

Year 10 Work Experience Parent Launch

11 June 2026

Monday 1 March - Friday 5 March 2027



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Aspire

A full week away from school

- Work Experience is compulsory and it forms part of the Government's new 'Modern Work Experience Programme'
- It's part of your education because it prepares you for the world of work



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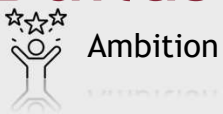


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What can work experience do for you?

- Builds the all-important ‘employability skills’
- Builds communication skills
- Builds confidence
- Builds new work related skills
- Builds networking links



Ambition



Support



Perseverance



Integrity



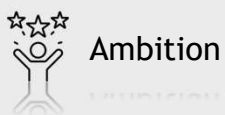
Reflection



Empathy



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Ambition



Support



Perseverance



Integrity



Reflection



Empathy



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What can work experience do for students?

Build students' Curriculum Vitae



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What can work experience do for students?

Informed Careers Decisions

Experiencing real workplaces broadens horizons and helps students choose GCSE options and future careers wisely.

Real-World Learning Context

Experiencing real workplaces broadens horizons and helps students choose GCSE options and future careers wisely.



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What can work experience do for students?

Help students to get a part-time job



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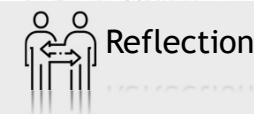
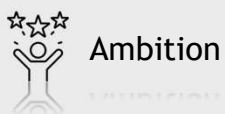
Reflection



Empathy



- Help students to think about what kind of job students want to do
- Help students to find an apprenticeship or get some training
- Help to continue to build a CV





How does it work?

- **Programme Structure and Timing**

The programme launches in Year 9 in June with placements. Year 10 provides time for preparation and planning.

- **Student Participation and Learning**

Students independently seek placements to develop initiative, communication, and resilience, supported by school guidance. A full WEX drop down day in the Autumn term to support students



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How does it work?

- **Support Framework for Students and Parents.**

Ask family and friends or ask around in shops, businesses and start the process of looking for work experience. The school provides preparation sessions, Guidance on WEX available on our website.

- **Reducing Anxiety and Clarifying Expectations**

Early clarity about the programme helps parents and students reduce anxiety and plan ahead confidently.



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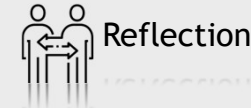
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How can parents support?

Encourage Early Planning

Parents should encourage early planning and have regular discussions to support student responsibility during work experience.

Help Identify Employers

Parents can use personal and community networks to help find suitable employers aligned with school guidelines.

Assist with Application Process

Supporting students in drafting emails and preparing for employer conversations can boost their confidence and reduce anxiety.

Reinforce Professional Standards

Parents play a key role in reinforcing punctuality, appropriate dress, and respectful communication during work experience.



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How Does The Programme Work?



- Students are expected to find their own placement



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Why we DON'T match students with placements



- The aim of work experience
- Building resilience and encouraging students to persevere



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Looking For A Placement

- Support at home from parents
- Networking with friends, family and neighbours
- Support during Personal Development lessons and during Tutor time

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Looking Elsewhere For a Placement

- Eastbourne Chamber of Commerce
- Google
- Walking into the community and cold calling into shops

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Looking Elsewhere For a Placement

- Ensure that correspondence (emails/phone calls etc) come from the student and not from the parent
- Draft a CV and take it into shops, cafes restuarants and local businesses
- Walking into the community and cold calling into shops



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Gildredge House Careers Business Partnership

- Careers talks to large/small classes
- Lunch time career talks
- CV writing and recruitment advice
- Employability sessions
- Mock interviews
- Mentoring



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- Working in Laboratories
(not much in Eastbourne)
- Engineering
- Care Homes
- Sports Venues
- Social Media Journalism
(Bournefree)
- Construction

Sectors For Placements

- Accountancy Firm
- Local Government
- Electrician
- Vets
- Mechanics
- Product Design
- IT



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Sectors For Placements

- Childcare: Teaching/nursery
- Leisure, hotels, restaurants, cafes and sports centers
- Adventure Parks; Zoo's/activity Centre
- Plumbing / electrical etc
- Retail
- Building and Construction: Architecture
- Education, Teaching
- Entertainment, Local Theatre/dance/drama company
- Manufacturing
- Solicitors and Law



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- East Sussex County Council
- Schools
- Restaurants and Cafes
- Leisure Centres and Sports providers
- Local charities
- Local Hotels
- Childrens Nurseries

Supportive Employers

CAREERS

C R E A T O R

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Keep it Simple

- Restrictions on work experience
- Remember the aims of the programme and understand its limitations with respect to GDPR



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How Does The Programme Work?

- East Sussex County Council
Work Experience Team



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Cost



- Gildredge House pays subscription cost
- £20.00 (Placement within East Sussex, Brighton and Hove)
- Outside of area placement subject to individual LAC fees - email s.bray@gildredgehouse.org.uk for a quote



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Completing the Gildredge House Form



Year 9 Work Experience Placement Form 2027

Please complete this very short form to tell the the Careers Department where your young person will be going for their work experience placement. The Work Experience Week will be taking place on Monday 1 March - Friday 5 March 2027.

Once you have completed this form, please ensure that you have entered these details on Careers East Sussex. You will need your login details to do this. If you are unsure, please check your school email address for the original login details and if you have logged in but have forgotten your details, please click 'forgotten Username and Password'. Keep your login details safe as you will need them when applying to Post-16 courses.

Data Protection

Gildredge House will use the information you provide on this form to note where your child will be going for their work experience week. No information on this form will be shared with any external parties. All personal information shared by the parent/carer regarding health and SEND needs will be shared by the parents via Careers East Sussex and not by Gildredge House School. This form is for internal purposes only and will only use these to make contact with the employer to confirm the placement.

Legal information Gildredge House will treat your information with respect. For more information about our privacy practices, please visit www.gildredgehouse.org.uk/our-school/data-protection/ By clicking below, you agree that the school may process your information in accordance with these terms.

Gildredge House uses Microsoft Forms as a data collection platform. By clicking below to submit this form, you acknowledge that the information you provide will be transferred to Microsoft for processing in accordance with their Privacy Policy (<https://privacy.microsoft.com/en-US/privacystatement#mainnoticetoendusersmodule>) and Terms of Use (<https://www.microsoft.com/en-us/servicesagreement/default.aspx>)

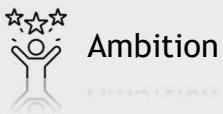
Year 9 Work Experience Placement Form 2027 - Fill out form



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How does it work?

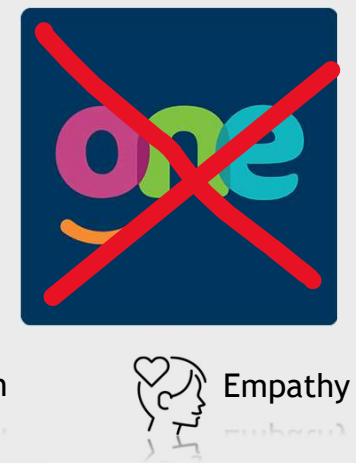
- All students will receive a unique login to Careers East Sussex





How does it work?

- This will be emailed to student's school email account on their School OneDrive
- Parents/carers will be notified when this has been sent
- Do not delete this email



Students to keep these details safe

These login details will be needed in Year 10 and Year 11 when students apply for their college courses

Welcome to Careers East Sussex

Helping you to make the right Career Choices

Find a Course

Apprenticeships



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What are the health and safety checks?

- Health and safety checks (pre-placement check)
- 15-minute meeting with an employer
- Informal chat about keeping a child safe at work



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What are the health and safety checks?

They are NOT a formal inspection, but rather an opportunity to have a discussion on keeping a young person safe in the workplace



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An Employer Will Have to supply...



'CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

Policy No RTT254757RSACL000566
Reference No SCOTAERO

1. Name of policy holder: **PENICUIK & DISTRICT MODEL FLING ASSOCIATION**

2. Date of commencement of insurance policy: **01 January 2010**

3. Date of expiry of insurance policy: **01 January 2011**

We hereby certify that subject to paragraph 2:-

- the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b); and
- (a) the minimum amount of cover provided by this policy is no less than £5 million (c).

Signed on behalf of Royal & Sun Alliance Insurance plc (Authorised Insurer)

APB

A P Brown
UK Chief Executive,
Royal & Sun Alliance Insurance plc

Notes:
(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the relevant company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(3) of the Regulations.
(c) See regulation 3(1) of the Regulations and annex A wherever of paragraphs 5(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy. Paragraph 2(b) does not apply and is crossed.

THIS IS YOUR CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE.

A copy of the certificate must be displayed at all places where you employ persons covered by the policy.

THE EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) (AMENDMENT) REGULATIONS 2008 permits the display of this certificate in an electronic form, provided persons covered by this policy have reasonable access to it.

The employer is strongly encouraged to retain all records related to this insurance.

A copy of the businesses Employers Liability Insurance (ELI)

There is No cost to the employer, only 15 minutes of their time!



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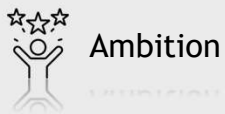
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What is Employers Liability Insurance?

What if my employer is a sole-trader (self-employed) and doesn't employ others?

Sole-trader won't have ELI so this placement won't be approved



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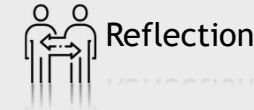
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- ESCC visit every placement
- Cost of a local placement is £20.00
- Placements outside of East Sussex will vary
- Please contact s.bray@gildredgehouse.org.uk for outside of area costs
- Some LAS do not offer pre-placement checks
- All costs will go on ParentPay



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ESCC Regulations

Students are not encouraged to go to work with their parents, however, this is the advice from East Sussex County Council WEX team

“Parent-linked placements are permitted as ‘own-find’ placements where they meet:

ESCC health & safety, safeguarding, and quality requirements;

however, independent placements are encouraged to maximise student benefit.”



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A reminder of the Options

1. Find your own placement
2. Pupil Premium with own placement find
3. Pupil Premium without a placement find



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How We Will Support You

- Support with creating a CV and covering letter/email in Personal Development lessons
- Work Experience schemes of work during Personal Development and Tutor lessons
- Support with matching a placement
- Advice and guidance from your tutor
- Health and safety guidance
- Preparing for wex full day off timetable
- Completing the wex diary
- De-Brief when back at school



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Work Experience Log-Book

We need eight essential skills to succeed in education, work and life



Download the Skills Builder Universal Framework at www.skillsbuilder.org



#skillsweneed



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Listening

The receiving, retaining and processing of information or ideas

This skill is all about being able to effectively receive information - whether it comes from customers, colleagues or stakeholders. Initially, the skill steps concentrate on being able to listen effectively to others - including remembering short instructions, understanding why others are communicating and recording important information.

Individuals then focus on how they demonstrate that they are listening effectively, thinking about body language, open questioning and summarising and rephrasing.

Beyond that, the focus is on being aware of how they might be being influenced by a speaker, through tone and language. The final steps are about critical listening - comparing perspectives, identifying biases, evaluating ideas and being objective. See if you can find three key points below:

1. Listening to instructions

2.

3.

Based on 8 Employability Skills

- Listening
- Speaking
- Teamwork
- Aiming High
- Creativity
- Staying Positive
- Problem Solving
- Leadership



Creativity

The use of imagination and the generation of new ideas

Creativity is the complement to Problem Solving, and is about generating innovations or ideas which can then be honed through the problem-solving process.

The first few steps focus on the individual's confidence in imagining different situations and sharing their ideas.

The focus is then on generating ideas - using a clear brief, making improvements to something that already exists and combining concepts.

Individuals then apply creativity in the context of their work and their wider life. They can build off this to develop ideas using tools like mind mapping, questioning, and considering different perspectives.

The most advanced steps focus on building effective innovation in group settings and by seeking out varied experiences and stimuli. Finally, individuals support others to innovate, by sharing tools, identifying the right tools for the situation and through coaching.

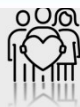
1. Share your ideas

2.

3.



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GDPR and Health and Safety

Risk Assessments and Checks

All placements undergo risk assessments ensuring safe environments suitable for young participants.

Safeguarding Procedures

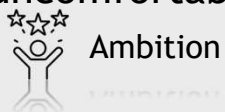
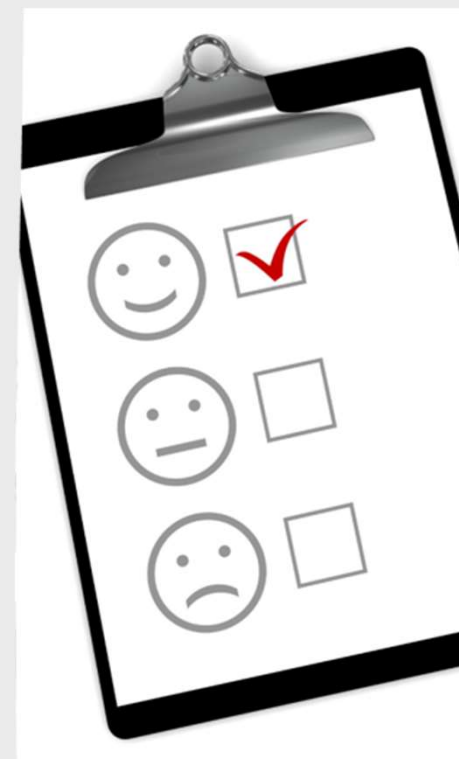
Strict safeguarding rules guide employer conduct and supervision to protect students during placements.

Emergency Contact Systems

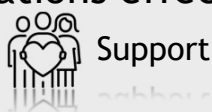
The school maintains emergency contacts for prompt support access by students and employers.

Student Safety Preparedness

Students receive guidance on personal safety, behaviour, and handling uncomfortable situations effectively.



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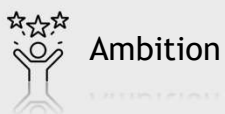
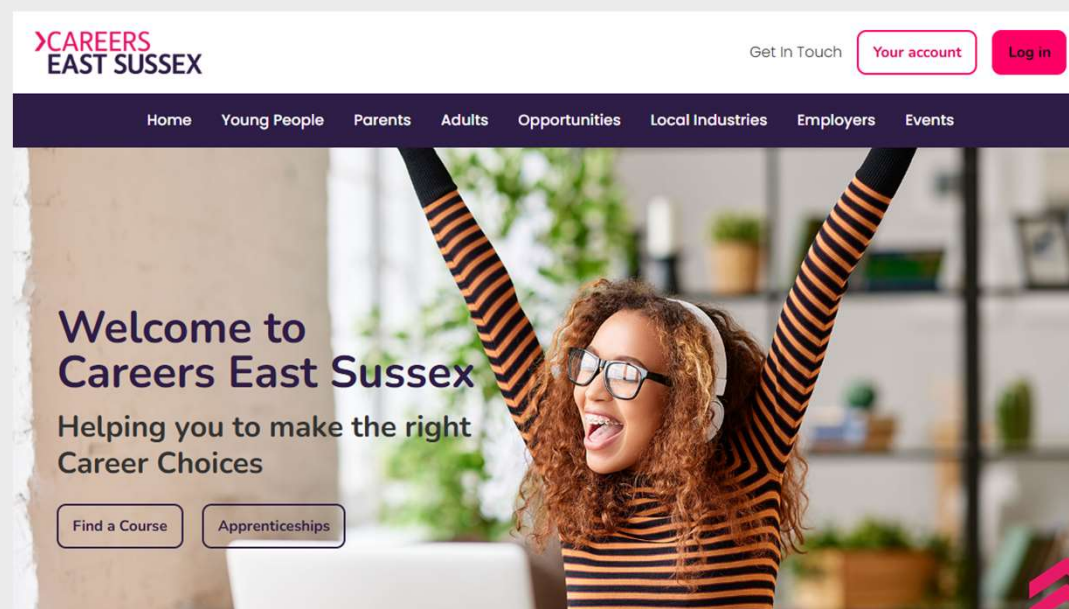


Empathy



- Gildredge House works in conjunction with the East Sussex Work Experience Team
- ESCC WEX team conducts all the health and safety checks and liaises with the employers
- ESCC manage the checks on a system called Careers East Sussex

Managing the administration on Careers East Sussex (CES)



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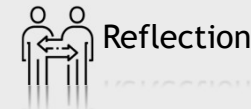
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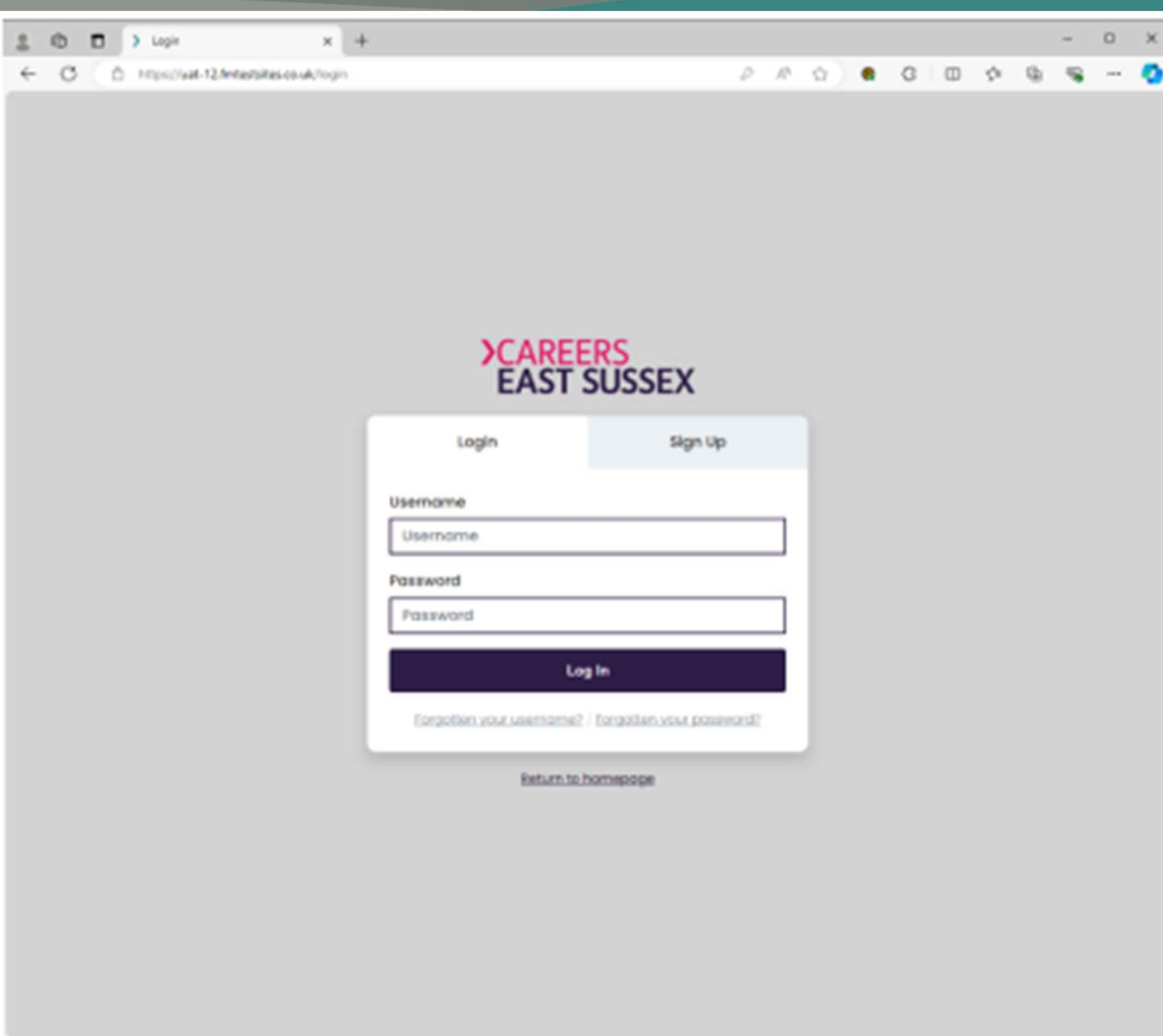
Reflection



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Login to CES

1. Students will receive their Username and Password via their Outlook Email NOT their Edulink account



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CAREERS EAST SUSSEX

Get in Touch [Your account](#) [Log out](#)

Home Young People Parents Adults Opportunities Local Industries Employers Events FAQs

Your Account

Get the most out of all the Careers East Sussex services you use.

Welcome back, **Sayid**
This is your account for **Training Academy**
What do you want to do today?

Apply
You need to fully complete both your profile and next steps before you can make an application.

Your profile
A record of your information.
Status: Progress
[Update your details](#) >

Your next step
Where you plan to go after year 12.
Status: Incomplete
[Change destination](#) >

Your Applications
Management centre.
[Create or Review applications](#) >

At a glance...
Everything you need to know about in one handy place.

6 Your Profile
Only 6 more sections left to complete your profile.

0 Applications
You haven't created an application yet.

Tools
This is where you can access additional packages.

Add Parents Details

- Students will be expected to add their own personal email to their profile
- Before we start adding our work experience placement, first we need to add a personal email for the student then add parental details to the student profile
- This will be needed later down the line when parents/carers needs to do their bit.



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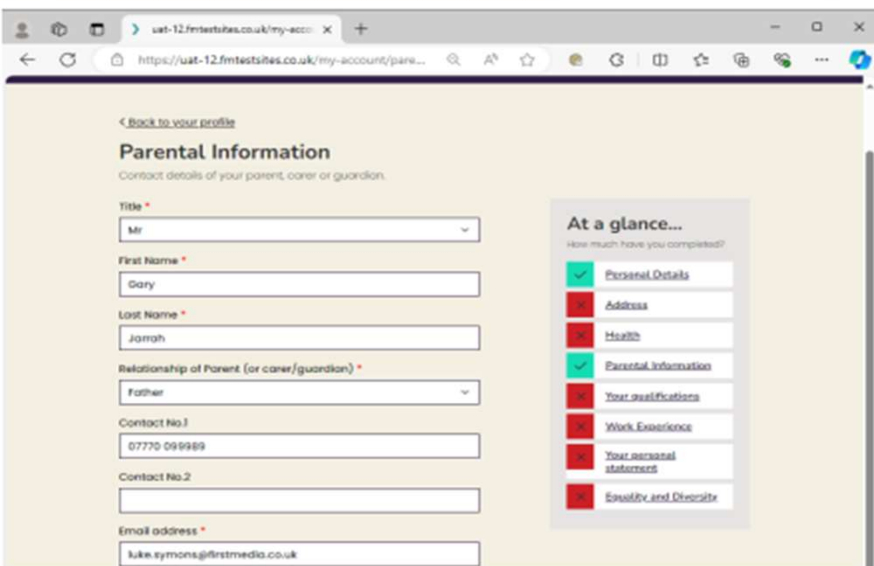
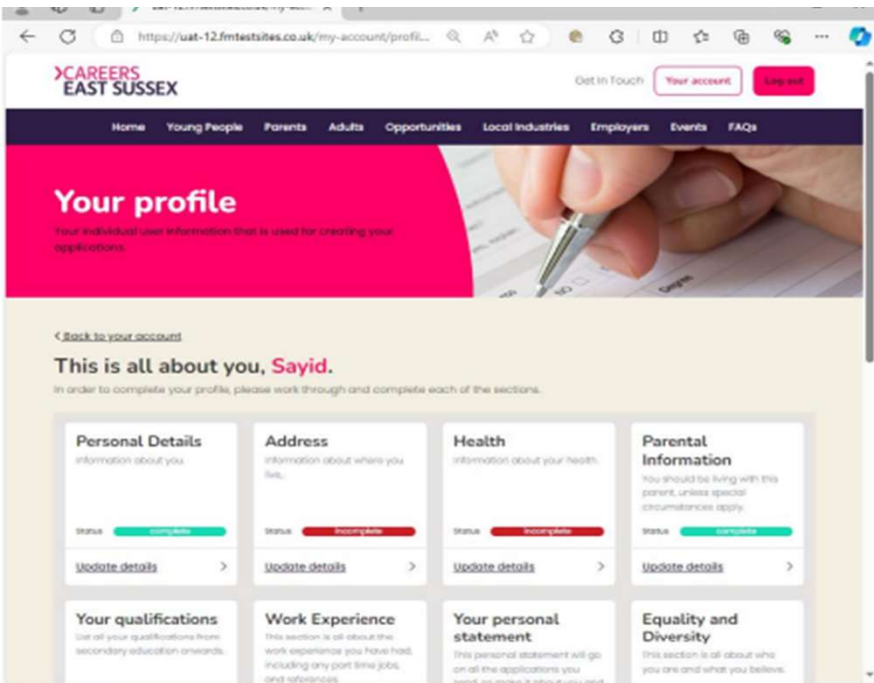
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Add Parents Details

- Now click Update Details in the Personal Details
- Add your parental information and click save and continue.

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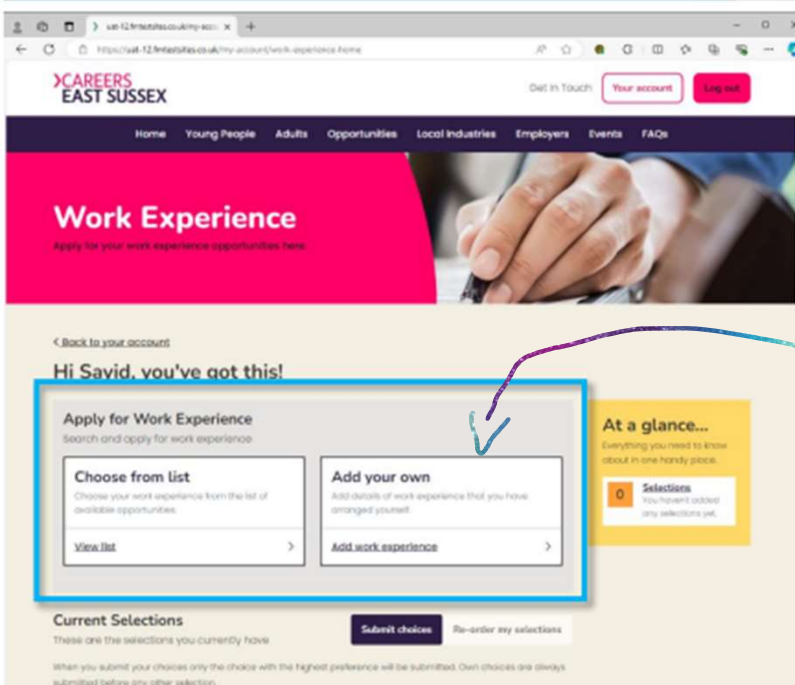
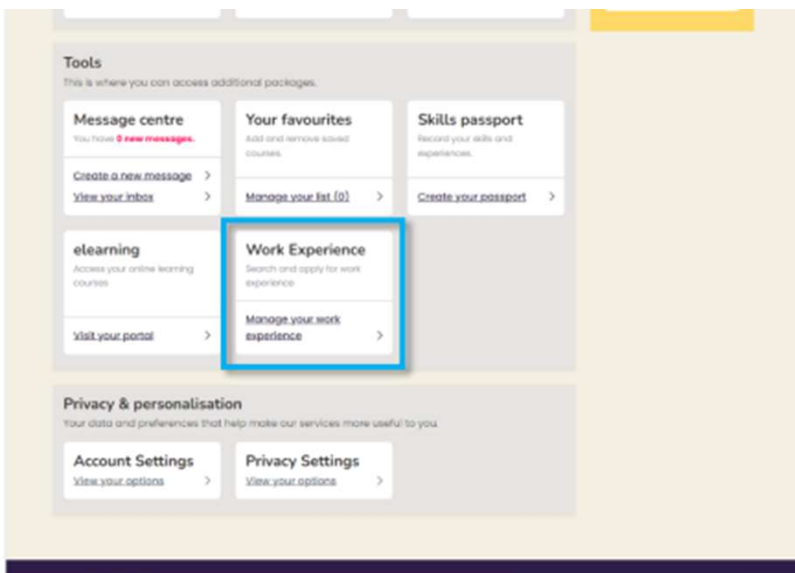
Reflection



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Manage Work Experience

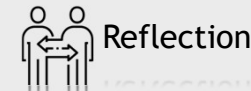
- Once back on the accounts page, scroll down to the Tools section and locate the Work Experience panel.
- Note: if you do not have this then contact your school to make the appropriate changes.
- Click Add your Own and do not choose from the list.



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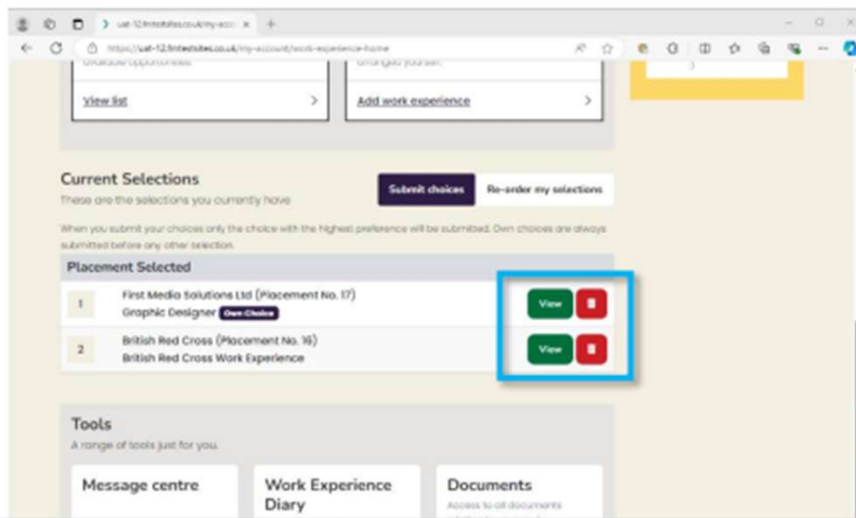
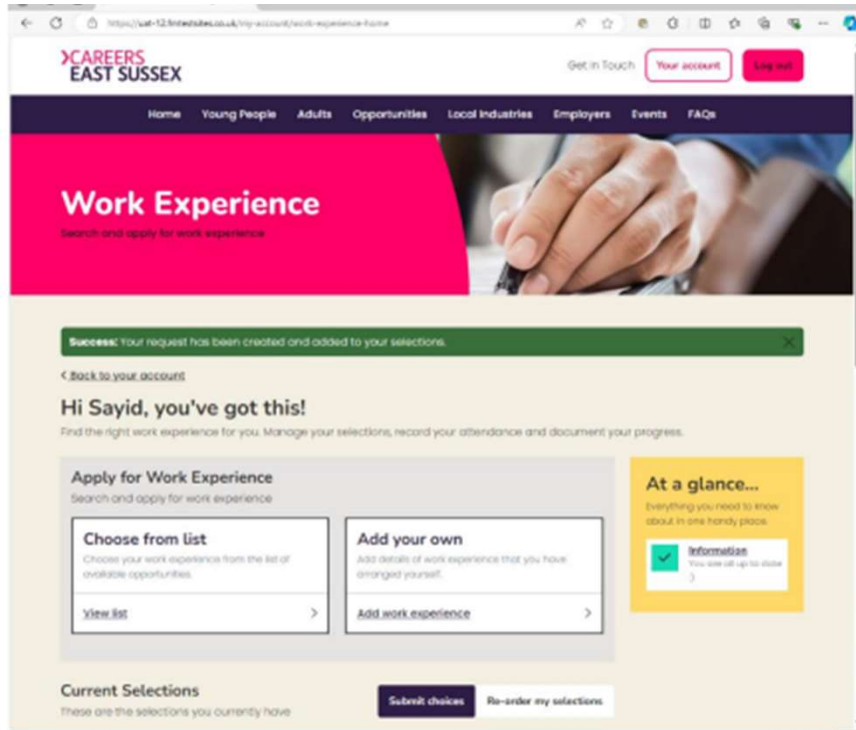
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Placement Added

- Deadline to add placement onto CES Friday 30 October 2026
- You will then be taken back to the Work Experience page and will find a green “success” banner towards the top and the item will be in your list.

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Adding a Placement

- Enter all the details of your work experience in this section here. All fields with the (*) are mandatory fields and must be completed.
- Once you have filled in all the appropriate fields and you are happy with the content inside - click save and continue

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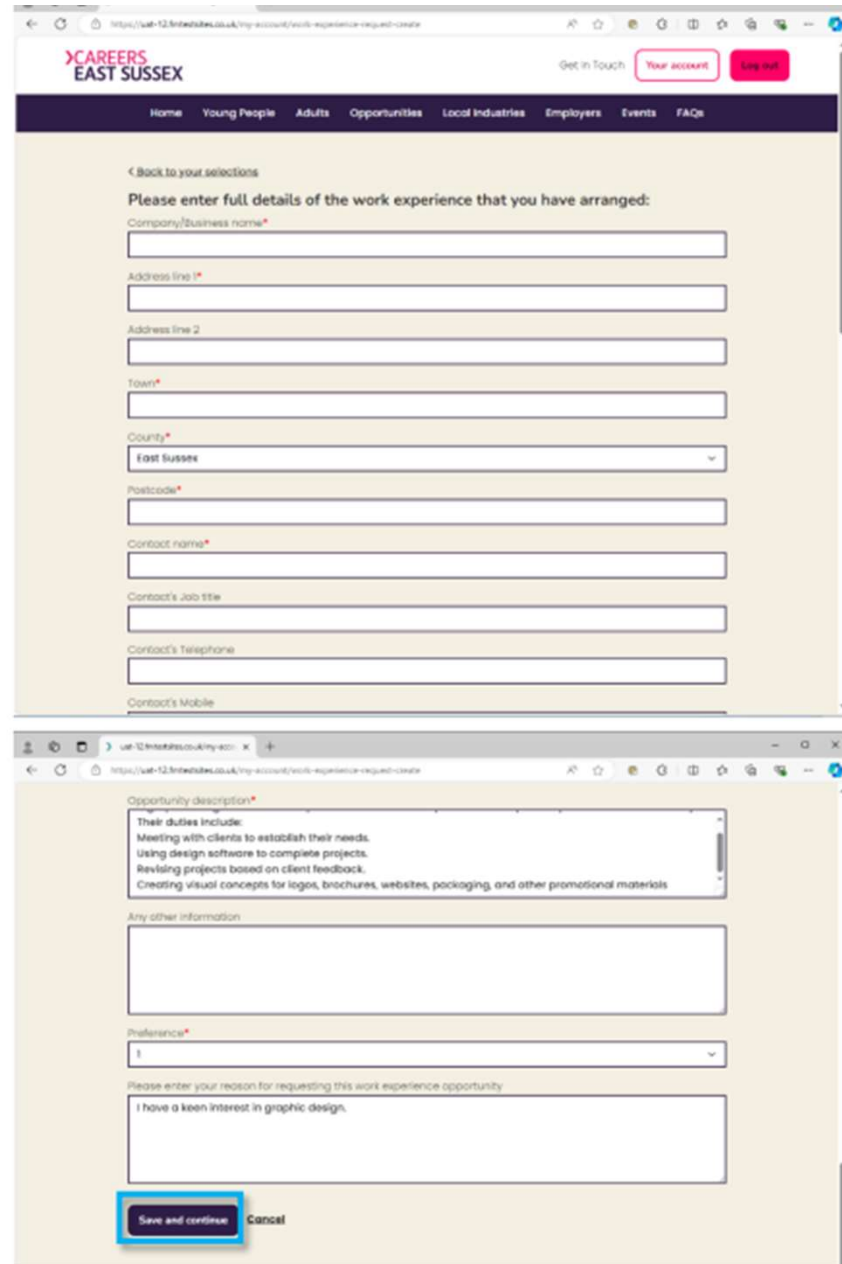
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Next Steps

Family Conversations

Families should discuss interests, strengths, and placement options to support students' career paths.

Student Research and Outreach

Students need to research employers and initiate contact applying school guidance effectively.



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Next Steps

Support from the Careers Department

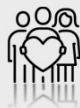
Tutor time: Breaks: Personal Development lessons: After school

Submission of GH Form/entering placement on CES

Prompt submission of placement details is vital for completing necessary checks and approvals.



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Diary Dates

Gildredge House Form Link

To be completed by **Friday 30 October 2026**

Careers East Sussex

- Personal student email address added to Careers East Sussex
- Parent personal email to be added to Careers East Sussex
- Placement added to Careers East Sussex

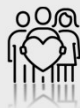
Friday 30 October 2026

Health and Safety checks payment deadline

- Parents to pay the East Sussex pre-placement on ParentPay £20.00 by **Monday 3 November 2026**
- Parents to pay the Outside Area pre-placement fee (Get quote from Mrs Bray and to be paid ASAP on ParentPay after parent has agreed bespoke payment via email for the check to go ahead)



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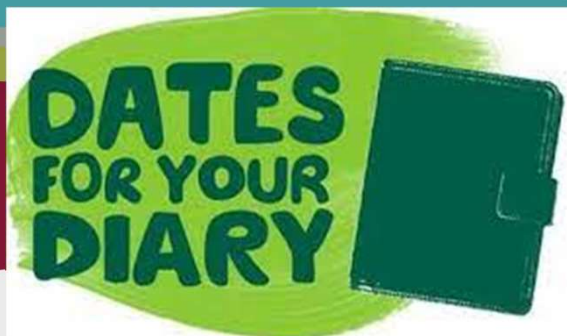
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Diary Dates

Friday 30 October 2026

Placement find (in East Sussex and outside area) deadline - Mrs Bray will forward along employer details to ESCC WEX team for pre-placement checks

Monday 2 November 2026

Parents to pay the East Sussex pre-placement on ParentPay £20.00

Monday 2 November 2026

Outside of area pre-placement details to careers department and quote sent to ESCC Wex team and to be paid ASAP after this deadline



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Work Experience Guide has deadlines, Q&A's, letter and email templates as well as helpful links to look for placements

Available on the Gildredge House Website along with

- A work experience guide for parents
- A work experience guide for students
- Careers East Sussex User Guide



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Year 10 work experience
1-5 March 2027
Programme Guide 2026-2027



Work Experience

Programme Guide 2026-2027



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An Ofsted
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School





Questions



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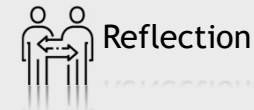
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