



Work Experience

Miss Smith & Mx Sadler – Your Careers Co-ordinators



PEMBROKE
A PRIORY ACADEMY

“A placement on an employer’s premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the **learning aspects of the experience.**”
(DfES)



What is it really?

An opportunity to **experience** the world of work, gain new skills and get a **feel** for different careers.



WORK EXPERIENCE – it's a chance.....

- To find out more about an industry and commerce.
- To experience travelling to work.
- To exercise more self-discipline and responsibility.
- To improve your self-confidence.
- To meet new people and improve your social skills.
- To learn the importance of punctuality and professionalism.
- To learn employability skills.
- To identify your passions, interests and skills.



The placement

- Try and choose a placement that appeals to you. If you have contacts use them, speak to family members and friends to see if they can help you.
- Use it as an opportunity to see if you like a particular career.
- Be pro-active in organizing **your** placement.
- Think about how you will travel to and from your placement.



What options are available?

- Think of what you enjoy or what your hobbies are – if you enjoy doing something you are usually good at it!
- Don't just think of usual careersthink outside the box!
- What careers do you see on your way into school?
- Look at billboards, what careers have been used to make the advert?
- What careers are involved with creating and producing what you watch on TV or play on your computer games?
- There are **1000s of careers** available - the choice is **yours** – be inspired!



What to do next

1. Research local employers!
2. Email or telephone asking if they take students on work experience placements?
3. Parents will be emailed a letter and risk assessment.
4. The risk assessment needs to go to the employer to complete.
5. Arrange to go in and meet them.
6. Placements will be confirmed after the risk assessment has been sent to the careers team and checked.

Deadline is Monday 12th January 2026

(It's your responsibility to make sure the form is completed and sent)



When do you go? Monday 18th – 22nd May

Example Timeline

Time scale	Now - Christmas	Christmas - January	March - May
What	Research and find placement	Make sure the paperwork is completed and returned.	Gather all the information you need to be successful
When	In form time and at home.	At home	In form time and at home
Who	YOU	YOU	YOU



What happens if I don't find a placement?

Virtual work experience will be offered to complete at school.

Work place and college visits



Any Questions?

Speak to Miss Smith or Mx Sadler.

(The Careers Office is in the Library)
AVAILABLE 8AM-4PM Drop-ins allowed!



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