

Shuttleworth College

Work Experience

Monday 17 - Friday 21 May 2027

Student Guide

Key dates

- Wednesday 30 September: Work Experience Launch
- Wednesday 4 November: deadline for medical forms
- Tuesday 15 December: deadline for self-placement forms
- April 2027: Placement agreement forms issued
- April 2027: Interviews take place, placement agreement forms signed by all parties
- Tues 4 May 2027: deadline for placement agreement forms
- Monday 17 May 2027: work experience begins
- Monday 24 May 2027: students and work experience log books return to Shuttleworth College

If you have any questions, please contact:

Mrs Ackroyd

Careers Leader

Shuttleworth College

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In May 2027, you will go on Work Experience for one week. Instead of attending your normal lessons in school, you will spend 5 days in a business, learning about an industry and about the different job roles involved. This is an amazing opportunity for you to:

- find out more about the world of work
- develop your confidence
- develop your employability skills
- think about future career and education pathways

We are very excited to be able to offer this to all Year 10 students this year.

We expect that you will:

- find your own work experience placement
- be organised, and meet all the preparation deadlines
- represent Shuttleworth College with excellent attendance, punctuality and behaviour
- take the opportunity to 'be an adult' in the workplace for the first time, and learn as much as possible
- be positive and enthusiastic about the opportunity

At Shuttleworth, we will support you by:

- providing information to you and your families
- explaining how to find a work experience placement
- providing sessions on work readiness, professional skills, CVs and interviews
- checking that your placement is suitable, that your employer documentation is complete (with EBP North West)
- providing a log book for you to keep a record of your placement
- checking in (by phone call or in-person visit) with you and your employer while you are on placement
- give you time after your placement to reflect on your achievements and the skills you've developed

Using the online portal: 3 important forms!

All the relevant forms and information for your work experience placement will be online:

- The links for both the medical information form and self-placement form have been sent to your school email address – there are separate links for each form. You can complete the forms at different times to meet the deadlines, but you must complete each form in one go: a partially-completed form can't be saved and returned to.
- When you sign in, you will need to use your Forename, Surname and Date of Birth
- Your forename and surname must match the preferred names you use in school, as per the register
- Your date of birth must be in the format DD/MM/YYYY
- All details must be accurate for you to access the forms – please see Mrs Ackroyd if you are struggling to do this
- The placement agreement form will be given to you in the spring.

Medical Information Form

You will be asked to provide information on any relevant medical conditions that may affect the choice of placement or that the placement provider should be aware of. We will check this against the medical information we hold for you in school.

This form must be completed no later than Wednesday 4 November 2026.

Self-Placement Forms

Where possible, we expect all students to find their own work experience placement. Once you have received an offer, you will need to complete the self-placement form:

- If this is done in the presence of the employer then all sections can be completed together on the same device
- If this form is not completed in the presence of the employer, then an accurate email address must be provided and the form will be forwarded for the employer to complete.
- A copy of the Employers Liability Insurance will also be requested for uploading

All of this information must be returned to school no later than Tuesday 15 December 2026.

This then allows time for EBP NW to arrange the health and safety visits.

Placement Agreement Forms

All employers providing work experience placements must be approved with a health and safety check (by EBP NW) to ensure that employers have the necessary insurance to cover students and that appropriate health and safety arrangements are in place.

Once the employer has been approved, we will then issue you with a copy of your job description and the **placement agreement form**. This will contain all of the following information:

- Name and address of placement provider
- Contact name and telephone number/email
- Dates and hours of work
- Brief details of the tasks and learning objectives
- Other special requirements e.g. PPE, dress code, vaccinations etc.

Students must arrange an interview with the employer to go through the placement agreement form. **The Placement Agreement Form must be signed by parents, students and the employer by Tuesday 4 May 2027.** Once complete this MUST be returned to school before work experience can take place.

Not sure how where to start with finding a placement?

Here's our helpful guide to finding your own work experience, from coming up with ideas about the jobs you might like to asking an employer to offer you a work placement.

Work experience is a great opportunity to learn about a job or an area of work. You'll use skills that you might not even know you have and develop new skills that will help you work better with other people now and in the future.

Finding your own work placement is a positive experience. It means you have more choice and control over where you go, and it's a chance to show off your organisational skills. It's ok if you don't have any ideas about what you want to do yet – we'll show you how to get started.

Remember that there are people who can help you at every stage.

- Mrs Ackroyd (Careers Leader)
- Miss Jackson (Head of Year) and form teachers
- Mrs Turner (Assistant Headteacher for Personal Development)
- Family
- Friends

How to decide on a work placement

If you already know what kind of job you want to do

You may already know what career you're interested in – if that's the case, good for you! The best thing to do is to look for work experience that's related to the job you want to do, or in the same sector or industry as your chosen career. Here are some examples:

- If you know you want to be a chef, you could try to find a placement in a restaurant or cafe
- If you're interested in a career in medicine, you could try to find a placement in a hospital or GP surgery
- If you like travel, you could look for a placement with a travel agent or tour company
- If you think a career in finance would suit you, you could try to get a placement in an accounts office or at a bank.

If you don't know what kind of job you want to do yet

Don't panic if you're not sure what career you want to go into just yet – lots of people aren't!

There are lots of really useful resources online that can help you – a list of these is available at the end of this guide. For example, you can use BBC Bitesize Careers, CareerPilot or iCould to explore different job roles and to find jobs linked to your favourite subjects.

Remember that work experience is about developing your employability skills; you can do this in any work area so look for something interesting that you might enjoy!

Here are some examples of how different subjects can help with different jobs:

- English – newspapers, magazines, publishing, writing, libraries, teaching.
- Maths – accountancy, banking, engineering, computer programming, finance.
- Geography – green charities, local borough town planning, environmental sciences.
- Science – vets, pharmacies, zoos, laboratory work, hospitals, teaching.
- Photography – local, news, fashion, portrait and nature photography, processing film.

If you're really stuck

If you really can't think of an area of work you want to find a placement in, or decide which subject you like best, try asking yourself these questions:

- What am I good at?
- What are my interests and hobbies?
- What jobs have I seen other people do that I think look interesting?

Or, you could just go for something different, or for a job that you know little about. Work experience is all about giving you an insight into the world of work. It doesn't have to be in a career that you would choose in the future. Talk to your family, friends, teachers and Careers Leader for some ideas.

Now that you have some ideas

Jot down your thoughts and:

- Make a list of the top 10 placements you would like
- Imagine the kinds of things you might do on your placement (be realistic!)
- Remember that you won't be given a lot of responsibility
- Ask yourself if the placement is realistic for someone your age
- Expect to do some repetitive and easy tasks
- Start your search

Now you've got a list of the type of placements you want, it's time to find one! Remember that you won't be the only student looking for a work placement – not in your year group at Shuttleworth or in Burnley & Padiham either.

Here's our step-by-step guide to finding companies and organisations you can ask for work experience:

1. If someone in your family works somewhere interesting, you can ask them if they'll contact their human resources department for you
2. Ask neighbours and family friends if their work would consider you for a work placement
3. If you already know of an organisation that interests you, do an online search for their contact details
4. Find employers in your local area by doing a simple google search
5. Read job adverts online or in the local newspaper to find employers in your area

6. Think of businesses you pass by when you are on your way to school or out shopping. Many students think of shops and local hairdressers as good placements, so there may be lots of you trying to go to the same place. Try to think of some different companies too.
7. Be willing to travel to other areas, as long as it's not too far or expensive to get there. This will give you more choice and open up other opportunities.

Get in touch

Once you have a list of companies, the next step is to contact them.

- If the company is small and in the local area you could drop in and speak to them.
- Larger companies may require a letter and CV. You will need to ring up the company and ask who organises work experience. Some larger companies put this information on their websites. Once you have the name of the person you should speak to, you will need to phone them to introduce yourself.

Make the call

Lots of young people find it a bit scary to call an employer. Even some adults get nervous phoning companies. The more you do it, the easier it will be – you'll soon wonder what you were worried about. Here are some tips:

- Think about what you want to say before you make the call
- Write it down on a piece of paper and keep it in front of you
- Have a pen and paper ready to take down any names or notes
- Take a deep breath and relax before dialling the number
- Always be polite and try to speak clearly
- Start by introducing yourself, give your name, say which school you go to and explain that you're looking for work experience
- Be prepared to say why you are interested in a placement with that employer
- Say what interests you about that company or the kind of work they do
- Don't be discouraged by employers saying no: it's nothing personal
- Keep trying other employers; don't give up
- If you're really nervous, you could ask a parent or teacher to be with you when you make the first phone call
- Practice makes perfect!

Writing an email to ask for work experience

You can email employers to ask for a work experience placement. Below is an example of an email. Make sure you add relevant details and that your email is formatted correctly.

To:	Employer email address
Subject:	Work Experience placement 17-21 May 2027
Attachments:	CV

Dear Sir / Madam / Specific Name,

I am a Year 10 student from Shuttleworth College (Padiham) studying for GCSEs in [list of subjects].

I'm looking for a work experience placement for the week of Monday 17 – Friday 21 May 2027 and I'd like to enquire about whether this is possible with [company name].

I'm keen to gain some practical experience in [chosen industry / type of work], because [give your reasons]. I'm a [relevant skills, qualities and attributes], which can be shown in [real life experience which demonstrates your skills].

In my spare time, I like to [list relevant interests and hobbies] and I've also had some experience in [any other volunteering or part-time work].

As an enthusiastic student with a keen interest in what your company does, as well as a passion to progress in this industry, I would be very grateful to be considered for an opportunity at [company name].

[If you have a CV, attach it to the email and write, 'Please find attached my CV.']

Thank you for taking the time to read this email. I hope that I will hear from you soon.

Yours sincerely,
 [your name]
 [your contact phone number] [your email address]

You will also be given time in school to help prepare you for work experience, which will include CV writing and interview techniques. Remember to ask for help if you need it. You're already showing lots of initiative by looking for a placement on your own.

Good Luck!

Interviews

You might be asked to attend an interview to confirm your placement and complete your self-placement form. You will also be asked to speak to your employer to confirm arrangements for your placement and complete your placement agreement form – you can treat either of these meetings like a practice interview.

Our top tips for interview success:

- First impressions count! Be punctual, greet your interviewer with a smile and eye contact, be polite and enjoy the conversation.
- Be prepared: plan your journey, leave plenty of time, make a list of your skills, qualities and achievements. Can you give examples of times when you have demonstrated your skills?
- Research the employer in advance: find out as much as you can about what they do and write down any questions you have for them. Think about how your skills will be relevant for your placement and what you're excited to learn about in their workplace.
- Communication: be confident, listen carefully to the questions and answer as fully as you can, don't waffle, take a moment to gather your thoughts if you need to. If you're not sure of something, you can ask for clarification.
- Body language: during the interview, don't slouch or lean back, don't fold your arms or look at the floor. Sit up straight, make eye contact, show energy and positivity.
- Be positive: an employer is giving up their time to offer you a placement – be respectful of this and be enthusiastic about the opportunity. Help them to be excited about having you with them on placement.
- Excellent manners – all the time, to everyone! Often, an employer will ask other employees about the impression you've given.

You might be asked:

- “Why do you want this placement?” Interviewers use this question to see how keen you really are so be positive and interested when you answer
- “What are your strengths?” This is your chance to talk about your skills and achievements
- “What work experience do you have?” If you volunteer (in or out of school) or have a part-time job, you can talk about what you've learned already. Add as much detail as you can. This demonstrates a good work ethic.
- “Tell me about yourself.” The interviewer is trying to learn more about your personality and how well you might get along with other employees. Talk about your hobbies, interests and the aspirations you have.

You could ask your employer:

- More about your job description or the tasks you'll be given, particularly if any tasks might be high-risk in terms of health & safety.
- To check your self-placement form and/or placement agreement form
- What their dress code is

- When your lunch break will be and where you can go to eat
- To confirm your working hours
- If there is anything you can do in advance to prepare for your placement
- Who the best person to contact is if you have any further questions
- Where to go and who to ask for when you arrive on your first day

During the Work Experience Placement

Work Experience Log Book

We ask that students complete their log book thoroughly during the placement, and bring it back into school with them on Monday 24 May 2027. There are sections in the log book for their employer and parent/carer to complete.

Absence/Lateness

If a student cannot attend/will be late for any reason we ask them to contact the work placement and school by phone. If the work experience placement is closed the student must attend school that day.

Issues/Concerns

If a student has any issues/concerns during the work experience placement we ask their parent/carer to contact us.

Staff Visits

During the placement staff will phone or visit the employer and student to find out how they are getting on.

EBP North West Email to Employers

An email will be sent to employers asking them to complete feedback on the student.

After the Work Experience Placement

Students are asked to bring their work experience log books back into school on Monday 24 May. We use the information in the log book to support them with CV writing, personal statements, and sixth form/ college/ apprenticeship interview preparation.

Useful Websites

Barclays Life Skills	Learn about money, wellbeing and employability https://barclayslifeskills.com/educators/support/remote-learning/
BBC Bitesize Careers	Search by subject or job to find out about different careers. https://www.bbc.co.uk/bitesize/careers
Career Pilot	Career Planning and information https://careerpilot.org.uk/
iCould	Videos and case studies of different jobs and sectors. https://icould.com/
National Careers Service	Explore thousands of jobs and find out about typical hours, pay and progression. https://nationalcareers.service.gov.uk/
UCAS career list	https://www.ucas.com/explore/career-list