



The Gryphon School

Year 10 Work Experience

Student & Parent
Guide

2025-2026



Introduction

What is a work experience placement, and when will it take place?

A work experience placement is primarily an educational activity which gives students the opportunity to experience the world of work in Year 10. All students at The Gryphon School are expected to undertake work experience during the week of Tuesday 5th May to Friday 8th May 2026.

It is the responsibility of the student to source and organise their placement. Students will be guided through the process, however they are responsible for the organisation and follow-up. Not only is the actual work experience invaluable, but the process of organising your own work experience is incredibly beneficial.

Why is Work Experience Valuable?

Real-world insight	Links to learning	Personal growth	Future opportunities
Students experience what being in a workplace is like and learn how organisations operate.	It helps make the school curriculum relevant and develops practical skills recognised by employers.	Builds confidence, self-esteem, communication, problem-solving, and resilience when facing challenges.	Provides a potential referee for a CV and may lead to employment prospects.

What Students Will Gain?

Understanding workplace organisation • Learn about work processes, social interactions, and expectations.
Adapting to new routines • Experience differences between school and work patterns.
Developing key skills • Practise timekeeping, follow regulations, appreciate teamwork, and show initiative.
Experience what the world of work is like • Understand the environment and experiences of being in a working environment.
Observing roles and responsibilities • See how staff carry out their job roles in an organisation.



Where can students do work experience?

- Students can take part in Work Experience in nearly any area or industry.
- In some cases, legislation and health and safety conditions can impose restrictions on the type of work students can undertake, for example working in a factory or garage.
- Additionally employers need to hold employers liability insurance – which can impact some sole traders
- Although most placements are sourced locally, students can travel further afield if they have the means to do so. For example, a placement with a family friend or relative who lives further afield.
- It is to be noted that students must not be paid whilst on work experience, as it is part of their educational curriculum. Any payment made may invalidate insurance arrangements.

What kind of placements should students look for?

- For many students it is unlikely that they will be able to do a placement that exactly matches what they would like to do in their career
- The key thing is to find a placement that will allow students to practise some of the skills they may need. E.g. for medicine it has been suggested that something person facing is excellent.
- Work experience is an opportunity to build skills such as organisation, time management, working with others, speaking to people etc. all of which will be valuable in many job roles.

The Process

Students will have the following responsibilities in organising work experience:

- Approach a business about the possibility of undertaking work experience at their company.
- Follow -up with prospective employers.
- Communicate with their parents about work experience.
- When a placement has been agreed by the employer upload and log their placement through Unifrog.



How can I find a placement?

- Search for the type of company and area on the internet e.g. Care home, Sherborne.
 - Find contact information – usually you would look for the office or HR department
 - Phone or email the company – there are templates in this booklet
 - Be prepared for some companies to say no – some do not allow work experience placements, others may be too busy. We would always advise to contact several placement opportunities.
 - It is also important not to delay in trying to find your placement, as many other students (including possibly in other schools) will also be looking for a placement in the same week as yourself
- Ask friends or relatives for advice, or are they able to offer work experience?

Telephone/Answerphone Template for approaching an organisation:

Make sure you write down people's names, especially the person who is agreeing to your placement, as you will need their details to enter on Unifrog, and you will need to contact them again before the work experience takes place.

Good morning/afternoon (depending on time of day)

I am not sure who I need to speak to, but my name is [give your name] and I am a Year 10 student at The Gryphon School. This year we are able to do work experience for a week, and I wondered if your company offers Year 10 work experience placements?

I am looking for a placement from the 5th-8th May 2026. I am looking to experience a range of opportunities within that area, especially...

If you would prefer, I can ring back at a more convenient time, or I could also email about a potential placement.



Email Template:

Subject: Possible Work Experience Placement

Dear [contact name]/Good Morning/Afternoon/Evening

*My name is [your name] and I am a Year 10 student at The Gryphon School.
I would like to enquire about the possibility of a work experience placement
at [give name of company].*

*I am interested in completing my work experience at [give name of
company] because...*

*I am [list your skills e.g. organised, hardworking etc. and anything relevant
to the placement that you have done e.g. I have shown my organisational
skills through completing DofE this year]*

Our work experience week runs from Monday 5th to Friday 8th May 2026.

Thank you for taking the time to consider my request for Work Experience.

*Kind regards,
[your name]*

Struggling to find a placement? Got any questions?

If you need some advice to help secure your own placement or if you have any questions about work experience, please contact the careers team. The contact details are at the end of this guide.

What to do once you have secured your placement:

Once you have found your work experience placement, you then need to enter the information onto Unifrog.



How to use Unifrog to record your placement

Go to www.unifrog.org

1. Sign in

SIGN IN

2. Click Sign in with Microsoft. You may need to enter your school email address and password.

Single sign-on (SSO)



Sign in with Google



Sign in with Microsoft

Want to set up SSO with Unifrog, or have questions?

[See our About page](#)

3. Scroll to the bottom of the page and click Placements

Quizzes

Skills profile
✖ Quiz not taken

Quiz profile
✖ 0 of 4 quizzes complete

Exploring

Careers library
✖ Careers favourited

Subjects library
✖ Subjects favourited

Know-how library
✖ Guides favourited

Courses
✖ No courses added

Recording

Activities
✖ Recorded at least 10

Skills
✖ Completed all 12

Interactions
✖ Missing 6 Interaction types

Placements
✖ No placements added

Searching

No tools in this category are tailored to you this year - click 'All tools' to see everything

Connecting

No tools in this category are tailored to you this year - click 'All tools' to see everything

Applications

Post 16 Intentions
✖ Plan A and Plan B complete

Materials

CV / Resumé
✖ Write CVs tailored for each roles

4. Click Add new placement



0 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

[+ Add new placement](#)



5. You can only add a placement once it is agreed with the employer as you will need the employer's name and contact details.

* Already agreed with the employer?

---- select ----

Agree the placement with the employer (eg by email) **before** adding it on this tool.

6. You can then complete the form.

This has various sections, and this is what you will need for each section:

Basic Details:

- Name of business/organisation.
- Placement start date.
- Placement end date.
- Placement Co-ordinator.

Logistics:

- Time Commitment—enter the days and hours you will be working.
- Will you meet the employer in person at any point during the placement (Click yes).

Your objectives:

- What are your objectives for this placement—consider what skills you would like to develop, what you would like to learn, any questions you may have. This has a minimum of 25 words, and the employer will see this, so think carefully before completing.

Employer contact details:

- Name of contact person at employers.
- Email of contact person at employers (you need to input this twice).

Do you agree to:

- Unifrog sending your details to the employer email you've provided.
- Abiding by the confidentiality, data protection and data security policies held by the employer.



- Observing all safety, security and other policies laid down by the employer.
- Informing the employer and school as soon as possible of any absences.
- You have to agree to all 4 points, before then also ticking to confirm that the form is complete and clicking on the 'Add placement' button.

NB: If a student needs help adding the placement to Unifrog, they can book an appointment with a member of the Careers team via the main school website who can offer support.

7. The form will then be sent to the employer. They will then need to complete a short form.

FAQs

How many hours can a student work whilst on a placement?

The number of hours worked, and the pattern of work is something that is agreed between the placement and student. The general guidance is that students should not work excessively long or unsocial hours, more than 8 hours a day or 40 hours a week

What health and safety checks and insurance do employers need?

Young people on placement will be regarded as employees and must be provided with the same health, safety and welfare requirements as any other employees. Students are required to comply with the safety regulations of the organisation, and it will be their duty to take care of the health and safety of themselves and those around them.

All placements require a basic health & safety check. This is the employer's responsibility.

Failure to comply may mean the work experience placement will be withdrawn, and students would be required to return to school.



All employers should hold a current Employer Liability Insurance and are recommended to also hold Public Liability Insurance. This means sole traders may not hold the appropriate insurance to offer a placement or may have to take out further insurance to support a student.

Is Work Experience compulsory?

Yes, all Year 10 students are expected to take part.

Does the school provide a list of employers?

No – although we can make suggestions, but we do not have a list of employers offering placements you can choose from.

What type of placements can students find?

- Most office, charity, retail, creative, IT, and service roles are suitable.
- Some sectors (construction, healthcare) may have age/safety/legal restrictions.
- Students may work with direct family but must complete all required paperwork.

Travel & Attendance

- Students typically follow the employer's normal workday hours.
- Independent travel is allowed if parents approve.
- It is your responsibility to get to and from the placement, and to be there on time. You should:
 - Be aware of how you are getting to the placement, and how long it is likely to take you
 - Ensure you know and understand any timetables for public transport and the costs.
 - Consider any potential problems with travel, i.e. roadworks, public transport strikes, etc.

What happens if there is a problem or something changes?

- If a child is ill, parents should notify both the employer and the school immediately.
- If a placement falls through during the placement, please contact us and the school will support in finding a solution.



What happens at the end of the placement?

- Students must complete their Work Experience Log.
- You may wish to give a card to the employer to say thank you for having you on Work Experience.
- Most employers provide helpful written feedback.

What will my employer expect of me?

Prior to the placement, it is a good idea for you to research your employer to gain a basic knowledge of the company to understand the possible expectations that the employer will have. You should be aware of the expectations that all employers will have, including:

- Having a positive attitude.
- Showing an interest in the work.
- Being polite and friendly, to work colleagues and any customers alike.
- Listening well and following instructions.
- Being hard working.
- Being punctual and reliable.
- Having a good appearance/hygiene—be appropriately dressed.
- Showing enthusiasm & commitment

What should I expect?

- You may have a different expectation of what a placement will be like, compared to reality. Therefore, you should have realistic expectations. Be aware that:
- Age, lack of experience, lack of training, knowledge, skills and safety restrictions may limit some tasks that you can do.
- Time may be spent observing others especially in environments that are high risk, such as building/ construction, garages, and engineering. This is not a waste of time. Every observation is useful.
- You may need to carry out routine tasks such as cleaning, tidying, filing, making drinks etc.
- A full working day will be undertaken in most placements and not 'school hours.'



How can I make the most of my experience?

You want to show the employer that you are enthusiastic and ready to be involved. This can sometimes mean stepping out of your comfort zone to be proactive.

Think about:

- Asking questions & showing interest.
- Volunteering to carry out tasks.
- Showing enthusiasm & commitment.

How can I present myself well?

You also need to think about your body language and how you come across to other employees or customers

Examples of positive body language are:	Examples of negative body language are:
Sitting up straight. Relaxed posture. Making eye contact. Paying attention. Keeping hands out of pockets.	Staring. Yawning. Looking at your watch. Slouching. Crossed arms and legs.

What about my phone?

Most employers will not allow the use of mobile phones during the placement 'working hours'. You may be asked to place phones in bags or lockers or as a minimum, phones should be turned off or placed on 'silent'.

Mobile phones are not permitted in childcare/school placements due to safeguarding procedures. Inappropriate content and use of social media whilst on placements may result in placements being terminated.



Something to remember

Remember, Work Experience is a learning experience. Not everyone will love their placement – that can be a good thing – it will allow you to identify areas of careers that may not be for you in the future and not matter what you will develop skills to help you in the future such as organisation and talking to people.

This is a great opportunity to develop skills for job interviews and UCAS applications that you will be able to speak about from direct personal experience so we hope you will make the most of this opportunity this year!

Further Information

Contact Details:

Mr Martin (Careers Advisor): SM@gryphon.dorset.sch.uk

Mrs Mearing (Work Experience paperwork & placement support):
HME@gryphon.dorset.sch.uk

Ms Rann: SR@ gryphon.dorset.sch.uk

Useful Resources/Links:

[For students: a guide to finding and completing work placements : Unifrog Blog](#)

[Careerpilot : Get information : Finding work experience or a job : What is work experience?](#)

[Dorset Careers Hub Work Experience Toolkit for Parents](#)