

NORTHGATE

High School

Year 10 Work Experience

8th – 12th June 2026

Work Experience at Northgate High School

Victoria Calder
Careers Leader



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Year 10 Careers Programme

- Focus on the changing world of work.
- Explored through:
 - Careers lessons
 - Assemblies
 - Employer Careers Talks
 - Careers Fair – 6th March 2026
 - Workplace visits
 - **Work experience week**
8th - 12th June 2026



Why Do Work Experience

- Opportunity to explore the 'world of work'.
- Help decide future plans.
- Put theory learnt at school into practice.
- Learn new skills.
- Build confidence and self-reliance.
- Gain extra knowledge that can be applied to school work.
- Enhance CV and employment opportunities.
- Preparation for demands and expectations of the working world.



Benefits of Work Experience

- Personal reward
- Improve soft skills
- Develop technical skills
- Gain industry insights
- Try before you buy
- Prove you're motivated
- Grow your network
- Find employment
- Impress at interview
- Life experience



Student Feedback

I wish that work experience was longer!

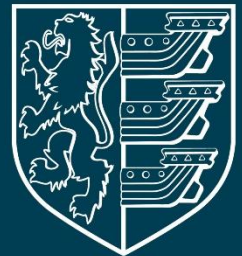
I had lots of jobs to do and learnt new skills

Great to know what it would be like to have a proper job.

It helped me to gain a lot of transferable skills

It helped me to decide my career

I enjoyed having the responsibility of being given actual work tasks to do.



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Work Experience at Northgate

Two ways in which to find a work experience placement:

1. Source own Work Experience placement
2. Apply for Work Experience placement sourced by the school – **Job Board**



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Work Experience at Northgate

- Out of county placements
- Health and safety checks
- Employers' Liability Insurance
- Unifrog – Student Form; Employer Placement Form; Parental Consent
- Northgate staff monitoring visit/call
- Student Work Experience Logbook



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Unifrog Placement Tool



- We will be using the Unifrog Placement Tool to **record work experience placements** and gain **parental consents**.
- Students have been set up with a **Unifrog account** during a PSHE lesson last term.
- **Self-sourced placements** need to be loaded onto Unifrog by the student as soon as the employer has confirmed the placement.
- **Job board placements** will be advertised on the school's Work Experience Job Board in February.
 - Once allocated, students will then load their placement information onto Unifrog.



Applying Directly for Work Experience

- List of companies interested in contacting for work experience
- Contact companies directly – CV and cover letter
- Certain industries have age restrictions, so have a broad range of ideas
- List of organisations **not to contact** – attached to email recently received
 - These organisations have offered the school a placement for a Northgate student and will be advertised on the Job Board



Secured Own Work Experience Placement

1. **Student** enters employer's details onto Unifrog.
 2. **Employer** completes information about the placement, including H&S information on Unifrog.
 3. **Parent** checks placement information and completes parent section on Unifrog to give parental consent for work experience.
 4. **School** will check all the information provided and sign off the placement on Unifrog.
- No student will be able to attend a placement without the above steps in place.



Applying for a Vacancy on the Job Board

1. Look at **vacancies on the Job Board** in Middle School – goes live beginning of February 2026.
2. **Fill in Green Card** with 1st, 2nd and 3rd choice of work experience placements.
3. **Attach CV & cover letter** in application for 1st choice of placement.
4. **Return Green Card** with CV and cover letter to Mrs Calder in Careers Suite.
5. **Application deadline** – 5pm on 16th March.
6. **Placements will be allocated** based on the strength of the applications received.
 - May not get first choice of placement, but it will still be a valuable experience.



Applying for a Vacancy at...

- BT
- Coop
- DanceEast
- Ipswich Hospital
- Suffolk County Council
- UK Power Networks
- Vertas

Speak to the Careers
Department about
the application
process



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Placement Deadlines

Deadline for Students to enter employer information onto Unifrog: Monday 13th April 2026

If you have found your own placement:

- You can enter the employer details onto Unifrog at any point, but by 13th April 2026 at the latest.

If you are applying for a placement on the Job Board:

- Green Card, CV and cover letter need to be handed in by 16th March 2026.
- Placement allocated by 27th March 2026.
- Student emailed confirmation and details of placement, which student needs to enter onto Unifrog before 13th April 2026.



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Getting the most out of Work Experience

- Arrive on time appropriately dressed
- Be happy to be there and be polite
- Be willing to have a go at new things
- Make the most of all of the opportunities offered
- Show enthusiasm and interest
- Take pride in the job
- Be prepared for some quieter periods
- Complete the Work Experience Logbook



Work Experience from a Student's Perspective

Ella
Emily
Freddie



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Work Experience from an Employer's Perspective

Dave Wall
The Unruly Pig



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Key Dates

- **Year 10 Work Experience Week**
 - Monday 8th June – Friday 12th June 2026
- Deadline for return of **Job Board applications**
 - 5:00pm on Monday 16th March 2026
- **Allocation/confirmation of Job Board Work Experience placements**
 - By Friday 27th March 2026
- Deadline for **all students** to upload Employer details onto Unifrog
 - Monday 13th April 2026
- **Parental Consent** completed on Unifrog
 - Friday 18th May 2026



Questions or Concerns

Speakers will be available to answer any additional questions

Speak to us in Careers

Email: workexperience@northgate.suffolk.sch.uk

Telephone: 01473 210123

Website: <https://www.northgate.suffolk.sch.uk/students/careers/year-10-work-experience>



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