

Year 10 Work Experience: How to Find a Placement

What is Work Experience & why should I do it?

A work placement is your opportunity to spend a period of time outside the classroom, learning about a particular job or area of work.

Work experience can help you decide on your options for after year 11 and beyond.

You will also get the chance to develop and show evidence of vital skills such as self-confidence, communication, independence and a variety of others, depending on what kind placement you do.

What types of Work Experience Can I do?

Most of you will be expected to find your own placements.

Think: what do you want to do?

If you start looking in time you will be able to find a suitable placement.

What are your favourite subjects? Ask for help making a list of related jobs.

English: Newspapers, Libraries, Press Officer, Teacher, Solicitors, Advertising, TV & Film, radio

Maths: Banking, Accountancy & finance, Engineering, Meteorology

Geography: Environmental services, Development organisations, Charities, Politics

How do I find a placement?

Family is often a good source for finding placements- think, what do your parents/guardians do? How about your brothers & sisters, or your aunts & uncles?

Do you already know anywhere you may like to work? e.g. A shop that you like, or an organisation you pass on the way to school?



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Go to www.yell.co.uk Type kind of work you would like to do, e.g. "solicitor", and the area you would like to work in, e.g. "SW15".

Yell will give you every solicitor in SW15. Give this a Try.

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Accountancy and business services Overview

The industry in a nutshell

The accountancy and business services industry covers many areas including audit and advisory, business consulting, insurance, financial and management accounting, and taxation.

Following the recession of 2008/09 some accountants have assumed new roles as finance specialists, risk managers, auditors and advisers. As such graduates entering this industry should be excellent communicators, teamworkers, self-disciplined and motivated to succeed in the industry.

- Armed forces and emergency services
- Banking and finance
- Business and management
- Charities and voluntary work
- Creative arts and culture
- Energy and utilities
- Engineering and manufacturing
- Environment and agriculture
- Government and public administration
- Health and social care
- Hospitality, tourism and sport

- [Job roles](#)
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Also try www.propects.ac.uk where you can research:

- Job sectors & job roles
- Up-to-date industry insights
- Job options for the subjects you are studying
- Typical employers

Tips

Make a list of 10 places.

Call/visit and **ASK!** E.g. *"Hello, I'm enquiring about the possibility of organising a work experience placement from 25th June."* They will tell you what to do next...

Competition for work experience can be really tough, so you'll need to make the right impression when asking for it.

Be selfish. Don't ask for you AND a friend- you are unlikely to find a placement this way.

Work Experience Process

All students need to complete a Placement Information Form when securing a placement. These can be found on the student shared Work Experience folder, Parent Zone and in **Reprographics**.

Ongoing- Meet with the **Work Experience Coordinator** in **E309** for progress update/advice/hand in completed forms.

Deadline for finding a placement- March.

April/May- All students may need to arrange an interview with their work experience employer.

What happens next

As soon as you hand in your [Placement Information Form](#) the Academy will make contact to confirm the placement to and send relevant documents.

See the Work Experience Coordinator during form time in E309.

Collect a work experience letter and Placement Information Form from E309 or student shared area.

Talk to your CPSE teachers.

Talk to your form tutor.

On student shared area CV templates/email & letter templates/tips sheet.