

What is Work Experience?

- 5 days during the school year for students to go into the world of work
- It is unpaid work experience
- Gives students an idea of the world of work before their GCSEs – it can help them focus on the exam year ahead of them



Why do Work Experience?

- Gain an insight into a career
- Gives a purpose to your education showing the link between how education prepares you for the world of work
- It can help you find a job – part-time or full-time
- It can help with your application to Sixth Form, College or University
- You gain valuable skills for your development e.g. communication, problem solving and team work

Benefits of Work Experience

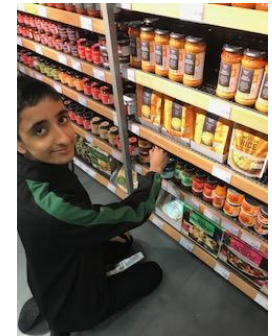
- Work Experience is the first piece of employment history to go on to your CV, it shows employers what work based skills and experiences you have, which compliments academic achievements
- Work Experience can also help with future applications for part time work, apprenticeships, university applications etc.

Why is it important to take Work Experience seriously?

- Many students either don't get this opportunity or haven't been able to have this opportunity over the past few years
- It is an opportunity to build a relationship with an employer that you might want to work for/who might give you a reference
- It is an opportunity to reflect on what you are good at, not so good at and what you enjoy/don't enjoy to help make decisions about study after GCSEs

What skills will I gain from Work Experience?

- Communication
- Teamwork
- Adaptability
- Able to use your initiative
- Problem solving
- Literacy
- Numeracy
- IT skills



Health and Safety

- We are working with a company called The Employability Partnership.HOME | employability-prtnrs (employabilitytps.co.uk)
- Their trained and experienced Partners and Associates will visit the employer to ensure that the placement meets health and safety standards, taking into account the age and inexperience of the student. Other criteria include assurances that the student will be insured, looked after and offered a meaningful experience.



Health and Safety

- Following approval of the placement, The Employability Partnership produces an agreed job description and risk assessment. Your child will bring a copy home from school before the placement starts and you will be asked to sign a school agreement form to acknowledge that you have seen it. This document will clearly state any prohibited activities and also outlines:- contact details- main duties and requirements- hours of work – maximum of 40 hours could include weekends- clothing requirements- lunch and transport arrangements

What do you need to do?

- Take responsibility for finding a placement
- Speak to your parents about work experience – do they know anyone who owns a business? What locations are available to you – transport?
- Ensure paperwork is returned on time
- Contact employers for an interview when told to

How to find a placement

Either

- Find an own placement (September → January)
- Use the school database (November)

Remember other schools may be out at the same time so get own placements organised ASAP!

Own Placements

- You can find your own placement. This could be working with a parent, family member or family friend in **Cambridgeshire**. You could also approach a business you are interested in (as long as not on the database)
- An own placement form is to be collect from the careers office and checked the company is **NOT** on the database already

Own Placements

- The own placement form needs to be completed by the employer and needs a parent and student signature. Please ensure this is completed clearly and accurately
- The own placement form needs to be handed into the year office. The employability partnership will contact the employer and then complete a health and safety visit.

Own Placements

- The following information is needed for the form

5 Pieces Lane
Waterbeach
Cambridge
CB25 9NF



Tel: 01223 650024
enquiries@employabilitytps.co.uk
www.employabilitytps.co.uk

Student Placement Form 2025-2026

Student Details

School: City of Peterborough Academy	Work Experience Dates: 23 rd March – 27 th March 2026	
Student Name:		
Date of Birth:	Length of Placement:	One/ Two weeks (please circle)
Year Group:	<i>For Targeted Placements only</i> Start Date & days attending:	

Student Agreement

As the student named above, I agree to take part in the work experience programme and follow all the agreed health and safety rules and security regulations. I understand that I may gain access to sensitive information whilst at work and I agree to treat all information as confidential.

Student Signature:	Date:
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Own Placements

- The following information is needed for the form

Employer Details: Please complete all employer sections and in capital letters

Company Name:		Placement Title:	
Company Address:		Type of Business:	
		No of Employees:	
		Company Contact:	
Post Code:		Position:	
Direct Tel No:		Email:	
I agree to the named student attending work experience with this company as detailed overleaf. Signed on behalf of the company:			
Print Name:		Date:	



RESPECT

EXCELLENCE

AMBITION

CHARACTER

HONESTY

Own Placements

- The following information is needed for the form

Employer Details: Please complete all employer sections and in capital letters

Company Name:	Placement Title:		
Company Address:	Type of Business:		
	No of Employees:		
	Company Contact:		
Post Code:	Position:		
Direct Tel No:	Email:		
I agree to the named student attending work experience with this company as detailed overleaf. Signed on behalf of the company:			
Print Name:		Date:	



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Own Placements

Parent/ Carer Agreement

As parent/carer of the student named above I agree to their taking part in this scheme. I understand that I will receive a copy of the Job Description and Risk Assessment prior to my child attending the placement. The school may charge the parent/guardian for a Health & Safety check for an employer outside of Cambridgeshire.

In the interest of my child, I confirm that:

- they do not have any medical conditions, which could result in an unnecessary risk to their health or safety or to the health and safety of another person. *(Should you be in any doubt, please consult the teacher responsible before signing this form)*
- They have the following medical conditions, which should be conveyed to the employer:



Please indicate if the student regularly takes medication that needs to be brought to the workplace.

Signed:
(Parent/carer)

Date:



REACH FOR EXCELLENCE

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Own Placements

- The following information is needed for the form

PLACEMENT DESCRIPTION

To be completed by the employer

Job Title:
Duties:
Student's personal qualities required:



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Own Placements

- Insurances details are important – the employability partnership will need to see details. Forms will not be accepted without these details.

KEY CONSIDERATIONS

When completing the placement description please take into account the following:

- The young person's age, inexperience, immaturity and lack of awareness or risks
- The need for adequate supervision and, where necessary, suitability checks for child protection
- The need for any personal protective equipment
- The provision of adequate information, instruction and training for the young person
- Any necessary prohibitions or restrictions relating to tasks, areas and work equipment

Employers' Liability Insurance: Yes / No	Name of insurer:
Policy No:	Expiry Date:
Public Liability Insurance: Yes / No	

Employers' & Public Liability Insurance cover are both required for work experience. Please attach a copy of your current Employers' Liability Insurance certificate. We will be unable to take up offers of placements from organisations without such cover.

Do you have a Health & Safety Policy: Yes / No	Written Risk Assessments: Yes/ No (if more than 5 employees)
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If the student is to be based in a different location to the company address please give details:

Why are insurances important?

A young person on work experience will be classed as an employee

- **Employers' Liability Insurance:** covers the employer's liability for injury or illness to employees, which includes work experience students.
- **Public Liability Insurance:** This covers liability for injury or damage to third parties.

Database

- If students cannot source their own placement, those students will be given log in details for the database. They then choose 6 placements from the database (consider transport etc.)
- From these 6 placements school will try select one of them. It is important pupils complete this process or they may not have a place mentor will be left with something they are not interested in Database

Parental support

- We will write to parents in November to explain the database is open. Please support your child in looking at the database and where they can get to.
- We have placements from PE1 – PE7, transport is key. Are they able to take public transport? What are the working hours – some are not the same as school hours. 40 hours a week / weekends

Database

- Students can still find an own placement in this time, but they are not allowed to approach any employer from the database. This is for fairness and having a clear process.
- The database will be locked on 21st November, if student have not logged onto the database, then they will be placed last Database



Final Steps

- Once we have a signed parental agreement the employers will be written to and given the name of their student.
- Students then need to contact the employer before work experience starts to complete an 'interview', and their employer agreement needs to be signed. (Employer can refuse to take students at this stage)



Why an Interview?

- It is important that students visit their placements before work experience so they can meet their employer, and they can meet the student
- Some work placement like to complete their own paperwork or an induction / which will help students settle into to their first day at work
- Student can ask any questions they have



Own Placements

- It is easier to organise an own placement as you will have already have a parental signature and an employer signature so an interview may not be necessary
- Once the placement has been approved the job description will be given to the student to show they are ready for work experience
- It is advisable to check in with an own placement the week before the placement starts for first day arrangements.

Responsibility

- You now have a choice
 - Find an own placement and know you have a placement in something you are interested in.
 - Wait until January to look at the database(however you are not guaranteed your first choice of placement)
- The sooner you take responsibility for your placement the better – some students last year did not do anything and then didn't enjoy their placement

How can parents help?

- **Ask family and friends if they can offer work experience opportunities for any CoPA student.**
- **Ensure all school deadlines for completing paperwork and returning forms are met.**
- **Please note that there is a significant amount of paperwork involved.** We will provide regular reminders about work experience through the school system and in the newsletter.

How can parents help?

- **Talk with your child about the type of work they might enjoy** and explore suitable roles together.
- **Complete the section on pre-existing medical conditions thoroughly** on the school form and inform the school directly if there is any additional information that could help the employer.
- **Plan travel arrangements to the workplace**—please note that parents are responsible for transport costs, as funding is not provided.
- **Check that your child has appropriate clothing** and provide safety footwear if required by the job description.
- **Encourage regular and punctual attendance** throughout the placement.

Expectations

School will monitor the placement and gain feedback from students and employers; staff will visit during the placement. If parents have any concerns, they must contact the school. Your child is representing you and CoPA. We expect respectful behaviour and to follow instructions of the employer. Students will complete work in tutorial and on the preparation day about behaviour in the workplace before work experience starts. If the placement fails and they are sent back to school due to poor behaviour there will be sanctions. Absences from work experience needs to be reported to school in the normal way.