

YEAR 10 WORK EXPERIENCE

29th June – 3rd July 2026

AIMS

- Purpose of Work Experience (WEX)
- Procedure
- Student Own Placements

Great reasons for doing Work Experience!

- WEX is a fantastic opportunity to learn new skills, see what a real workplace is like and gain confidence.
- It also gives students the edge when it comes to applying for jobs in the future.
- **It helps students identify a career** - With so many options open to students, it can be challenging for students to pick a career sector and job role that's right for them. WEX is a great way to get a feel for a particular industry.

- **Skills Development** - WEX lets students learn really valuable skills like communication, problem-solving and people skills. In fact, research carried out by the British Chambers of Commerce found that over half of the 3,000 firms they surveyed thought that young people were lacking basic “soft” skills.
- With something as simple as introducing themselves professionally or knowing when to use a simple handshake.

- **It will help students get a job** – According to a survey carried out by Gumtree, 90% of employers believe that WEX is more important than ever. Ultimately, by doing WEX it sets students apart from others when it comes to looking for work.
- Students' CVs should show off their skills, experience and knowledge.
- 67% of UK employers value soft skills quite highly.
- The 10 skills employers say they seek are:

| | | |
|--|-------------------------------|----------------------------------|
| Teamwork | Make decisions/solve problems | Communication skills |
| Time management | Organise and prioritise work | Obtain, process and analyse data |
| Technical knowledge related to the job | Computer software programs | Adaptability |
| Ability to sell and influence others | | |

PROCEDURE:

- **ALL** Year 10 students are required to take part
- Start now to think about job areas of interest and skills required
- Login and password details for Veryan
- Students find their own placement

STUDENT OWN PLACEMENTS (SOP's)

- Employer must **NOT** be on the Veryan Database
- A “SOP” form needs to be completed
- Deadline for returning completed forms: **30th January 2026**
- Employers must have “Employer’s Liability” and “Public Liability” Insurance
- If you organise a SOP outside of Cambridgeshire, please be aware that there will be a financial cost to this

PROCEDURE:

- **ALL** Year 10 students are required to take part
- Start now to think about job areas of interest and skills required
- Login and password details for Veryan database.
- Students find their own placement.
- Veryan database opens for viewing only on **28th November 2025**
- Veryan Database will open for choices **5th January 2026**
- Talk to parents – choices/transport (**students need to be able to get to their placement**)
- 3 choices (if using database) and a statement for each
- Completion date: **27th March 2026**

Next Step:

- Allocation of Placements – **NOT** on a first come, first serve basis, allocation done from **April 2026**
- Students/Parents notified of placements – job description and 2-way agreement sent. SOP's only job description sent
- 2-way agreement to employers
- WEX preparation in PSHE lessons
- Interview with employers

Things of note:

On choosing your 3 placements, you can write your statements in the student notes box.

You can write a small statement for each of your 3 choices, making sure to state which job is your 1st, 2nd and 3rd.

You might like to write one main statement combining all 3 jobs, but you must stay what your 1st, 2nd or 3rd choice is.

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Booking

Student: Tutor Group: Student flag:

Student notes:

| Job | Employer | Week | Status | Start | End | Visi - tor | Bkg Flag | Ch | # |
|-----|----------|------|--------|-------|-----|------------|----------|----|---|
|-----|----------|------|--------|-------|-----|------------|----------|----|---|

If this student is not participating in work experience, select reason here and click submit

To book this student, enter job number
Select dates if different from the default.

Select printout(s) required:

- Parent agreement
- Employer agreement
- Combined agreement
- Job description
- Parental Consent
- Teacher Visit Form

Important notice:

All Employers must have been contacted: Students with job allocations are required to call and arrange a meeting with their employer. The purpose is to introduce themselves and find out where they are going to be working for the week. **(Job interview)**

All paperwork must be signed off by the employer and returned to careers office by the **22nd May 2026**

During Placements:

- Problems
- Appointment/Holidays
- Staff visits (in person or remote)

Feedback:

- Evaluation forms completed – tutor time
- Certificate of Distinctions

INFORMATION PACK – to be issued next week

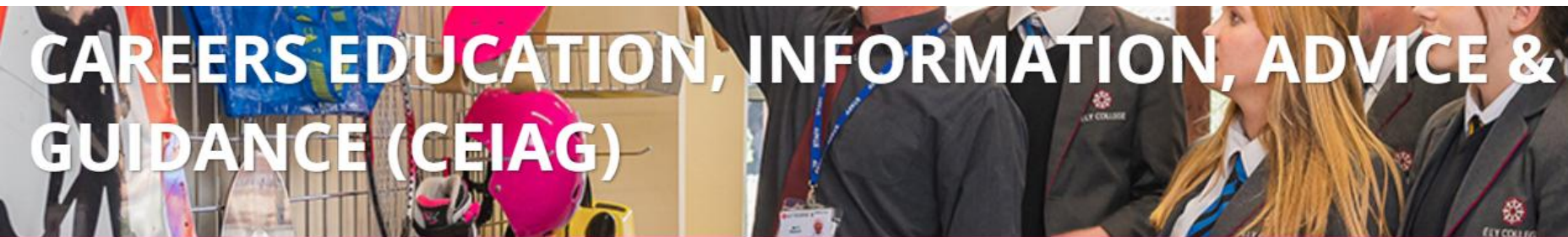
- Work Experience Guide
- Veryan Booklet and Log-in details – Pin Number on front.
- Student Own Placement Form
- Employer Information

For any questions about WEX, please contact:

Lisa Lambo-Hills– Tel: 01353-652800

or email: LLambo-Hills@elycollege.co.uk

WEX on the website



Home > Students > Careers Education, Information, Advice & Guidance (CEIAG)

Next Steps – Beyond Years 11 and 13

Finding and Applying for Apprenticeships

Work Experience

Labour Market Information

Newsletters and Careers Publications

Provider Access Policy

Unifrog

Student Careers Education and Next Steps

We are committed to ensuring careers education is embedded within the curriculum of Year 7, and that at all stages students are encouraged to consider their future as guidance is available at our Parents' Evenings and most of the local colleges visit at PLEDGES and Futures Days. We have many visitors who come into school to talk about learning, apprenticeships and other relevant topics. We also encourage students to visit the college and explore work experience opportunities.

The careers programme for 2023-24 can be found by [clicking here](#).

For a copy of our CEIAG strategy for the year 2022-23 please [click here](#). This will be updated in 2023 once the evaluation of previous year's career programme has taken place.

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Possible Costs to home

- Travel to and from the placement
- Any specific clothing/uniform required
- Out of Cambs SOPs. Cost between £25-£45

Important dates to remember...

- Parent Information Evening: **17th October 2024**
- Deadline for returning Student Own Placement Forms: **31st January 2025**
- Database opens **30th November 2024** for those without SOP Placement
- Deadline for choosing an employer from the database: **31st March 2025**
- **Completed Student Paperwork Deadline: 30th April 2025**
- **Contacted Employer and paperwork signed off by employer: 23rd May 2025**
- Work Experience Preparation Sessions: **Summer Term 2025**
- Placement Dates: **30th June – 4th July 2025**

Employer Updates for 2025

The Raptor Foundation is happy to host work experience students again in 2025.

They ask that students contact them directly if they would like a placement. The student will be invited to attend an informal interview and to have a look around to see what the role will entail. It will be on a first come first served basis.

Contact details are as follows:

Raptor Foundation
The Heath
Stlves Road
Huntingdon
PE28 3BT

01487 741140
parkcurator@raptorfoundation.org.uk

Ely St Johns
Primary School
Are happy to
have a couple
Of students,
but the must
Approach the
school directly.

Any students who would
be interested in
physiotherapy at
Huntingdon or
Doddington, Carolina
Ines Dias Oliveira is
happy to have
applications from
student's but they need
to complete the
attached form to apply.