

Year 10

Work Experience Preparation and Expectations 2026



Work Experience

- Get experience of the workplace
- Try careers that you might be interested in doing
- Networking
- Excellent to add to your CV to demonstrate your experience
- Potentially get a job



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Work Experience Preparation

- Be at work everyday
- Confirm your travel arrangements
- Arrive on time
- Wear appropriate clothes
- Lunch arrangements
- Journal



“Preparation is the key to success”



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Work Experience Expectations

- Follow health and safety rules
- Work hard and enthusiastically
- Work as a team member
- Respect both workers and customers
- If you are running late you need to let your work placement know
- If you are unwell you will need to call the school and your work placement



Work Experience Important Information

- Complete the Work Experience Information journal prior to starting your work experience
- Absence- Inform the school by 8.30am, you also **must** inform your work placement provider before you are due to start work.
- Remember you need to inform your employer of any medical conditions or health issues that you may have, if they could affect your ability to undertake certain tasks.
- Concerns - The school safeguarding and general contact details can be found in your journal



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Don't Forget To.....

Enjoy It!



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