



Assembly Focus

Year 10
Work Experience Week
When?
11th to 15th May 2026

Mr Gerschler
Careers Education, Information, Advice and
Guidance





What is work experience and what do I need to do?



It is your responsibility to organise your own placement using all networks available to you. How?

1. Pick up the phone, send an email, reach out on social media or just ask in person.
2. Speak to your parents, relatives or friends of the family.
3. Use social media – connect with organisations online.
4. Email your CV to employers.
5. Speak to your teachers, careers advisers and other professionals.
6. Nag, nag and nag again until you get confirmation!



What's in it for you?

- To get an insight into a realistic work environment.
- To make your education relevant and make real life links to the curriculum.
- To develop your confidence and employability skills.
- To network, help you find a job in future or gain PT work from your placement.
- To enhance your College / University application.
- To add amazing value to your CV.
- To get a certificate!



How can you get the most out of it?



- Choose a sector of interest based on RESEARCH. What are the opportunities of the future?
- Be realistic about what you can experience.
- Make sure you can get to and from your work place each day.
- Mindset – This is not your destination just part of the journey.
- Take control and do not delay! Those who find their own placements are much more likely to get more out of this experience.
- Step out of your comfort zone. It's ok to feel anxious and unsure. Employers have walked in your shoes too.



How do I ask an employer if I can work with them?



1. Research.
2. Search for local businesses.
3. Find contact details and ask politely!

Subject: Work Experience Inquiry: Monday 11th – Friday 15th May 2026

Dear **[Name of Manager or Business Owner]**,

My name is **[Your Name]** and I am a Year 10 student at St Monica's Roman Catholic High School in Prestwich. I am writing to ask if it would be possible to complete a one-week work experience placement at **[Company Name]** from Monday 11th May to Friday 15th May 2026.

I am very interested in **[mention a specific area of their work, e.g., graphic design / local government / engineering]** because **[give a brief reason, e.g., I am currently studying Business Studies and hope to pursue this as a career in the future]**.

I admire **[Company Name]** because **[add a specific detail about them, e.g., of your reputation for excellent customer service / the high-quality projects you complete in the local area]**, and I believe I could learn a great deal from your team.

I am hardworking, punctual, and eager to learn. During my time with you, I would be happy to assist with any tasks required while gaining an insight into how your business operates.

I have attached a brief CV for your reference. If you are able to host me, I have the necessary health and safety paperwork from my school ready to be completed.

Thank you for your time and for considering my application. I look forward to hearing from you.

Yours sincerely,

[Your Name] [Your Phone Number / Email Address] St Monica's RC High School



Appraisals and Certificates

- **At the end of your placement the employer will be requested to complete an appraisal. This is very important and can enrich your CV and any future applications. Make yours a good one, here are a few examples from last year.**
 - ❖ **J was a very enthusiastic young man. We would have no problem in inviting him to apply for our apprenticeship scheme when he leaves school.**
 - ❖ **X has been a fantastic addition and has contributed immensely. I would welcome X back without hesitation. If she ever decides to pursue a career in childcare, I would wholeheartedly offer her an apprenticeship here without a shadow of a doubt.**
 - ❖ **L showed a great deal of enthusiasm and energy towards any given task. He was able to follow instructions and get jobs done efficiently. I believe he would show a dedication and enthusiasm to any chosen career path; I look forward to him joining us again in the summer holidays.**
- **All students receive a certificate for completing work experience and those who receive feedback from the employer are given a 2nd certificate with the comments from the employer on.**





Next Steps

Step 1:

Check your School Email for an
invite from
[WorkExperience@Positive-
Steps.org.uk](mailto:WorkExperience@Positive-Steps.org.uk)

Follow the link to access your
Connect Portal

Do not share this with your friends, this is unique to
you!













POSITIVE STEPS

SUPPORT | CHALLENGE | CHANGE



Next Steps

Step 2: Browse your portal

 My Work Experiences (0) View and manage your placements. Check key details, track progress and upload your own. Select	 Submit Self Placement Found your own placement? Fill in the details here so your school can check and approve it. Select	 Browse Opportunities Search for work experience opportunities and apply directly to the ones that match your interests. Select	 Attendance / Feedback Let your school know if you can't attend today. You can also view feedback and placement appraisals. Select	 Placement Documents Access all your key documents in one place - including certificates, employer feedback and more. Select
 Journal Look back on your work experience and complete reflections to show what you've learned and achieved. Select	 My CV Build, edit and save different CVs to get ready for job applications and future opportunities. Select	 Skills Builder Complete your skills self-assessment and see how your experiences are helping you grow. Select	 Careers Learning Resources Access your enrolled programmes or track ones you've completed. Select	 My Career Preferences Tell us what careers or industries interest you, to ensure more meaningful experiences. Select



Next Steps

Step 3: Select Your Industry Preference

This weekend, it would be really useful if you could input your industry preferences to help me understand which career paths you are considering.

I have around 40 guaranteed placements available. If you tell me that you're interested in a particular sector, then I'll approach you.

It is also helpful for you to log your industry preferences after your placement. Then you can see if your preferences have changed or remained the same.



Next Steps

Step 4: Inputting your placement

Once you have found your own placement you will need to Submit Self Placement.

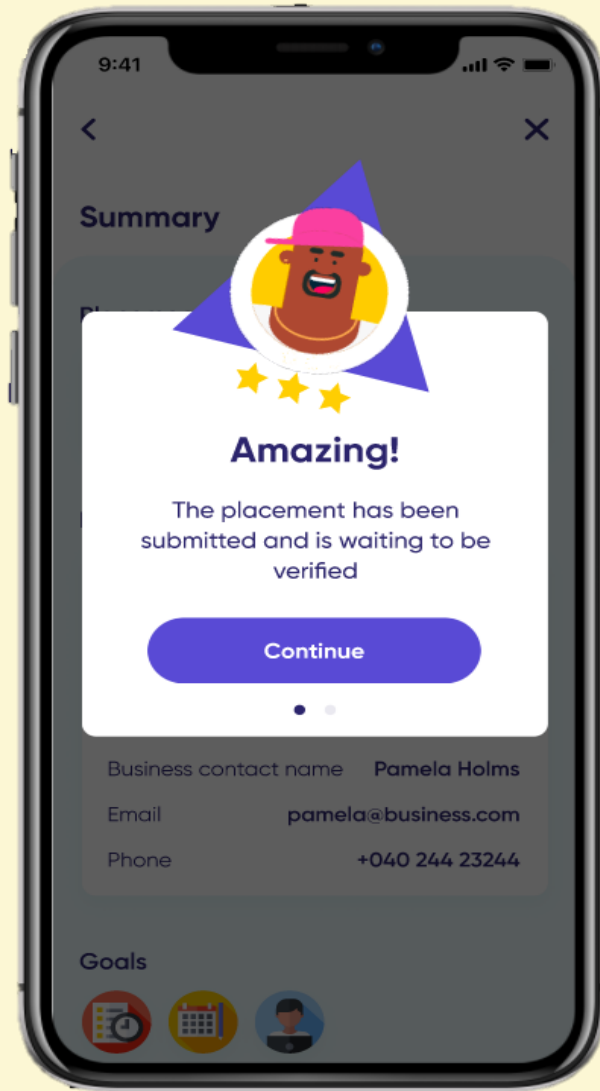
You will need to input your placement information
(Ensuring you complete all sections)
so that we can help the employer complete the risk assessment process.

The screenshot shows a navigation menu with 11 items: Home, My Work Experiences, **Submit Self Placement** (highlighted in blue), Browse Opportunities, Attendance and Feedback, Placement Documents, Journal, My CV, Skills Builder, Careers Learning Resources, and My Career Preferences. Below the menu is a section titled "Submit Self-Placement Application" with a help icon and a "View your placements" button. A progress bar shows five steps: 1. Health Details (Your health details), 2. Employer Details (The employer and job details), 3. Placement Details (The details of your placement), 4. Timetable/Hours (The hours you will attend), and 5. Review and Submit (Confirm all placement details). The "Step 1 - Provide your health details" section is active, with a text area containing "N/A" and a "Submit health details" button next to a "cancel" link.



Next Steps

Step 5: Placement Verification



I will then confirm or deny your placement based on whether or not I am satisfied with your chosen employer and their details.

You will receive an email with confirmation once approved.

If your placement is denied, there will be a comment from me telling you why your placement is not suitable to go ahead.



Over to you... Q&A is now open

- Student Placement Deadline **13th April 2026** (12 weeks away).
- **You must confirm your placement with the employer in the 2 weeks before your start date, otherwise the placement may not go ahead.**





Closing Prayer

Dear Lord,
Thank you for the plans you have for me,
that are for my good and your glory.
I pray that you put new opportunities before me
and open my eyes to see those opportunities.
Help me to use my time and talents to serve you.
Through Jesus Christ, our Lord, Amen.

St. Monica: **pray for us.**

St. Teresa: **pray for us.**