they enjoy, and which they don't. They will learn how to relate to adults as workmates/colleagues or managers, rather than as teachers or parents. Students will learn to take more responsibility for themselves.

Your first point of contact for help finding placements will be your advisor and then your college team.

For further support, please email our Careers Lead, Mrs. Stubbs, at emma.stubbs@lahughchristie.org.uk

Key Information - Timeline

Work Experience placements this year will be 7-11th July 2025- Year 10 and 14th - 22nd July 2025- Year 12.

To complete the placement form please follow the link: <https://docs.google.com/forms/d/e/1FAIpQLSc8MZ2YkgZ37rg7SGXU3dN9TXbuohg-NelbHGzrZfG8qwLovQ/viewform>

Once the deadline for submitting placements has passed, we will be sending employers for work placements the below forms to complete and return.

| Stage | Who is involved? | Latest deadline? |
|--|---|---|
| 1. Initial work experience intentions | Students share intentions in advisory careers lesson. | Friday 7th February 2025 |
| 2. Work experience search | Students with parents/ carers support look for a work placement. Careers lessons will be supporting this with guidance and resources to support. For advice and support from school, please contact Mrs. Stubbs directly. | Wednesday 14th May |
| 3. Work placement documents completed | The employer will be sent documents directly by school to complete. Documents will be sent by Wednesday 21st May at the latest. | Documents due back to school by Friday 30th May |
| 4. Complete work experience placement | Students complete the work experience log during their placement. | 7-11th July 2025- Year 10 and 14th - 22nd July 2025- Year 12. |
| 5. Complete work experience reflection log | Students complete their work experience reflection log and submit on their Unifrog locker. | Friday 18th July for Y10 and Friday 25th July for Y12. |

Finding a placement

Students will need to find their own placements, ideally linked to their subjects of study and career aspirations.

If you require additional support in finding your placement, please speak to your college team initially as we have a range of connections we can utilise.

If you still do not have a placement near the final deadline, please complete the below form to ask for support:

https://docs.google.com/forms/d/e/1FAIpQLScipPDSaHoxqkleMLC7u_XeX6fdN7UuT6HZKC-SCTOf0NZWcA/viewform?usp=sharing&oid=113968524679965023903

We recommend looking for work placements that you would not be able to access as a weekend student job. You are likely to learn much more about the whole organisation whilst on your placement such as:

- How the business works
- The range of jobs within it
- The recruitment process
- Staff training and development

Work experience also demonstrates your interests, commitment and skills development when applying in the future to university, apprenticeships, full time employment or training schemes.

Consider the type of placement that would be suitable for you and the daily journey you will need to plan and complete. If you are in receipt of bursary in year 12 or FSM in year 10 and concerned about travel costs, please speak to your college teams.

Useful resources:

- Unifrog - Get Ready for Wrk Experience
<https://www.unifrog.org/student/courses/featured/preparing-for-the-world-of-work>
- Kent Choices Work experience opportunities -
<https://www.kentprospectus.co.uk/courses/work-experience-vacancies>
- Springpod - <https://www.springpod.com/>
- Speakers for school - <https://www.speakersforschools.org/>
- National Careers service - <https://nationalcareers.service.gov.uk/>

Exploring your work experience placement options

It is helpful to consider what industry you would like to explore in order to narrow down companies that may suit your interests. Tick the below areas that interest you:

- | | |
|---|---|
| <input type="checkbox"/> Accountancy | <input type="checkbox"/> Science |
| <input type="checkbox"/> Arts/ Design | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Teaching and education |
| <input type="checkbox"/> Building | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Other (please state) |
| <input type="checkbox"/> Finance | _____ |
| <input type="checkbox"/> Humanities/ Politics/ International Relations | |
| <input type="checkbox"/> Law | |
| <input type="checkbox"/> Marketing | |
| <input type="checkbox"/> Psychology/ Sociology/ Criminology | |
| <input type="checkbox"/> Retail | |

Students will be exploring local companies in careers lessons - check out your Google classrooms to review these lessons.

You can explore industries on Unifrog, why don't you show a family member and chat through ideas of companies that are relevant?

Use the table below to keep track of your applications to work experience.

| Name of company: Website if they have one. | Contact information: Name/ key contact Phone number Email | Enquiry sent? Covering letter and CV sent? Application sent? Date sent | Response from company? Date of correspondence |
|---|--|---|--|
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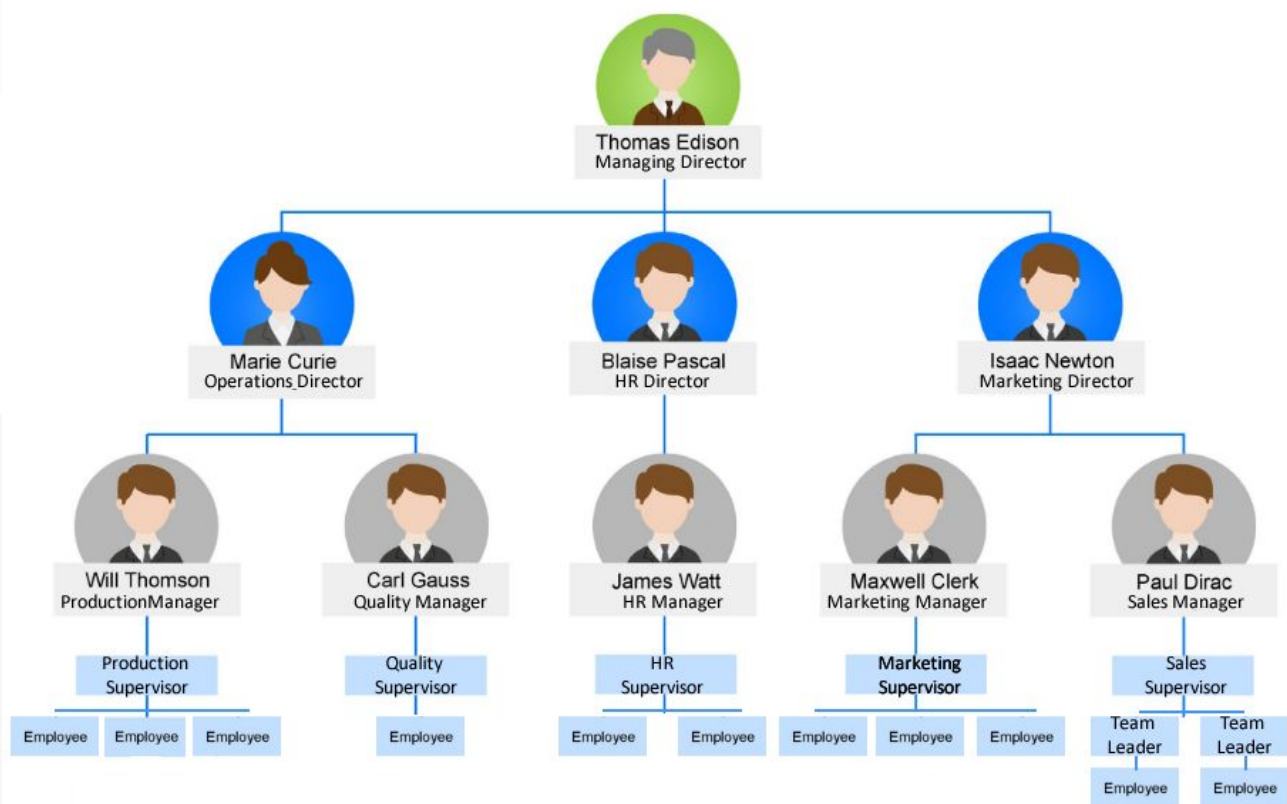
Communicating with employers

There are multiple ways to contact a company: you could apply in person, by phone, by letter or by emailing them directly.

It is usual to have to contact several companies before securing a placement that suits your needs. Companies may not be able to respond immediately and they may not be able to say yes to a placement, being patient and planning to follow up on work experience enquiries will help you secure a placement.

Larger companies tend to have a Human Resources (HR) department who deal with work experience enquiries, in this case address your query to HR. When contacting smaller companies we suggest writing to the Manager or Owner directly.

An email is often the most effective way to contact a company, you can usually find contact details on a business website.



Our advice is to be open minded about the roles within each business and approach employers to find out what roles they have and if you can rotate around departments during your placement. Think about the skills you want to develop, not just the industry itself as you can gain these skills in a variety of roles.

Suggested templates

Template initial email

Your Name
Your Address

Person's Name (or HR Dept. or The Manager)
Name and
Address of the Company

Date

Dear Sir/Madam/Name

RE: Work Experience

I am a year 12 student at Leigh Academy Tonbridge, and I am years old. As part of my A-level/BTEC Level 3 studies I am pleased to have the opportunity to go on work experience for one week from the 23rd - 27th June, and I wondered if it would be possible for me to work in your company/organisation.

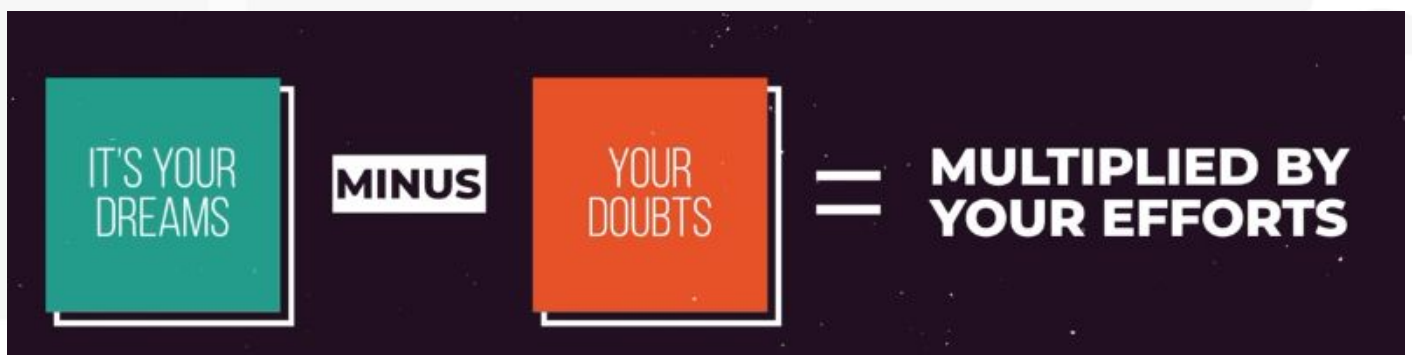
Briefly say why you want to spend a week with the company or organisation and let them know what learning goals you hope to achieve from the experience. Ideas: you are a well-known national/local company ...I would like to gain an insight into... It is my ambition to pursue a career in ...

Perhaps give details of the subjects you are studying – say which subjects you particularly enjoy and why.

*Give details of any **relevant** activities or areas of responsibility you take part in at school. Ideas: sport, clubs, voluntary work, prefect etc. Give details of any **relevant** interests you have outside school e.g. sports clubs, part time work etc.*

Yours faithfully/Yours sincerely

Your name



Watch more from National Careers Week about aiming higher and building your skills and experience during your work experience:

https://www.youtube.com/watch?v=w7q_aj3wKwI

Following up on placement enquiries

It is usual to follow up initial emails/ enquiries with employers if you have no response within a week.

Subject: Follow-Up on Work Experience Enquiry

Dear [Employer's Name],

I hope you are well. I wanted to follow up on my previous email regarding the possibility of completing a work experience placement at [Company Name]. I understand you are busy, but I wanted to check if you had the opportunity to consider my request.

I am still very interested in gaining experience with your company from [start date] to [end date] and would really appreciate any opportunity to learn from your team. Please let me know if you require any further information from me.

I appreciate your time and consideration and look forward to hearing from you.

Best regards,

[Your Full Name]

[Your Contact Details]

[Your School Name]



Before your work placement - Student to complete

Objective setting: Circle a few ideas - you may have industry specific skills you want to add.

Communication Teamwork and collaboration
 Problem solving Adaptability Leadership Time
 management Critical thinking emotional intelligence
 Creativity and innovation technical proficiency customer service
 skills project management negotiation ethical judgement and
 integrity initiative practical skills in that industry use of software

Choose 5 skills to focus on in your search for work experience.
 Rate where you are now with each skill. 1 being least developed, 10 being most developed

| Skills to develop | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|-------------------|---|---|---|---|---|---|---|---|---|----|
| 1. | | | | | | | | | | |
| 2. | | | | | | | | | | |
| 3. | | | | | | | | | | |
| 4. | | | | | | | | | | |
| 5. | | | | | | | | | | |

This can be useful when discussing what you want to achieve at work experience with your employer.

What are your top three objectives?

| | |
|-------------|---|
| <i>E.g.</i> | To develop confidence in working with a wider range of people. To develop hands-on experience of an engineering role and the software used on a daily basis. |
| 1 | |
| 2 | |
| 3 | |

Before your work placement - student to complete

| | |
|--|--|
| 1. Explain what you know about your work placement organisation. | |
| Your personal checklist | You may need to check some details below with your employer |
| Name of company | |
| Main contact for me during my work experience is called | |
| My lunch times and arrangements are... Time? Packed lunch? | |
| To get to work in good time I need to leave home at... | |
| I need to wear... (any special clothing?) | |

Before your work placement - student to complete

Outline key soft skills and hard skills that employers would like you to have. If you need to read more, see the links below and Unifrogs skills guides.

Soft Skills (attributes / personality traits) - [How to develop your soft skills | National Careers Service](#)

Soft skills are general skills that most employers look for when recruiting and are needed for most jobs. They are sometimes called transferable skills. Soft skills are more likely to be the kind you pick up through life experience.

- 1)
- 2)
- 3)
- 4)
- 5)

Hard Skills - [What Are Hard Skills? \(thebalancecareers.com\)](#)

Hard skills are skills needed to do a specific job, generally gained through work, learning or training.

What hard skills do you think your work experience placement would want an employee to have or learn?

- 1)
- 2)
- 3)

Medical and Consent Form - Parent/ Guardian complete

Please click the link below to submit your medical and consent form as a family.

LINK:

<https://docs.google.com/forms/d/e/1FAIpQLSdj8A-42rUjsHXs0zclAh9a1SD1DrVM5CVIdOlyTan15Gj7RQ/viewform?usp=sharing&oid=113968524679965023903>

Before filling this in, please ensure you have medical information to hand as well as two emergency contact details.

By families completing and electronically signing the forms, please note you are agreeing to:

- a) I have read the information and I agree to my child taking part in the Work Experience activities as detailed in the school's letter. I declare my child fit enough to undertake these activities. I have declared any medical concerns on this form.
- b) I consent to the staff in charge giving written permission for any hospital treatment, including transfusion or operation if a delay in requesting my consent would hinder the child's progress.
- c) I understand that students will be required to make their own way to and from their Work Placement and that any costs incurred are the responsibility of the student/parent.
- d) Parents can provide students with a packed lunch or money to purchase refreshments while on work experience - please check the Placement Details form for further information on requirements for each placement. If the student receives Free School Meals and this will be an issue while on placement, please contact Mrs Hubbard so arrangements can be made.

What should employers brief students on?

Prior to us approving any work placement we require employers to complete our Private Placement Request Form. This enables us to understand:

- Contact details for the placement
- Key contact person during the placement
- Job title for placement and expected activities
- Working hours
- Dress code and lunch arrangements
- Insurance details e.g. Employers' Liability Insurance
- Confirmation the employer authorises the placement

Private placement form:

Employers will need to fill out this form and return it to the school. We will then check that the necessary insurances are in place and liaise with the employer to finalise arrangements for the placement. This can be a lengthy process, especially if we need to arrange further health and safety checks for high risk placements.

Families can read more about how employers must manage risk for work experience at: <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>

Checklist for employers to consider for work experience placements:

This checklist contains some of the points which most commonly arise. It may need to be modified and expanded for individual programmes and sorts of work, or to suit the age range of the students involved. Briefing can often best be done while students are being conducted around the areas that they are going to be visiting, or in which they will be working.

GENERAL

Line manager. Explain who will be in immediate charge of the student in the workplace and ensure that the managers are aware of their responsibilities under health and safety legislation.

Safety policy. Explain the policy and point out any aspects that apply to students in particular. Emphasise the students' personal responsibilities.

Safety literature. Distribute and explain any relevant safety literature, taking into account the students' ages, the length of their stay and their likely exposure to hazards.

Key safety people. Introduce them to students or give them their names, locations and responsibilities.

Prohibited areas. Describe any areas which students must not visit for safety reasons. Tell them why this is so.

What should employers brief students on?

WORKPLACE HAZARDS

Machinery. Explain to students that they must never operate any machine without the permission of the supervisor. Stress that they must not attempt to repair any machine on their own and that all faults must be reported to the supervisor.

Dangerous substances. Explain the importance of complying with the rules on the handling of chemicals and the advice given on container labels as detailed in the

Control of Substances Hazardous to Health Regulations 1999 (COSHH). Stress that students must ask the supervisor if they are unsure of precautions to be taken.

Lifting heavy and awkward objects. Such work should have been assessed under the Manual Handling Operations Regulations 1992. Where appropriate, arrange for students to be shown the right way to lift objects and explain why it is important. Correct posture automation and lifting appliances are ways of avoiding injury.

Housekeeping. Explain the importance of, for example, keeping drawers and cupboard doors shut; safe positioning of loose telephone computer cables etc; safe storage of material; keeping the work area clean and tidy.



SAFETY PRECAUTIONS

Safe systems of work. Describe any hazards associated with the work the students are to do or watch and explain the importance of safe working practices. Make sure

students get any necessary further briefing they need before they move on to something new.

Protective clothing. Where applicable, describe what is provided, when and why it must be used and how to make any necessary adjustments.

Safety equipment. Explain when and why it must be used, where it is kept and how to use it.

Hygiene. Tell students where the lavatories and washing facilities are. Where applicable, explain the use of barrier creams etc and tell students where they can be found.

What should employers brief students on?

EMERGENCY PROCEDURES

First aid. Explain the first aid facilities.

Accident procedure. Explain that all accidents must be reported; that all injuries, no matter how small, must be entered in the accident book, where the accident book is kept and to whom students should report in the event of any accident.

Fire alarm. Explain what students should do if they discover a fire. Describe how they will know if the alarm has been raised.

Emergency evacuation. Explain the procedure for emergency evacuation, including the route to be taken, the use of emergency exits, assembly points and reporting procedures. Stress that there should be no running during the evacuation.

Finally: check that students understand the importance of following the health and safety rules and the possible consequences of disobeying them. Stress that students who are unsure about any aspect should ask the supervisor. Tell them who else should be contacted if the supervisor is not readily available.

Work experience placements are checked, and employers have a responsibility to ensure that you are not exposed to any dangers. However, if you feel that you are being asked to work in situations that might put you at risk, whether to do with your health, danger from accidents or your personal safety, talk to your supervisor and contact your school as soon as possible.

It is always sensible to make sure someone knows what time you are expected home, and if you are working late to let them know.

Sickness/Absence

You should **not** make any appointments during your work times unless absolutely necessary. If there is a time when you are unable to attend your placement, you **MUST** contact the employer as soon as possible to let them know; you must also inform the school so your college team can update attendance records.

Any Problems

Any issues arising at your placement, your first point of call is your work placement contact/supervisor/employer. If this is not satisfactory or does not solve the issue, please speak to your parents and/or contact

During your work placement - Starting placement

Confirming attendance

You should make contact with the placement the week before your placement to confirm that you will be attending. At this time, you should ask any questions you have about the placement.

What to Wear

You need to ask when confirming the placement. Most businesses have some sort of dress code. You need to ensure you know what this is as arriving in the wrong clothing could mean you are sent home to change and would not be a good start to your placement. This includes footwear, makeup and hairstyles. You need to look professional at all times.

Work Times

Work times are to be agreed between student and employer before the placement begins. Make sure you know what times you start and finish- and don't be late! You may also want to ask about break times. We would not expect students to work any longer than an 8 hour day. If unreasonable or unsuitable times are suggested that you are not happy with, please contact your college team for support.

Lunch Arrangements

Make sure you ask about lunch arrangements when you confirm the placement, so you know what to take with you on your first day. Some companies have café/restaurants on site, some may be local to a town where you can go out at lunchtime and buy your food, or you may want to take a packed lunch with you.

Travel

Make sure you know where the placement is, how to get there and how long it takes. If it is somewhere unfamiliar to you, it could be worth doing the journey beforehand so that you feel confident on the first day of your placement. Reliability is a key attribute and it is your responsibility to arrive on time.

Feedback

Your employer will be asked for feedback after you have completed your placement. Yellow feedback form needs to be given to the employer and they will either ask you to return it to school or they will send it directly to me. Your feedback forms are kept on file to help you with future employability – CV, Personal Statements.

During your work placement

Knowing your work placement

| | |
|--|---|
| Which career sector is your company in? | |
| Which category is your company in? | <input type="checkbox"/> Large (over 100 employees) <input type="checkbox"/> Medium (21-100 employees) <input type="checkbox"/> Small (20 or fewer employees) |
| What are the main activities of the business? | |
| Which department are you working in? | |
| Does the company have other departments on the site where you are working? If so, what are they called and what do they do? | |
| Does the company have other locations in this country or elsewhere in the world. Please list them. | |
| Who are the customers/ clients of the business? | |
| What does the work you are doing involve? | |

During your placement - student diary - Day 1

Please write a diary for each day of your placement, detailing:

- The shift you worked in terms of start and finish times
- Who you worked with, including their role
- What tasks you were asked to do and how you completed them
- New skills you have learnt
- Skills and attributes you have improved
- Any challenges you have faced and how you overcame them

Day 1 summary

During your placement - student diary - Day 2

Please write a diary for each day of your placement, detailing:

- The shift you worked in terms of start and finish times
- Who you worked with, including their role
- What tasks you were asked to do and how you completed them
- New skills you have learnt
- Skills and attributes you have improved
- Any challenges you have faced and how you overcame them

Day 2 summary

During your placement - student diary - Day 3

Please write a diary for each day of your placement, detailing:

- The shift you worked in terms of start and finish times
- Who you worked with, including their role
- What tasks you were asked to do and how you completed them
- New skills you have learnt
- Skills and attributes you have improved
- Any challenges you have faced and how you overcame them

Day 3 summary

During your placement - student diary - Day 4

Please write a diary for each day of your placement, detailing:

- The shift you worked in terms of start and finish times
- Who you worked with, including their role
- What tasks you were asked to do and how you completed them
- New skills you have learnt
- Skills and attributes you have improved
- Any challenges you have faced and how you overcame them

Day 4 summary

During your placement - student diary - Day 5

Please write a diary for each day of your placement, detailing:

- The shift you worked in terms of start and finish times
- Who you worked with, including their role
- What tasks you were asked to do and how you completed them
- New skills you have learnt
- Skills and attributes you have improved
- Any challenges you have faced and how you overcame them

Day 5 summary

During your placement - student diary - Day 6

Please write a diary for each day of your placement, detailing:

- The shift you worked in terms of start and finish times
- Who you worked with, including their role
- What tasks you were asked to do and how you completed them
- New skills you have learnt
- Skills and attributes you have improved
- Any challenges you have faced and how you overcame them

Day 6 summary (Y12 only)

During your placement - student diary - Day 7

Please write a diary for each day of your placement, detailing:

- The shift you worked in terms of start and finish times
- Who you worked with, including their role
- What tasks you were asked to do and how you completed them
- New skills you have learnt
- Skills and attributes you have improved
- Any challenges you have faced and how you overcame them

Day 7 summary (Y12 only)

After your placement

Firstly, well done for completing your work experience placement!

We advise you write a thank you letter to your employer, expressing your gratitude for the opportunity and outlining what you gained from the experience. Not only is it the professional thing to do, you may wish to ask for their support in the future or for a reference and building positive relationships is a useful skill as you work towards a career journey.

Dear **[Employer's Name]**,

Template thank you letter

I hope you are doing well.

I am writing to express my heartfelt gratitude for the opportunity to complete my work experience at **[Company Name]**. The time I spent with your team was incredibly valuable and has provided me with a deeper understanding of **[mention the specific industry or field]**.

Throughout my placement, I was able to develop skills in **[mention specific skills, e.g., communication, teamwork, time management]**, and gain insight into the daily operations of **[mention specific tasks or projects you worked on]**. Your guidance and feedback were instrumental in helping me learn and grow in a professional setting.

One of the highlights of my experience was **[mention a specific experience or moment that stood out]**, which not only taught me about **[mention the lesson learned]** but also inspired me to **[mention any future goals or aspirations]**.

Thank you once again for your support, patience, and for welcoming me into your team. I truly appreciate the opportunity and hope to keep in touch as I continue to explore my career path in **[mention the relevant field or industry]**.

Wishing you and the team all the best for the future.

Yours sincerely,

[Your Full Name]

[Your Email Address]

[Your Contact Number]

After your placement

Please evaluate how you performed in the work placement.
(Your employer/ boss will complete a similar evaluation of your performance and send it into school)

Please highlight - A for Excellent, **B** for Good, **C** for Acceptable, **D** for Needs attention

| | | | | |
|--|---|---|---|---|
| 1 My timekeeping was | A | B | C | D |
| 2 My attendance during work experience was | A | B | C | D |
| 3 The clothes I wore suited the work I was doing | A | B | C | D |
| 4 My attitude to fellow workers was | A | B | C | D |
| 5 My willingness to listen and learn was | A | B | C | D |
| 6 My skills at adapting to different situations | A | B | C | D |
| 7 My awareness of health and safety practices | A | B | C | D |
| 8 My ability to show initiative was | A | B | C | D |
| 9 My attitude to work was | A | B | C | D |
| 10 My communication skills were | A | B | C | D |

To complete your final reflection, please follow the link below to record your work placement reflection.

Questions will include:

- If you enjoyed your work experience placement
- If you completed your full work experience placement
- What the best part was and why
- What the worst part was and why
- What could you have done better
- Any alternative placements you would have liked to choose
- What you learnt from your placement in terms of knowledge, skills and your own work experience objectives
- Your advice to students doing work experience in the future

LINK: <https://forms.gle/7NWg8NVT5aBY88fBA>

Reflections are due by Friday 18th July for Y10 and Friday 25th July for Y12.

After your placement

What's next?

Networking reflection: Maintaining connections in the workplace can be very valuable and help you develop a network of role models and peers to support you as you progress in your career.

Choose two professionals you worked with or met. What did you learn from them? Did they have skills/ qualities you admire or see as valuable?

| Person 1 | Person 2 |
|----------|----------|
| | |

Update your CV: Add your work experience, skills gained and specific achievements to your CV. You can create and edit a CV using the Unifrog CV builder tool. When drafting your CV, you don't have to complete it all at once on Unifrog and you can invite teachers to give feedback directly on Unifrog.

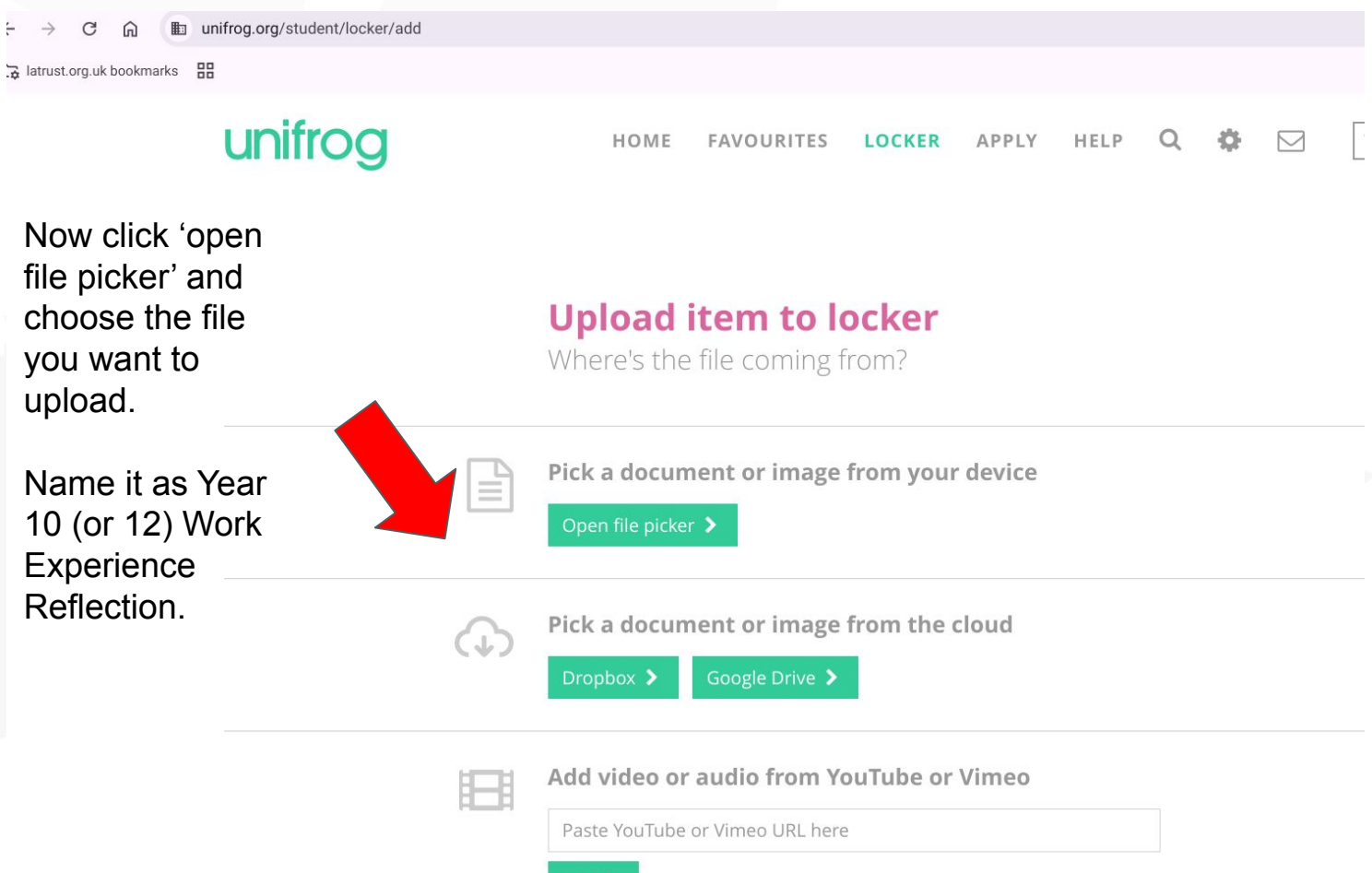
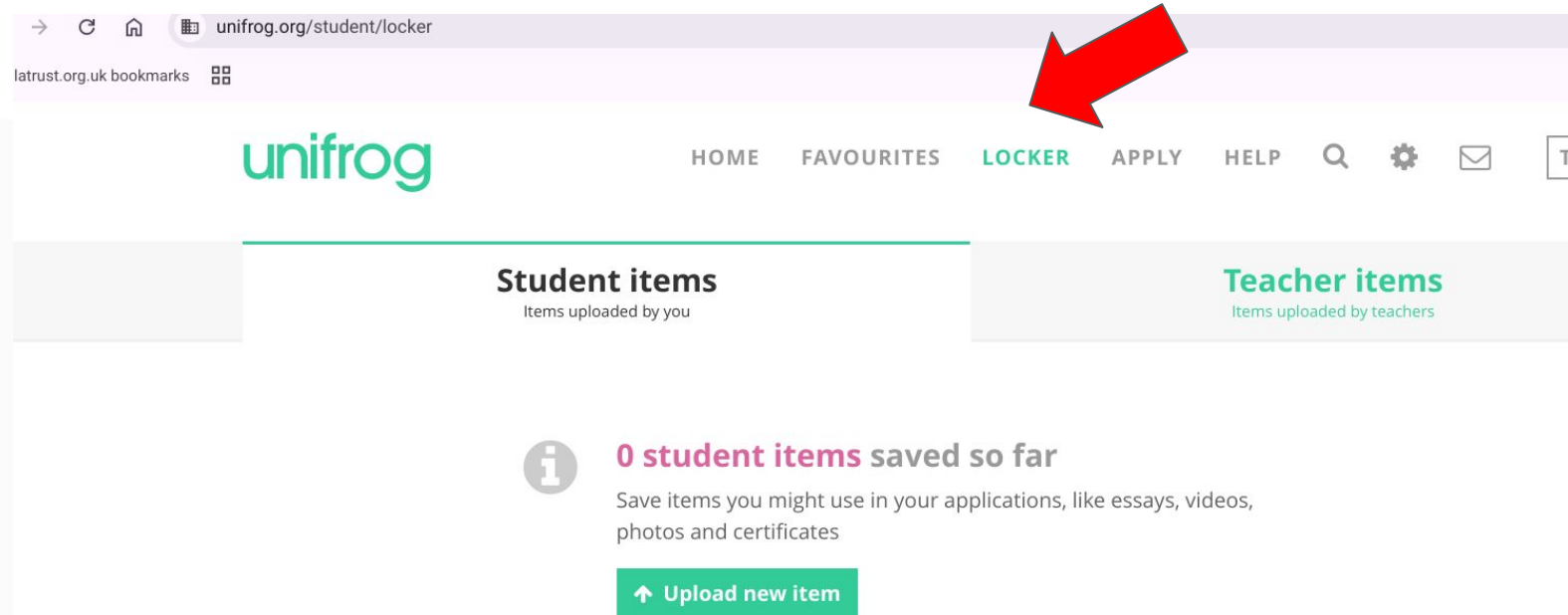
Visit: <https://www.unifrog.org/student/know-how/direct/how-to-use-the-cv-resum-tool>

Drafting application materials

- UK Personal Statement**
1 teacher comment
Go to tool >
- Academics**
1 Classes, 1 Predict missing
Go to tool >
- Subject References**
2 References, 1 missing
Edit >
- CV / Resumé**
Tweak your CV for each role
Start >
- Writing tool**
All marked as finished
Start >
- Common App Essay**
Started
Go to tool >
- US recommenders**
No recommender selected
Go to tool >
- Notes for Reference writers**
2 notes missing
Go to tool >

Recording your reflection on Unifrog

To save your reflection to your locker, go to Unifrog and select your locker.



You can revisit the documents in your locker at any time to help with Post 16 and Post 18 applications. You can also save Unifrog quizzes and careers meeting notes here!

Enquiries

For careers education related enquiries please contact our Careers Lead at:
emma.stubbs@lahughchristie.org.uk



Central Kent Careers Hub is our one stop shop for careers education information for student, families, employers, alumni and teachers to ensure we are all equipped with guidance to support students.

Coming soon - Summer 2025