

# The Work Experience Journey

**Ignite curiosity, creativity, and career  
awareness through engaging activities**

**Carleton High School & The Kings School  
26<sup>th</sup> November 2025  
Year 10**

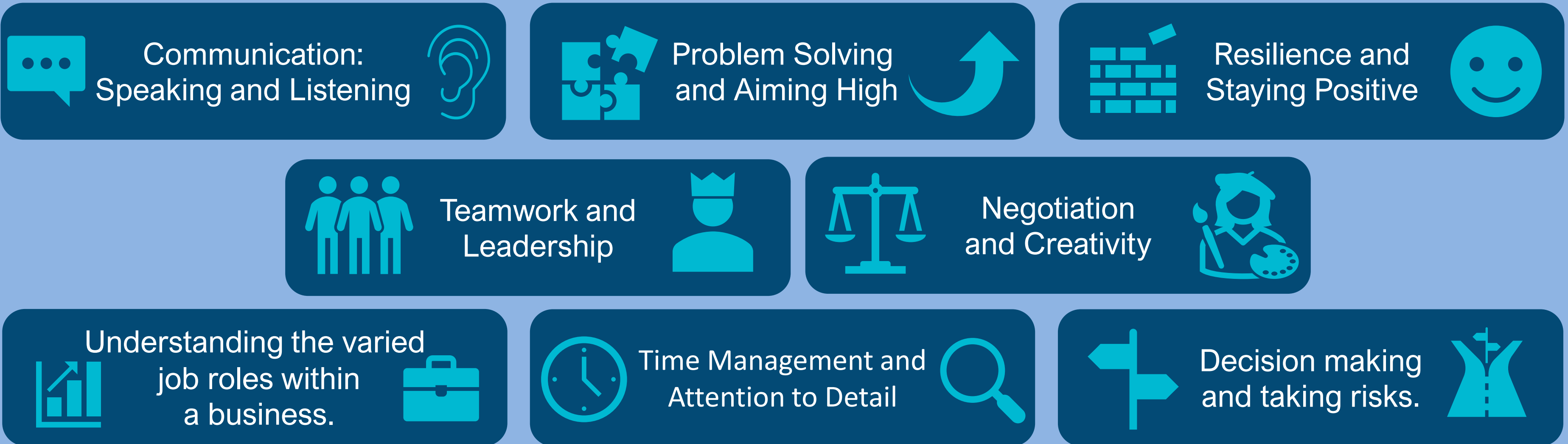
# Overview

- Build important skills like teamwork, problem-solving, and communication.
- Learn about different local jobs and industries from real employers.
- Discover how Work Experience can match your interests and talents.
- Understand what Employers are looking for.
- Grow your confidence in talking to professionals and planning your future.

“The skills you start building in now – teamwork, confidence, and problem-solving – are some that will help you stand out in the future. Every lesson, challenge, or new experience is a chance to grow.

Your journey starts now – make it count ”

# Skills Focus



# What is an Experience of the workplace?

Preparing you for jobs that do not exist, to use  
technology not invented and solve problems we do not  
yet know!

# Understanding the range of opportunities

- Do you understand what employers have to offer and what they are looking for?
- Challenge any stereotypes or misconceptions about sectors, what a job involves etc.
- If you had to describe a job in IT what would you think of?
- Would you think of this ....



# Let's see what careers are out there...



# Tips for finding your placement

## Do your research

Research using the internet or look on your high street for employers based nearby who might offer you a placement.

## Don't be shy!

Emailing, telephoning and visiting employers in person. Research the company and find the name of the key person to ask for.

## Word of mouth

Talk to friends, parents, family members and enquire if they can help out or support.  
Everyone knows someone!



# Things to consider checklist

- How will you get there? What will you be doing?
- Employers Liability Insurance
- Out of area placements
- Will you need a preplacement interview?
- Employers are giving up their time to invest in you!

# Key dates to REMEMBER!

You must have accessed the portal by

**10<sup>th</sup> December 2025**

You must have secured your  
work placement 3 months before  
your placement dates which are

**Carleton High-22<sup>nd</sup>-25<sup>th</sup> June  
2026**

**The Kings School- 6<sup>th</sup>-9<sup>th</sup> July  
2026**

# Why do Work Experience

- Create meaningful engagement with employers
- Provide experiences of the workplace and industry insights
- Overview of local labour market information
- Develop individual knowledge and skill sets
- Provide the opportunity for self reflection and development of transferrable skills such as:

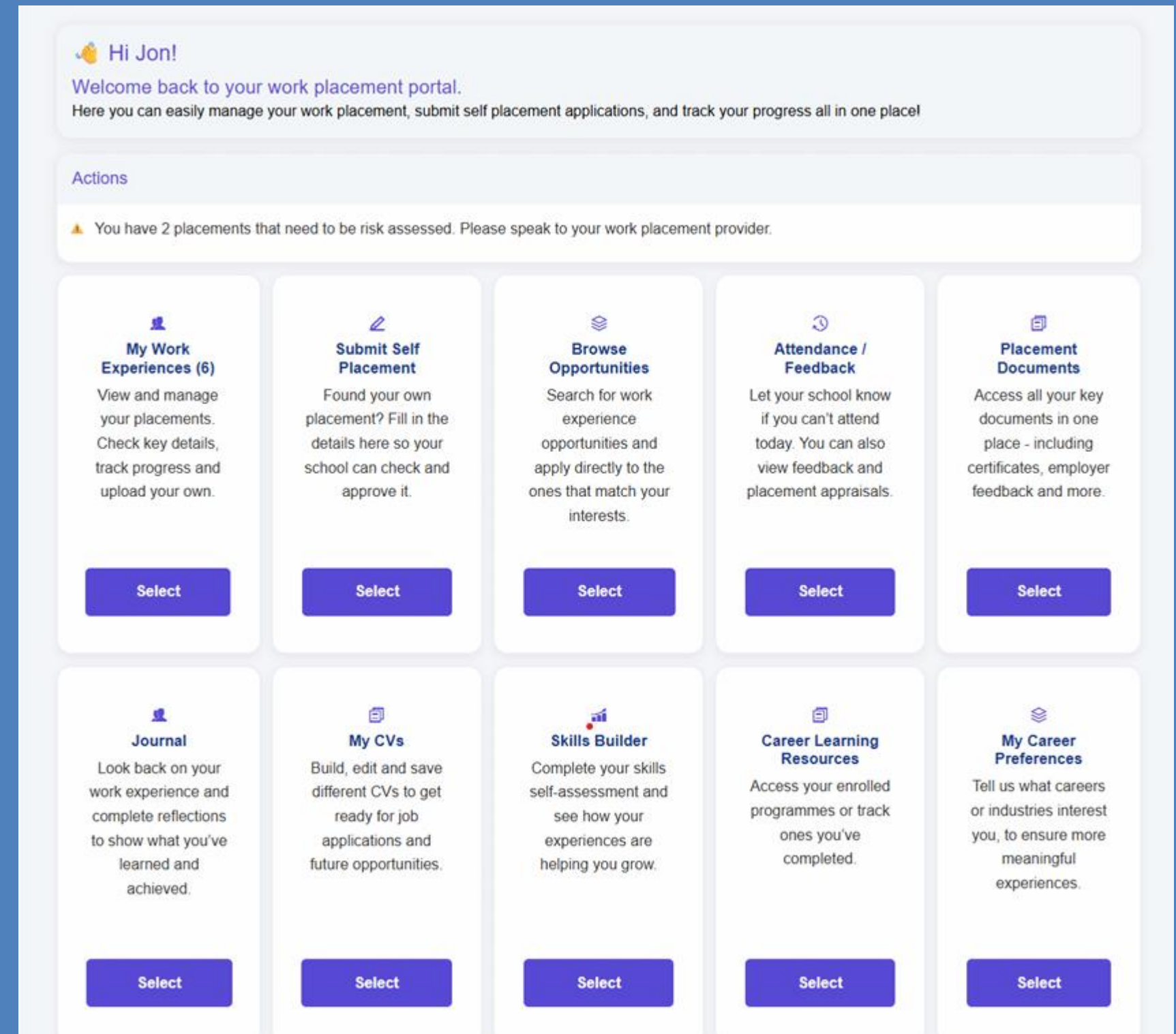
→ Teamwork      → Creativity      → Communication  
→ Problem Solving      → Resilience      → Self Awareness

**So why 3 months to arrange a placement?**

What do I do once I have  
found my own placement?

# Step 1: Access the Portal

You will be sent your portal link via your school email. This will take you to a page to log in, from there you can access your personal portal to add in your details.



# Step 2: Skills Builder

Our new Skills Builder tool will allow you to develop and reflect on your skills as an individual.

This is a key part in preparing you for your work placement as this tool will give you building blocks to improve your listening, speaking, problem solving, team working and many more skills before your placement starts.



# Step 3: Inputting your placement

Once you have found your own placement you will need to input the employer details into the portal so that we can help the employer complete the risk assessment process.

You will need to input your self-found placement using the portal at least 3 months before your placement start date.

# Don't just take our word for it!

Meeting new people, improving my confidence, learning new skills

I enjoyed the flexibility provided by the company, learning the company values and office life. Also, learning about the numerous factors affecting health economics, what it's all about and why it is necessary

At first I was scared because i thought that i would just be there whilst everyone else worked but nobody made me feel like I was younger or didn't deserve to be there

I was able to gain a new sense of independence

The entire experience and finding out what it is like to be a journalist was so interesting.

I enjoyed working with my employers, as well as the children. I feel it helped me immensely with choosing what I want to do in the near future.

Relevant to my interests, had a lot in common with people, found out a lot about how people got into their careers, found out what goes on behind the scenes at an airport

This was extremely beneficial for me as I felt as if I had a full insight into teaching especially when working with different age groups. I enjoyed everything.

# Any Questions?