



Beths Grammar School
Careers and Work Experience Department

Year 10/11 Work Experience

Monday 12th to Friday 16th October 2026

Introduction

We believe a period of work-related learning gives students the chance to see what a real working environment is like as well as the opportunity to develop key skills that they will need in their working lives.

The week-long placement is **compulsory** for all current Year 10 students and is taking place from **Monday 12th to Friday 16th October 2026**, in the autumn term of Year 11.

Parents / Carers have an important role to play in encouraging and guiding their child during the work experience programme.

We hope that this will be an enjoyable and beneficial experience for every single student.

It is the responsibility of the student to find their own placement.

The deadline is Monday 19th May 2026.

If you find your placement after this deadline we may not be able to make the legal checks that are required.

**Finding your
own
placement**

Care homes

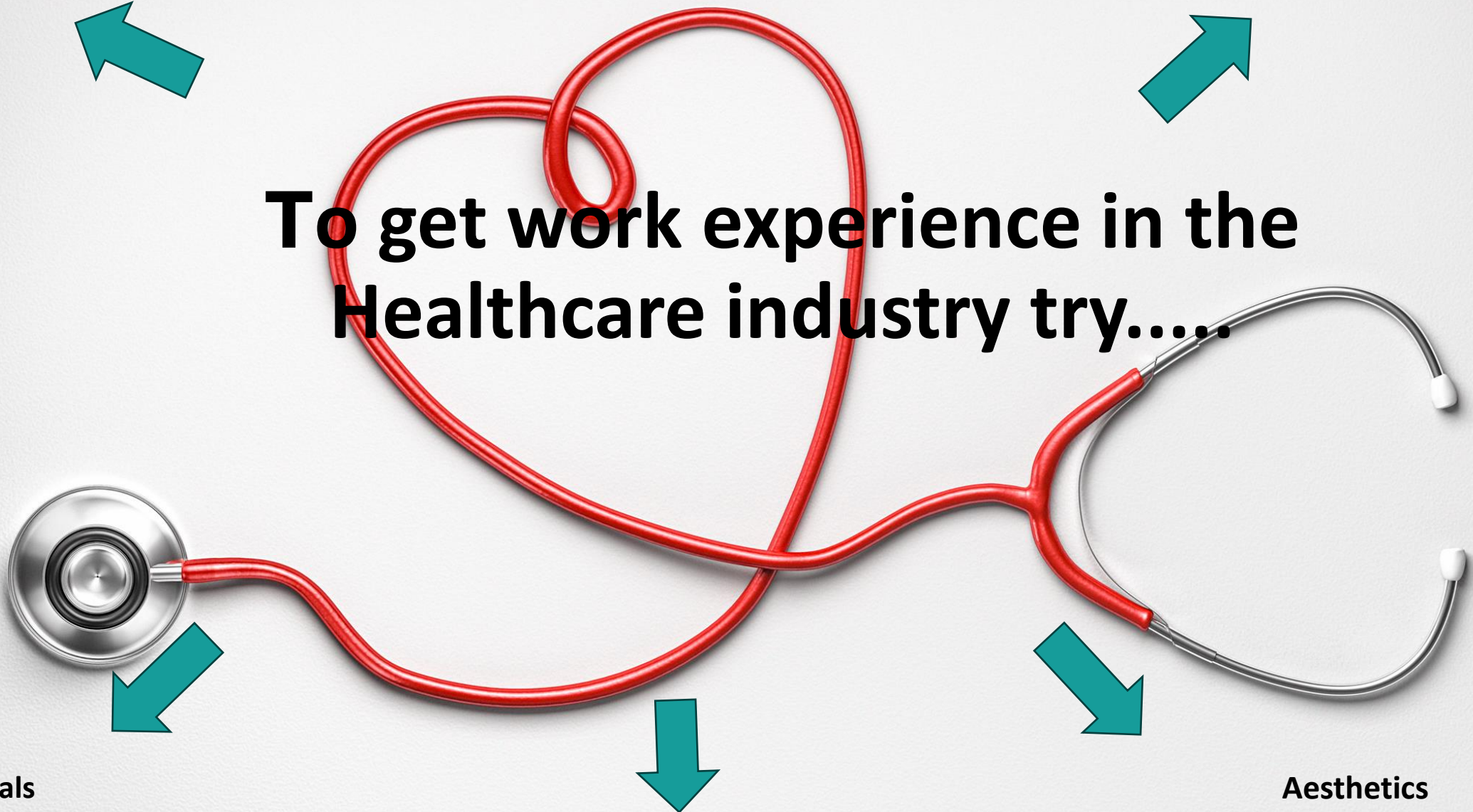
Dentists

**To get work experience in the
Healthcare industry try.....**

Hospitals

Pharmacies

Aesthetics



Estate Agents



Banks (walk in – be sure to get a specific name/contact email address)



Large charities



To get work experience in Finance try...



Most large companies have a Finance department!!

Mortgage Advisors



Large retail organisations



Smaller tax/accountancy firms



Hospitals



Banks



Large charities



To get work experience in IT try.....



Most large companies have an IT department!!



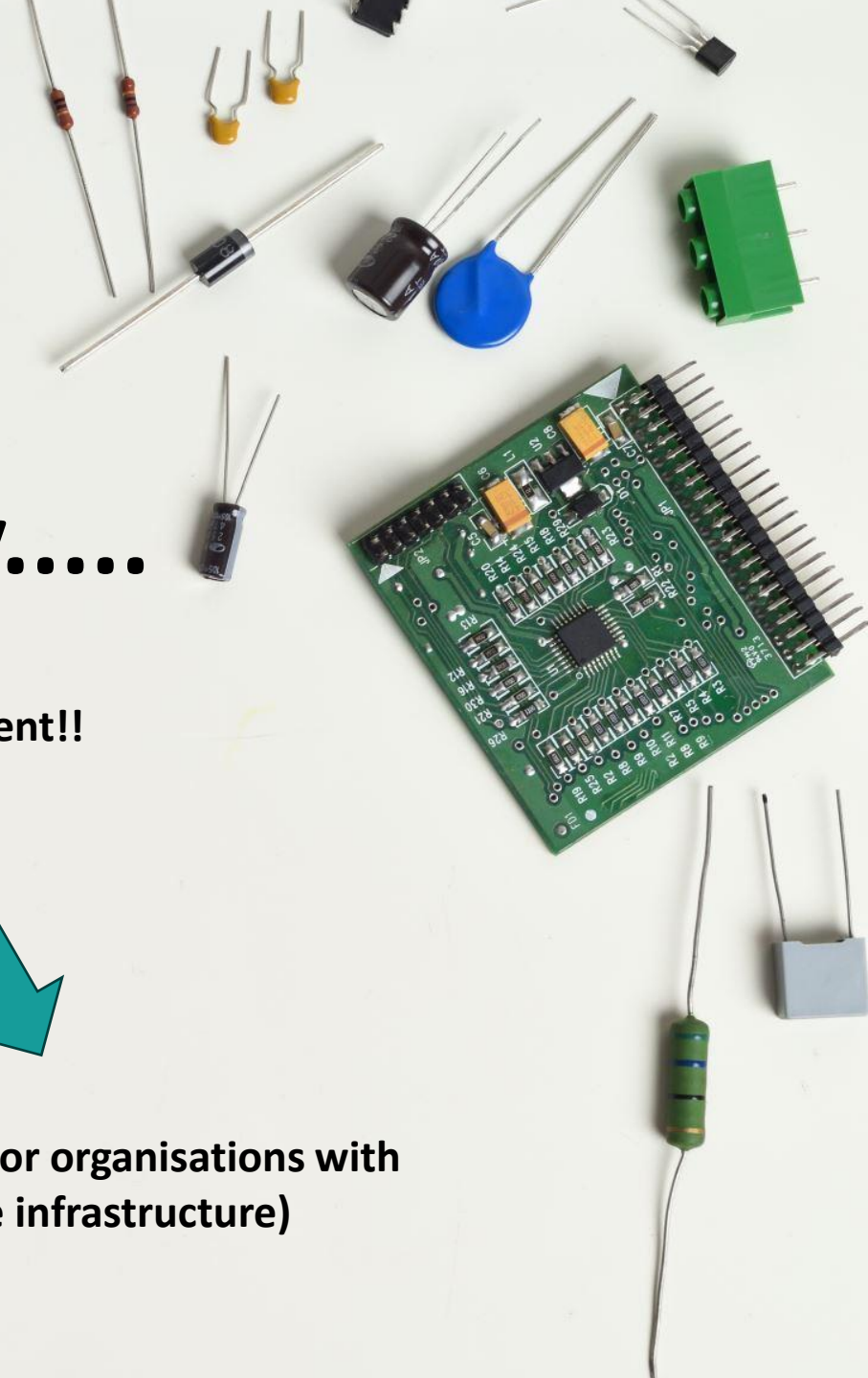
Schools



Large retail organisations



TFL (or organisations with large infrastructure)



ENGINEERING

CIVIL

Construction companies

Building companies

Architects

New buildings going up in your area?
Who is constructing them?

MECHANICAL

Car showrooms with workshops

Car Garages

Bicycle repair shops

Car accessory shops

CHEMICAL

Local universities or colleges

Pharmacists

AEROSPACE

Try Airports!

London City,
Biggin Hill,
Lydd
Gatwick
Heathrow
Stanstead

Lots of companies within the airports, don't just try BAE

ELECTRICAL

Specialist electrical shops, try industrial estates

Security companies

Larger construction / building companies may have an electrical department

Local council for social housing



Remember to please avoid sole traders

Any students not finding their own work experience placement will be allocated a school-found placement according to travel logistics.

We would strongly advise all students to find their own placements, as the school-found work experience may not match the interests and aspirations of the student, or give them an opportunity to sample a possible future career direction.

A school-found placement is not your first option!

School-found placements



To enable students to appreciate the demands, priorities, disciplines and relationships found in the world of employment.



For students to develop self-confidence and self-discipline while working with adults.



Experiences of the workplace can create social capital for young people with more limited networks



To recognise and record the use of Employability Skills.



Students will be able to reference these experiences in the future, whatever pathway they take, as part of their CV for job or apprenticeship applications, or personal statement for university.



Work experience helps them prepare for the transition from school to college, university, apprenticeships or employment.

Why do work experience?

What are
Employability
Skills and why
are they
important?



How to find a placement

- Make a list of companies – make sure that it is realistic and flexible
- Use local companies and existing networks
- Contact them by email, phone call or in person
- Follow up with a phone call – it's easier to ignore an email

School support:

- CV writing
- Templates on how to write an email and how to make a phone call

unifrog

Unifrog events

Interact directly with experts



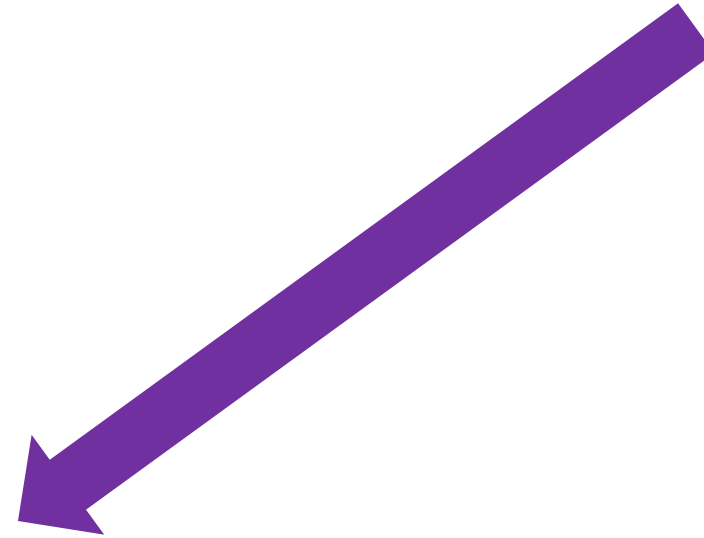
Placements

✓ 1 placement added, 0 completed



Special opportunities

0 shortlists



Student Initial Form

Accurate information please!



Employer Initial Form

Insurance; Risk Assessment;
Health and Safety



Parent / Guardian Agreement



School Permission

Only given if the school is completely satisfied
with the information from student, employer
and parent

Medical information

Lone traders / Self-employed

Hybrid working

DBS checks

Work experience abroad



Safety of Placements

Our priority is students' safety. In the case of an emergency, the school will be the first point of contact.

All students will receive a full Health and Safety and Safeguarding briefing at school before they go out on work experience.

All students are required to comply with the safety regulations of the organisation where they are working.

Before, During and After your placement

Before

- Contact the employer
- Plan your journey
- Find out what is expected of you

During

- Behave professionally
- Attend each day
- Inform the employer of any illness or appointments

After

- Thank the employer
- Evaluate your experience
- Update CV



Useful contacts

Careers: Ms Blyghton, Ms Ratcliffe
& Ms Rayneau

Head of Year 10: Ms Stevens

Head of Key Stage 4: Mr McBeth

Keeping students, parents & carers up to date

Communication from the
Careers Team via Form
Tutors; Teams and school Email

For any queries, please email us:
workexperience@beths.bexley.sch.uk



The deadline may seem ages away, but please don't leave it until the last minute.

You can upload your placement details to Unifrog as soon as you have confirmed them.

Make the most of the opportunity! Go and get the great work experience placement that's going to make a difference to your future.