

Melbourn Village College

Year 10 Work Experience 2026

6th – 10th July 2026

Form Deadline 20th April 2026

Securing Your Work Experience Placement

Work experience is about learning to work alongside different adults in a real workplace. It is a great opportunity to explore different jobs and working environments to help you decide what you might like to do after you finish school.

Many employers are happy to support young people, but some may not be sure what is involved. You might need to explain clearly what you are looking for and what they need to do.

Where to Start

- Start by thinking about:
- Your interests
- Subjects you enjoy
- Skills, you think you are good at

For example:

- If you love sport, you might explore working in a gym or with a sports physiotherapist.
- If you enjoy helping people, you might consider healthcare or working with elderly people.

Brainstorm as many ideas as possible with friends or family. Write everything down first — you can narrow it down later. Remember, the main aim is to learn what working life is really like.

Researching Jobs

If you are unsure how your interests connect to real jobs, use careers websites to explore different roles. Look at job profiles to understand what people actually do day-to-day.

Helpful websites include:

<https://nationalcareersservice.direct.gov.uk/advice/planning/jobfamily/Pages/default.aspx>

From the Job Families page you either type a job name into the box or search through the 'families'. This website should give lots of information and links to other websites.

<https://icould.com/> - good for thinking about future jobs with jobs linked to school subjects.

<https://www.firstcareers.co.uk/> - offers further careers and details on “how to become a...”.

<https://www.springpod.com/> - offers further job/career advice

Once you know what type of work interests you, find out which businesses offer this in your area.

You can:

- Search online
- Check company websites
- Ask family, friends and classmates (this is called networking)

Look for contact details on company websites. If possible, find the name of the HR Manager or the person responsible for work experience placements.

Do not assume large companies will say no. Many are willing to offer placements if you send a polite, well-written request.

Next Steps

After researching and finding contact details:

- You could write or email explaining who you are
- Explain why you are interested in their company
- Clearly state the dates you are available

If you do not receive a reply after a week, follow up with a polite phone call.

If you secure a placement, complete the work experience placement form (including the online section) and return it to reception. The school will then confirm and check the placement. You may be asked to attend an interview — inform the school if this happens.

If an employer says no, do not be discouraged. Keep trying other options and update the school on your progress.

Top Tips

- Employers prefer students to contact them directly, not parents.
- If you feel confident, visit the business in person and ask politely.
- Dress smartly if you visit a workplace.
- Always proofread your letter or ask someone else to check it.
- Good spelling and punctuation show you are responsible and professional.

Important Deadline

You must secure your placement and return your completed form to main reception by 20th April. Please see Mrs Elvin if you are really stuck and she may be able to suggest some ideas.

If you misplace your form or need more advice – please check the school website.