Year 10 Work Experience Information Form & Instruction Sheet

8-12 March 2027

You will need to contact an employer and ask if they are willing to offer you a work experience placement.

- You can stay local to your home, Boston, Spalding, Sleaford etc (travel is your responsibility)
- You may have relatives who can provide a placement elsewhere in country (stay with them)
- Types of employers: Larger companies and Businesses – Supermarkets, Housing Associations, local council, manufacturing, car retailers, primary schools, secondary schools. Small industry/services – Hair, charity shops, cafes, retail, engineering, trades, dentists, pharmacies, garages
- NHS work experience – applications made through Talent Academy (see Miss Gallagher to discuss)

Exceptions

- Sole traders – **the law** requires employer to have employer liability insurance for work experience placements
- Family – if working from home, otherwise please discuss with Miss Gallagher first.
- Abroad

You can use the grid below to make sure you have all the information you need, ready to hand into Miss Gallagher in Careers Office. Please make sure you are accurate or there could be a delay to processing your request for work experience. **You will also need to make sure you know your parent/carer's email.**

Struggling to find an employer! - Access you allies (friends of family, family, businesses/services that you use), ask them to approach where they work and ask on your behalf. Search local businesses: www.yell.com can help.

The dates for Year 10 work experience are: **8-12 March 2027**

Information you need to gather is detailed below: **(you must hand this to Miss Gallagher by 5 FEBRUARY 2027)**

Employer Placement Basic Details:

Student name and Form Group	
Company/Business Name, Address, postcode and telephone number	
Employer name:	
Employer Email:	***(unfortunately, a work placement cannot be processed without an email address)***
Parent name:	
Parent contact number:	
Parent email:	

Please ask the organisation to look out for an email from Unifrog, as they will need to confirm everything via a short on-line form. Once the employer completes their details on the Unifrog platform your parent/carer will then receive an email asking them to confirm they are also happy for you to attend. They must respond to this email before your work placement can be agreed. Any questions, please see Miss Gallagher.