BWS Guide to

Work Experience



For Students

2027

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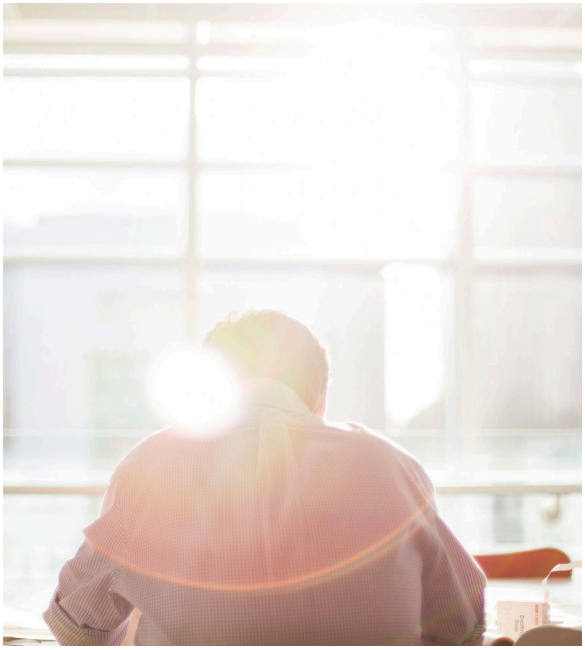
Relevant dates:
Year 10 - 7th June to 11th June 2027
Year 13 - September 2027

Introduction

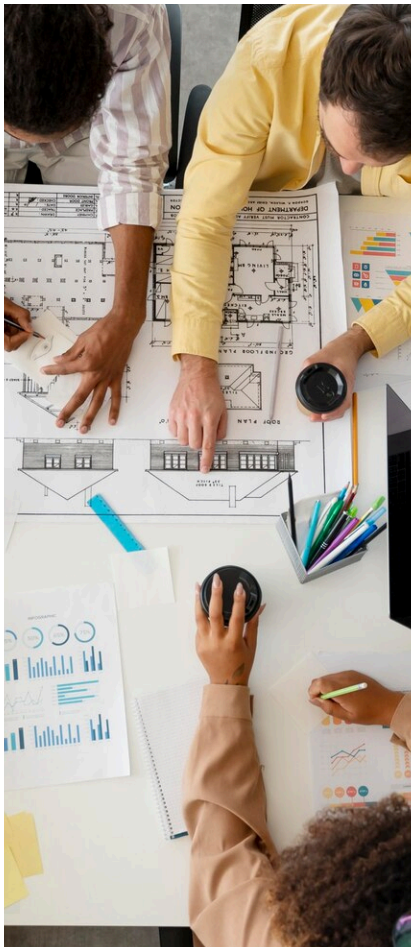
Work experience is considered an important step as you start to decide and narrow down your options for your career after finishing at school. It is worth investing the time in asking for advice from school, your parents, carers, family friends and contacts so the experience is valuable and accessible for everyone involved. Work experience placements can support future applications, whether for part-time jobs, apprenticeships or to university.

Why do a work placement?

- To experience the world of work
- To develop employability skills*
- It helps you understand your strengths and values and what you could improve for the future
- To experience a career sector, or typical working environment
- To understand the expectations of the workplace and being professional
- To help with decisions about your future options.



*
Problem solving
Teamwork
Digital skills
Resilience
Motivation, positive attitude and self-belief
Flexibility and self-management
Communication skills
Creative thinking



It is important that you have a clear understanding of what is expected of you in the workplace.

Most are obvious:
Be punctual
Be polite and respectful to all other workers in the organisation
Be mindful of allocated times for breaks and lunch
Understand the use of IT and other tech especially personal phone use (it should be switched to silent at the very minimum)
Appropriate dress code

How is work experience organised?

You will be expected to self-source your placement, but School is here to assist if necessary.

Points to note:

- Any placement you arrange must be approved by the school before you attend.
- Employers must hold Employers Liability Insurance.
- Any virtual placements will be undertaken on the school premises unless previously agreed with the School.
- If asked to attend an interview, please try to arrange this outside the school day (or Year 13 timetabled lessons).

Time line for Year 10

10 October: Briefing session for all Year 10 students and parents/carers

10 October to March - students find placements and complete forms

10 Friday 26th March 2027 is the deadline for the completion of all forms. No placements accepted after this date.

10 April to June - Health and Safety checks completed

10 7th June to 11th June Work placement

10 14th June Placement debriefing

Arranging a Placement

Thinking of ideas for a placement can be a challenge. Rather than trying to find the 'perfect' opportunity, look for something that ticks as many boxes as possible.

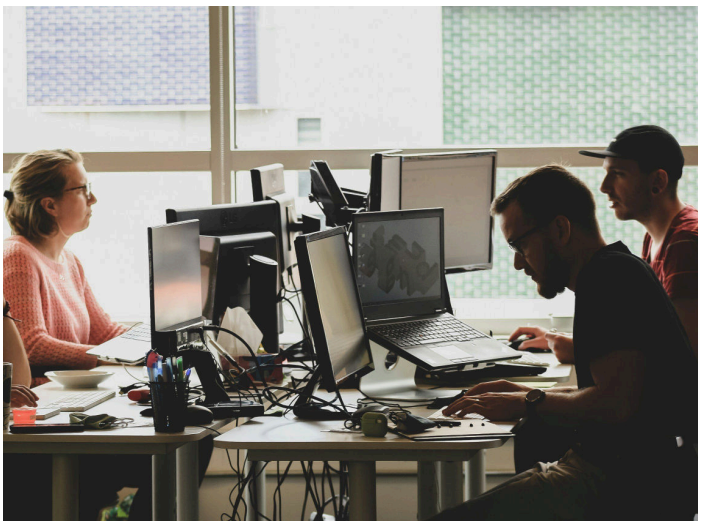


For ideas on roles within different sectors have a look at **Xello** or **UCAS**

Think about the transferable skills common to each role and if you can't arrange a placement for your first choice, think of one which will allow to to develop similar skills - this is just as useful and can be used to evidence these skills in applications.

Or,
think about experiences that relate to the curriculum subject closest to the sector you want to access and apply that as a search term

Instead of focusing on one specific job role, consider the wider career sector. It may not be possible to shadow a doctor but working up at the hospital in Salisbury (which is the largest employer in Salisbury) would give you insight into what it is like to work there. If you like it then maybe later on you would be able to apply as a volunteer or to undertake some work shadowing. Any role will give you experience you can benefit from and develop relevant and useful skills.



If you are finding it difficult to organise a placement, please come to the Sixth Form Office and speak to the Work Experience Coordinator, Mrs Maisey

Use parents/carers, family friends and relatives for ideas.
Local papers/magazines/websites are a good place to start.

Arranging a Placement

Once you've decided where you want to work and have a contact, you actually need to get in touch! Don't rely on parents or carers to do this for you. You need to show that you can be confident and professional, even if you are nervous. Write either a formal email or letter - even if you know the person you are contacting - and have someone else read it before you send it to check it for errors.

Make sure you include:

The days or dates on which you would like to complete your work experience - make sure to give them plenty of time; you can't ask for your experience to start tomorrow

- Why you would like to complete your experience at this organisation- what do you want to learn? What do you want to experience? Some research would help here - maybe they have great customer reviews or are among the top ranked businesses locally? Maybe they have created a new way of doing something and you want to learn how managed this?
- What you can offer them - impress them with your skills and how your time with them will benefit them, even if that is admin support or helping out busy employees with their workload. See template on the next page.

For a placement to be approved

1.The workplace must have Employer's liability insurance (and public liability insurance if appropriate).

2. A high-risk placement may have to be checked and approved. For example, these include farms, garages, riding stables, construction sites, kitchens and laboratories. Some high-risk placements may be refused by the school.

3. The work offered meets legal requirements for a young employee. Businesses involving working from the employers home, will not be accepted.

4. Parents/carers must be aware of the risks associated with the workplace. Additional information may be requested in specific circumstances.

Interviews:

As good practice, employers will often request to interview students prior to the placement. Students are encouraged to organise face to face interviews outside of the normal school day. Employers and students can use their interview to gather information and prepare themselves prior to starting the placement.

Templates

Sixth Form

Dear [*Employer's Name or Sir/Madam*],
I hope this email finds you well.
My name is [.....] and I am a student at Bishop Wordsworth's School Sixth Form. As part of my studies, I am seeking a 3-day work experience placement from Wednesday 2nd September to Friday 4th September 2027 and would like to enquire about a possible placement at [*insert organisation name*]. I am particularly interested in [*insert field/industry, e.g., finance, healthcare, engineering, law, creative media*], as I am keen to gain insight into the day-to-day responsibilities within this sector and develop practical skills that will support my future career aspirations.
Please let me know if you would be open to offering a placement, or if you require any further information such as a CV or confirmation from my Sixth Form.
Thank you very much for your time and consideration.
I look forward to hearing from you.
Yours sincerely, [*Yours faithfully if you use Sir/Madam at the top*]
(.....)

Year 10

Dear [*Employer's Name or Sir/Madam*],
I hope this email finds you well.
My name is [.....] and I am a Year 10 student at Bishop Wordsworth's School. As part of my studies, I am seeking a 5-day work experience placement from Monday 7th June to Friday 11th June 2027 and would like to enquire about a possible opportunity at [*insert organisation name*]. I am particularly interested in [*insert field/industry, e.g., finance, healthcare, engineering, law, creative media*], as I am keen to gain insight into the day-to-day responsibilities within this sector and develop practical skills that will support my future career aspirations.
Please let me know if you would be open to offering a placement, or if you require any further information such as a CV or confirmation from my School.
Thank you very much for your time and consideration.
I look forward to hearing from you.
Yours sincerely, [*Yours faithfully if you use Sir/Madam at the top*]
(.....)



Sixth formers - current job placements

If the placement is arranged with your current part-time employer you will be required to set specific objectives with them and reflect upon the experience.
For example:

- Set specific learning objectives before the placement (e.g. "I want to understand how shift rotas are managed" or "I want to improve my customer communication skills")
- Keep a log or diary of what you did and observed,
- Reflect on what skills you are developing and how the experience relates to a possible career path,
- Produce some kind of evidence — a written report, a presentation, a portfolio.

The employer/supervisor will be asked to provide feedback on your performance against workplace expectations/agreed objectives. Discuss specifics with your employer beforehand.

Writing a CV

Writing a good CV (Curriculum Vitae) is a challenging task, but one that is worth the investment of the time spent. Some employers want their own application forms completed but unless expressly stated otherwise you can also send a CV with the application. The document represents you –it therefore deserves some planning, good preparation and excellent presentation to convey just how suitable for the job you really are. The main objective of any CV has got to be positive impact. The purpose of the CV is to impart both practical information (education, qualifications etc.) but also more personal details such as the skills you have developed.

What should be included? There is no single, perfect formula for writing a CV, but there are common details that are normally expected:

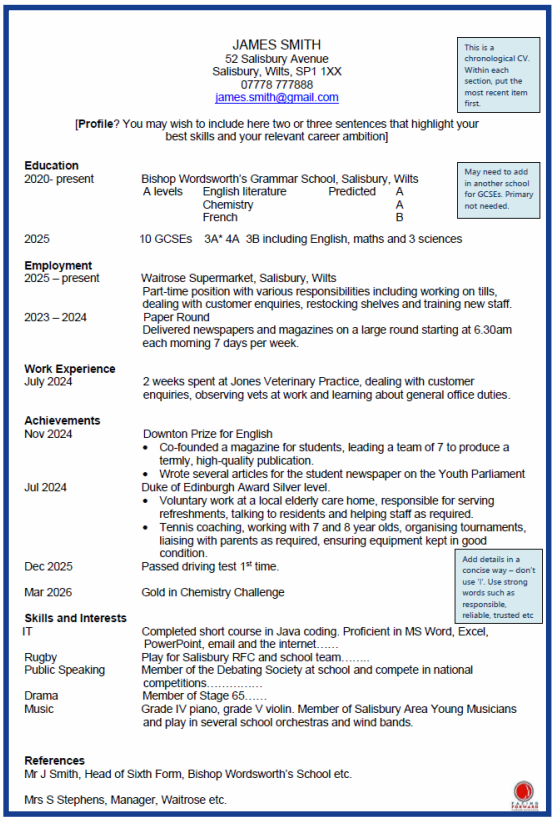
- Personal information
- Profile or career objective (optional)
- Education and qualifications
- Employment
- Work experience
- Awards and achievements
- Interests
- Referees

There are several approaches to writing a CV, the most common being the chronological, where you outline your career history in reverse date order, i.e. starting with the most recent.

Other tips:

- Your name should be at the top of the page – not 'curriculum vitae'!
- Use a minimum of 10 point font – normally 12. Use a clear, common font particularly if you are going to email the CV and make in to a pdf
- Have a suitable email address - not mermaidsteve@hotmail.com
- Be concise and relevant
- Don't exaggerate or fib!
- Be positive
- Be accurate – absolutely no spelling or grammar mistakes.

FACING FORWARD CAREER GUIDANCE



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Salisbury, Wilts, SP1 1XX
07778 777888
james.smith@gmail.com

This is a chronological CV. Within each section, put the most recent item first.

[**Profile**? You may wish to include here two or three sentences that highlight your best skills and your relevant career ambition]

Education

2020- present — Bishop Wordsworth's Grammar School, Salisbury, Wilts
A levels: English literature Predicted A; Chemistry A; French B

May need to add in another school for GCSEs. Primary not needed.

2025 — 10 GCSEs 3A* 4A 3B including English, maths and 3 sciences

Employment

2025 – present — Waitrose Supermarket, Salisbury, Wilts
Part-time position with various responsibilities including working on tills, dealing with customer enquiries, restocking shelves and training new staff.

2023 – 2024 — Paper Round
Delivered newspapers and magazines on a large round starting at 6.30am each morning 7 days per week.

Work Experience

July 2024 — 2 weeks spent at Jones Veterinary Practice, dealing with customer enquiries, observing vets at work and learning about general office duties.

Achievements

Nov 2024 — Downton Prize for English
- Co-founded a magazine for students, leading a team of 7 to produce a termly, high-quality publication.
- Wrote several articles for the student newspaper on the Youth Parliament

Jul 2024 — Duke of Edinburgh Award Silver level.
- Voluntary work at a local elderly care home, responsible for serving refreshments, talking to residents and helping staff as required.
- Tennis coaching, working with 7 and 8 year olds, organising tournaments, liaising with parents as required, ensuring equipment kept in good condition.

Add details in a concise way – don't use 'I'. Use strong words such as responsible, reliable, trusted etc

Dec 2025 — Passed driving test 1st time.

Mar 2026 — Gold in Chemistry Challenge

Skills and Interests

IT — Completed short course in Java coding. Proficient in MS Word, Excel, PowerPoint, email and the internet……
Rugby — Play for Salisbury RFC and school team……..
Public Speaking — Member of the Debating Society at school and compete in national competitions……
Drama — Member of Stage 65……
Music — Grade IV piano, grade V violin. Member of Salisbury Area Young Musicians and play in several school orchestras and wind bands.

References

Mr J Smith, Head of Sixth Form, Bishop Wordsworth's School etc.

Mrs S Stephens, Manager, Waitrose etc.

But what if you're writing a teenager CV with no work experience? In that case, a skills-based CV format is the better choice. Instead of focusing on jobs you haven't had yet, it highlights the skills and abilities you do have, showing employers that you're ready to learn and contribute.

Skills-based CV format

Here's a simple breakdown of what to include if you use this format:

- **Contact details –** Your name, phone number, and email address, so employers can reach you easily.
- **Personal statement (CV summary) –** A short 3–4 sentence introduction about your skills, interests, and career goals. Think of it as your "first impression" on paper.
- **Skills –** The biggest section in a teenager CV with no experience. Choose key skills (like communication, teamwork, organisation, or IT) and give short examples of how you've used them — at school, in clubs, or during volunteering.
- **Education –** Your school details, qualifications (GCSEs, A-Levels, or current studies), and any academic awards.
- **Hobbies and achievements –** Include activities that show responsibility, dedication, or creativity, such as being part of a sports team, playing in a band, or winning a competition.

https://www.myperfectcv.co.uk/cv/examples/student/teenager

Next Steps

Complete the forms linked here:

Students:
Work experience placements 2027 - STUDENT

Parents/Carers:
Work experience placements 2027 - PARENTS/GUARDIANS

Employers:
Work experience placements - EMPLOYER FORM

If you have any questions, please come and talk to
Mrs Maisey, the Work Experience Coordinator
in the Sixth form Office, upstairs in the Sixth Form block
workexperience@bws-school.org.uk

Delays are often caused because forms are filled out incorrectly. Please check all the details are correct prior to submitting your form, particularly email addresses. You don't need to submit more than once!

S Armstrong Oct 2026