

# Work Experience

Year 12



A USEFUL GUIDE

Cheam High School



## Year 12 Work Experience

As part of the Year 12 curriculum, all Year 12 Students are expected to complete a week's work experience in a placement of their choice w/c 6th - 10th July 2026.

Work experience is a great opportunity for all students to develop skills and attitudes required for the world of work, as well as developing an awareness of their strengths and weaknesses. A work experience placement aims to give young people a taste of 'The World of Work'; so that they may begin to appreciate the demands which will be made upon them, when they enter employment after they have completed their education.

Each student will be expected to arrange their own placement for the full five days and must work between 6-8 hours per day, for the duration of the placement, unless prohibited by a previously arranged appointment (medical etc) or genuine illness. In these circumstances, the students should inform the Employer and the School Office as normal. The placement your child arranges for themselves will need to be voluntary and they are not expected to receive pay.

We do expect students in their placement for the full five days. Students cannot legally work more than 40 hours per week and must only work between the hours of 7am-7pm.

Students will be receiving support and guidance during tutor times and assemblies on how to find a placement, help with drafting letters to employers and guidance on following up on any applications made.

Once your child has found their own placement, they need to input the placement details into the Changing Education website by 27th February 2026 (please see page 13 for guidance on how to log a placement). This will allow the school to verify the placement provider so that Changing Education can begin supporting employers with the risk assessment process. Please note the placement will appear as 'pending' on the app until the work experience placement begins.



# Benefits

## The Benefits of Work Experience

Work experience can significantly benefit your future career. It provides a practical understanding of the workplace, helping students to make informed career decisions. The skills and knowledge students gain can make them more employable and can be highlighted on CVs and in job interviews.

Work experience helps students to:

- Understand the world of work
- Discover personal career goals
- Gain first-hand experience of an industry
- Improve knowledge and skills
- Gain confidence
- Build up a network of contacts
- Gain good references for future opportunities





# Finding a Placement

## How to Find a Placement

Each student is expected to find their own placement for the full week (5 days). Students are recommended to work between 6-8 hours per day and cannot legally work more than 40 hours per week. Working hours must be between the hours of 7am-7pm.

Students should spend some time thinking about the type of placement they would like to complete. Previous years have shown the most successful placements are usually the ones students have thoroughly thought about and organised themselves.

Some students may have a clear idea of the type of work experience they want to complete which is great news. For students who are unsure of their career path, please do not panic. It is ok to still be unsure. Students can start by thinking about the subjects they enjoy and are good at, interests and hobbies, or jobs that look interesting.

Work experience is a chance for students to gain an insight into the world of work and gain employability skills. This can be gained in any placement and does not necessarily have to be in a career you wish to pursue in the future.

### STARTING YOUR SEARCH

**Use connections** - This includes family, friends, and neighbours. If you know someone that works somewhere of interest to you, ask them if they can contact their HR department on your behalf.

**Search directly** - If you already know of an organisation that interests you, try searching for their contact details online and send them an application letter and a copy of your CV.

**Look for employers in your local area** - Spend time on their website to see if they will be a good fit for you and your career goals. Yell.com is a great website to search for local employers within your area.

**Use job boards** - Use job boards like Reed to find employers in your local area. You might also find adverts for their current work experience roles, which is a bonus!

**Explore further afield** - Are you willing to travel? Large towns and city centres are always a good option to expand your opportunities, but think about your potential commute time and travel costs.



# Contacting Employers

## Contacting Employers

Once you have decided on the placement you would like to complete and have a list of employers, the next step is to contact them. There are several different ways you can contact employers:



**By Email** - [see page 8](#)



**By Letter** - [see page 9](#)



**By Telephone** - [see page 10](#)

### YOUR CV

Some employers may ask for you to send them your CV. Please see the school website for more [helpful tips](#) on how to create a CV. Remember to double check your spelling and grammar.

### BE ORGANISED

Remember that other students from Cheam High School and in your local area will also be looking for a work experience placement the same week, so you need to be organised and start making enquiries early. Keep a record of whom you have contacted and when.



# Contacting Employers

## Contacting Employers by Email



In your email you must explain who you are, what school you are from and most importantly the dates you would like to complete work experience with them. If an employer is able to offer you a placement, remember to reply to their email thanking them for the placement.

If you are applying for a placement by email or via a company's website, you do not need to write a formal letter but you must still make sure that your spelling and grammar are perfect!

Once you have written your short paragraph, you can use it to make multiple applications but do try to tailor it to fit the type of company you are applying to.

You could write something like this (remember, this is just a guide)

*I am currently a Year 12 student at Cheam High School and I have the opportunity to carry out a one-week work experience placement during W/C 6th July 2026. I am writing to ask if you would consider offering me a placement with your organisation.*

*I am very interested in studying to become an Architect in the future and a placement with your company would help me to decide if this is the right career path for me.*

*I am currently studying for a range of A Levels including Maths, Art and Computing. One of my favourite subjects is Art and I also really enjoy Computing. I am good at drawing and have strong IT skills.*

*I hope you will consider my application and hope to hear from you soon.*

*Joe Bloggs*



# Contacting Employers

## Contacting Employers by Letter

 You may prefer to send a letter to an employer as this may often help you stand out from the crowd. Please find below a letter template you can use. This is just a suggested template but please feel free to create and use your own.

Your address  
Telephone number  
e-mail address

Name and address of the company here

Date

Dear Sir/Madam/or name of contact if known

1<sup>st</sup> paragraph – *introduce yourself and explain why you are writing e.g.*

**My name is ..... , I am a student in Year 12 at Cheam High School and I am looking for a Work Experience placement from 6th-10th July 2026.**

2<sup>nd</sup> paragraph – *explain what sort of work experience you are looking for and why you have chosen this company. Remember to make your letter as interesting as possible.*

I am very interested in training to become a ..... /learning more about ...../ working with .....

3<sup>rd</sup> paragraph – *give some information about yourself e.g. what are your best subjects at school, hobbies, abilities etc*

I am currently studying for a range of A Levels in subjects including Maths, English, Science and .....  
One of my favourite subjects is ..... because.....

4<sup>th</sup> paragraph - *finish your letter on a positive note and say that you are looking forward to hearing from them e.g.*

I hope you will consider my application for a work experience placement and I look forward to hearing from you soon.

Then leave 2 lines before signing off with;

**Yours sincerely** (*write this on the left hand side if your letter begins 'Dear Name'*)

or

**Yours faithfully** (*write this on the left hand side if your letter begins Dear Sir/Madam)*

*Sign your letter here*

*Your full name is printed here*

# Contacting Employers

## Contacting Employers by Telephone



For many of you, contacting a company or individual can be a really daunting experience.

Although it can be very scary just thinking about it, if you follow a few simple steps, making a call is actually not too bad and you will have a real sense of achievement when it is completed (and be much braver the next time!)

**Write a list of the information you will need during the call, eg;**

- your name
- which school you attend
- the dates of work experience
- what you are hoping to do
- a contact number or address the company can reply to, if you have to leave a message

Make sure you have a pen handy so that you jot down any information given to you.

Remember, it is very important to make a good impression. The person to whom you are speaking to, will probably have no information about you, so this is your big opportunity to paint a positive picture about yourself.

An employer will be looking for someone who is polite, organised, speaks clearly and who shows an interest in their business. Do your research.

*Hello, my name is Joe Bloggs and I am a Year 12 student at Cheam High School.*

*I am really interested in working in a salon/garage etc and I was wondering if there was any chance you might be able to help me with a work experience placement in July.*

If a placement is confirmed over the phone, it is always best to ask the employer to send you an email confirmation of the placement.



# General Information

## General Information

### EXCEPTIONS

Unfortunately, there are some exceptions as to where you can complete work experience. You cannot do any job where it is not legal for someone under 18 years of age.

Please see the list below. If you are unsure please speak to Mrs Francis.

- Selling alcohol or tobacco
- Door to door or telephone sales
- Selling on the street/from mobile van
- Gambling/betting shops/amusement arcades
- Fairgrounds/racetracks
- Milk rounds
- Photographic modelling
- Working on water (boats)
- Tattoo parlour
- Working at heights eg scaffolding



### WORK EXPERIENCE RULES

- Employers must have Employers' liability insurance in place for you to be able to complete a placement with them. Not all sole traders will have this. It is your responsibility to check the employer has this in place before you log your placement. (Changing Education will be writing to employers for evidence of this insurance)
- Students are expected to work between 30 – 40 hours over the week (maximum 40 hours). Working hours must be between the hours of 7am – 7pm. Work experience is a true reflection of working life, therefore placement hours are often longer than the school day.
- Work experience is part of the school curriculum and students will not be paid by the employer. Every student must take part and must find their own placement.
- The deadline for finding and logging the placement onto the Changing Education website is 27th February 2026. All students must ensure they meet the deadline agreed.
- If students are going to be absent from their placement due to sickness they must inform the employer as well as the school.
- Students must find a placement for the full 5 days.
- Students cannot complete work experience with their part time employer. Work experience is a voluntary unpaid placement; therefore, you cannot complete work experience with your part time employer/place of work.

## What to do Once You Have Secured a Placement

Once a placement has been agreed, the student will need to input their placement details onto their Changing Education account.

### To create an account

Students have been emailed a link from Changing Education to their school LGFL email accounts. Students will need to open the



link and click on the 'forgot password' option, which will prompt them to create a new password. (Username will be the school email address.)

Once the student has created an account, they will be prompted to select their industry preferences and skills builder. Students will then be taken to the Changing Education home page, where they will be able to click on 'add new placement' to input their placement details.

### The information you will need to submit is:

- Employer name
- Address
- Contact name (person who has agreed the placement)
- Email address for your contact person
- Telephone number
- Hours you intend to work

The school will then verify or deny the placement based on whether or not we are satisfied with the chosen employer and their details. If the placement is denied, the student will be informed and they will need to seek a new placement. After the placement has been verified by us, the information is passed onto Changing Education to complete their checks.

## What to do Now Your Placement Has Been Logged:

### THREE WEEKS BEFORE YOUR PLACEMENT

Approximately three weeks before you are due to start your placement, you will need to contact your employer to confirm the following:

- Remind them who you are, what school you are from and that you will be attending the placement.
- Confirm your start and finish times
- Ask if there is a dress code
- Ask about lunchtime arrangements – how long is the lunch break and do they have a canteen?
- Ask who you need to report to on your first day

### WHILE ON YOUR PLACEMENT

- Be on time, polite and smart. If you think you are going to be late it is good manners to let the employer know.
- Be prepared to carry out tasks that you are requested to do with enthusiasm. Try not to be rude. Be proactive - ask for more work if you run out.
- Make the most of your placement by enhancing your personal skills and development and learn about the company by asking questions.
- Listen to instructions and follow company policies and procedures.
- Please make sure that you do not carry out any duties you consider to be dangerous – working at heights, with chemicals.
- You contact the employer and the school if you are off sick
- Thank the employer at the end of your placement
- Most importantly - enjoy your placement and make the most of it!

### SUPPORT

If you need any support please see Mrs Francis (In the library) or your year team. You have lots of support available to you, so please make use of it.





### **A FINAL REMINDER**

We might not be the only school going out on work experience in July. Be organised and start making your enquiries today.

The earlier you start, the easier the process will be.

***Good luck!***



## Cheam High School

### HEADTEACHER

Mr P Naudi MA (Oxon)

[www.cheam.sutton.sch.uk](http://www.cheam.sutton.sch.uk)

**Email:** office@cheam.sutton.sch.uk

**Telephone:** 020 8644 5790

**Sixth Form Telephone:** 020 8254 6857



## Cheam Academies Network

### CHIEF EXECUTIVE OFFICER

Mr Christian Hicks MA (UCL)

[www.canschools.co.uk](http://www.canschools.co.uk)

**Email:** info@CANschools.co.uk

**Telephone:** 0208 644 5790/6505

Cheam Academies Network (trading as Cheam High School) is a company registered in England and Wales, company number 07588097, registered address Cheam High School, Chatsworth Road, Cheam, Surrey, SM3 8PW. VAT registration number 120409266.