



The Work Ready Programme

Name.....

Tutor Group:

Sir Thomas Wharton
Academy

Year 10 Work Experience
Journal

Year 10 2025-2026

OUR KEY DRIVERS

THE HIGHEST STANDARDS

Always set and deliver the highest standards: never settle for less.

INVEST TO ACHIEVE

Care about the now: create the very best for your future.

EVERYONE IS VALUED

We are unique individuals working together to be the best.

NO EXCUSES

Create solutions, not excuses.

NEVER GIVE UP

Resilience is essential: self-belief drives improvement.

CULTIVATE YOUR CHARACTER

Qualifications open doors, your character gets you through them.

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Information about this workbook:

This workbook is to support you and your parents/carers throughout the work experience process. It will help you to prepare for work experience and for you to take with you during your work experience.

This booklet will help you develop your skills in the workplace and ensure that you make the most of your work experience and develop transferable skills.

Completing this workbook is your responsibility.

It will provide you with evidence of your achievements and will support you when applying for next steps after your time at STWA.

Launch Week:

Week Beginning 10th November 2025

Parent launch meeting in January 2026

Students to start contacting employers from Monday 1st December

What are the things that you want to gain from work experience?

-
-
-

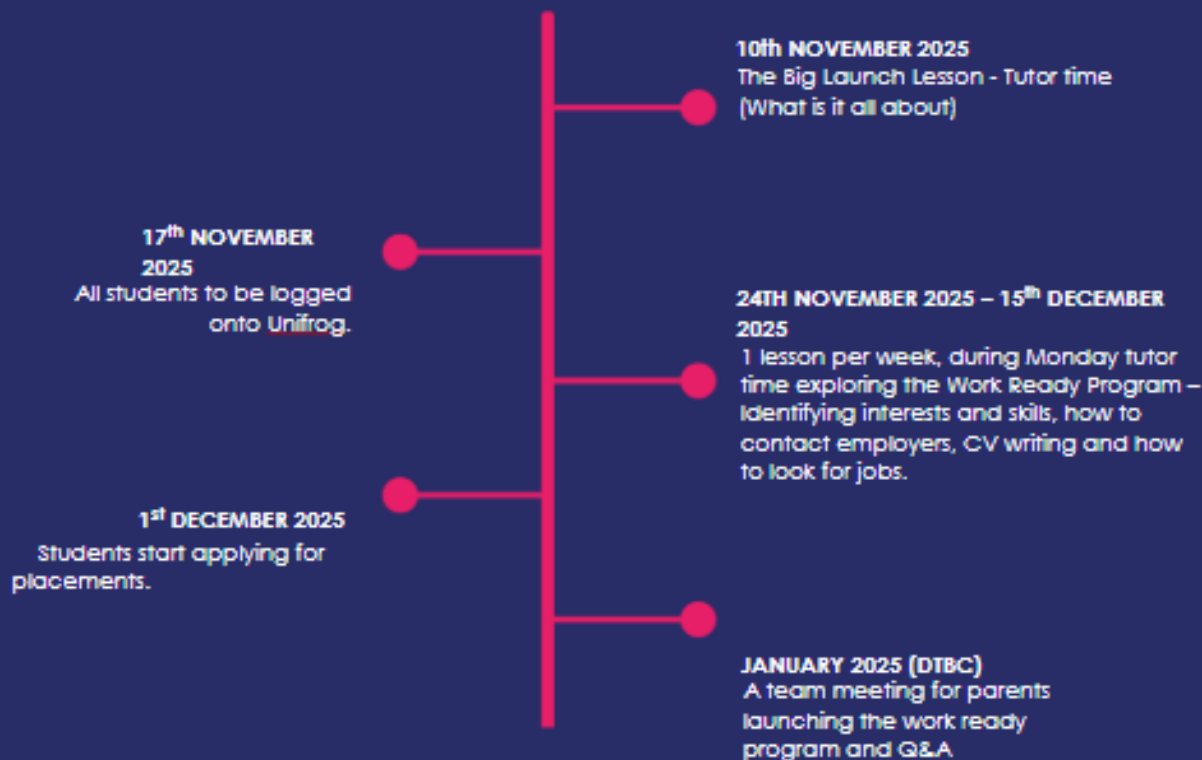
Write down three skills you would like to develop from work experience:

-
-
-

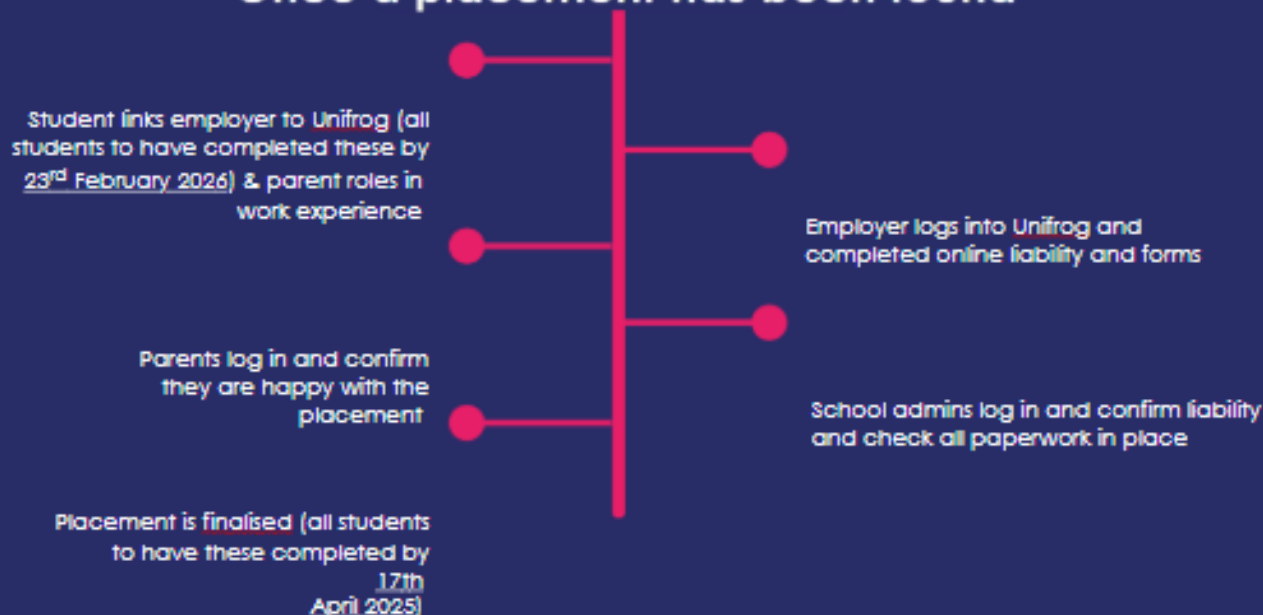
What sectors are you interested in?

-
-
-
-
-

WORK READY PROGRAMME TIMELINE 2025 - 26



Once a placement has been found



Work placements take place Monday 6th July 2026-Friday 10th July 2026.

www.stwacademy.com

• @SirThomasWharton • @STWAcademy • @sirthomaswharton

Sir Thomas Wharton
Academy

The below steps will help you log in to Unifrog and access the platform.

Follow the steps below:

- Open up your school email account.
- Log in using your school details.
- Once logged in to email, search for “Unifrog” in the search bar at the top.
- Select the welcome email.
- Click the welcome link to access the Unifrog website.
- You will need to set your password the first time you log in.
- We suggest you use your school password.
- You will then be able to access the platform.
- If you ever forget your password, press the forgotten password button and an email will be sent to your school email address.

You might already know what you want to do for work experience, or even as a career – Then it's important to see if your skills and interests match this. If you do not already know then then fear not

What are your skills? Circle the strongest!

Remember * In life what we originally planned to do isn't what we end up with? -this can be for many reasons. So, it is important to think about your other interests.

What are your interests?

Examples from the STWA 2009 Alumni

Craig – Trained as a Microbiologist, is now a Company CEO in commercial construction

Amy – Trained in bio medic and wanted to be a doctor but is now amidwife.

Laura – Trained as a primary school teacher but now is in the socialcare field.

Tom – Trained in journalism at university and now works in finance.

Daniel – Worked part time as he didn't know what he wanted and now runs over 10 different bars across Yorkshire.

Chris – Wanted something in sports but now works in America in the architecture industry.

What type of environment would best suit you?

Which values are important to you in your career?

Why is work experience important?

Things to consider?

Places to start

- Where to find employers - Apprenticeships tool, or opportunities tool on Unifrog to find work experience relating to subjects that interest you. (Special opportunities>Next>Select location>Rank subjects by 'Activities'>Select up to 10 subjects. Work experience will be listed in this tool as an 'Activity').
- General google maps search – e.g. Hairdressers in Doncaster.
- Doncaster Chamber – Work experience and volunteering

Make a list below of the companies you will contact
(you need to write down the company name,
contact name, number, email,

Company Name:

Contact Name:

Number:

Email:

Made contact (circle): Yes/No

Company Name:

Contact Name:

Number:

Email:

Made contact (circle): Yes/No

Company Name:

Contact Name:

Number:

Email:

Made contact (circle): Yes/No

Company Name:

Contact Name:

Number:

Email:

Made contact (circle): Yes/No

*Please keep in contact with your tutor and update them on how
your search is going. If you are struggling at this point please speak to
your tutor for support*

The 4 most common methods of contacting an employer are by phone, by email, in person or through social media specific to professionals.

By phone

You may have to contact an employer over the phone when you're arranging work experience. It's important to still have a pre-organised plan, as you would when sending an email.

- Can you think of any top tips you would give a friend if they were calling an employer about work experience?

Emailing an employer

Read the example on the right. Discuss with the person next to you:

- What's good and bad about the email?
- How would you improve it?

- Did the good example have anything you missed off?

In Person

Some employers are really-busy and might not get the opportunity to answer their phone often or sit down to read an email.

- What are the benefits of going to visit an employer in person?
- What do you need to think about now that you didn't need to when calling or sending an email?

Social Media

What is LinkedIn?

One in 10 job seekers between the ages of 16 and 34 have been rejected for a job because of something posted on their profiles.

Task: In pairs, pick one thing from the list which you think is **useful** for an employer to see, one thing which is **acceptable** for an employer to see and one thing which an employer should **never** see.

- 1.
- 2.
- 3.

If in doubt, turn your **privacy settings** on – full whack!

Keep it relevant & accurate – ensure what you post reflects **who you really are, your values and your opinions**

Stay safe when communicating online with people you don't know- don't share

Look back on your social media accounts – did you post anything back in Year 9 which you wouldn't share now? **Delete it!**

Never post anything you wouldn't be happy showing your parents.

Using these templates that you have created during tutor time, start contacting potential employers.

- Greet the employer
- Introduce yourself (name and where you are from)
- Tell them why you are contacting them
- A bit about yourself and why want to go there
- Give them the placement details
- Kindly ask if they have space for you
- Sign off

Dear/Hello,

My name is and I am a student at

My interest in work experience with the was sparked when I.....

I have worked very hard to develop my skills and spider sense. I feel that with some guidance from yourself, I would be a great addition to the team

I am looking to do some work experience between the dates of 6th and 10th July 2026, to help develop my competencies and start to learn

Do you have any spaces for work experience students at that time? I have attached/can send a copy of my CV for your records.

Yours sincerely/Thank you

.....

What is a CV?

Reasons a CV is important?

What is a covering letter?

What is the difference between a CV and Covering Letter?

Tasks: Now you're an expert in CVs and cover letters, it's time to practise writing a CV yourself!

Unifrog has an easy-to-use tool where we help you to create your CV from your work experiences, contact details, and interests.

It's formatted for you, so when you've filled out your information it's ready to print or send!

CV / Resume

- ✘ Write CVs perfectly tailored for the roles you want

Start >

The screenshot shows a web form for creating a CV. At the top, it says 'Example 1' and 'Your entries are saved automatically'. The form has several fields: 'Your role' with the example text 'Eg Sunday job at local newspapers, Caring for siblings'; 'Where' with 'Eg the company name'; 'Date Started' with dropdown menus for month and year; and 'Date Finished' with dropdown menus for month and year, with an option to 'leave blank if ongoing'. Below these fields is a large text area for 'Explain the role, what responsibilities you had, and what you learnt', with a note to 'Be concise and keep in mind the role you're applying for'. At the bottom, there is a 'Show on my CV' button.

Use the template to create a CV



Stick your
CV here
once
printed

Placement Details (Once confirmed)

Company Name:

Company Address:

Company Contact:

Company Telephone Number:

Emergency Contact Details (Name and contact details)

Contact 1 (Relative):

.....

Contact 2 (School and named contact):

.....

Working Hours:

Start Time:

End Time:

Things to prepare:

Lunchtime Arrangements:

Workwear:

Journey Arrangements:

Journey Length:

Cost of Travel:

The lifecycle of a placement on the placements tool

- A **student** (or their teacher) gets the ball rolling by adding a new placement;
- The **employer** is notified by email, and they confirm that they follow best practice;
- The **parent/caregiver** signs an agreement;
- The **placement coordinator** reviews all the information provided by each party, and gives their consent.
- **Teachers** have an overview of the status of all the placements at their school/college. They can filter to see which placements have forms outstanding, and nudge people who need to be chased.
- The placement takes place; **teachers** can record a check-in if they want;
- The **student** and **employer** reflect on the placement after it is finished. The employer can choose to add themselves to the school / college's placements database.

What are the 5 reasons we need Health and Safety Signage?

- Reason 1 -
- Reason 2 -
- Reason 3 -
- Reason 4 -
- Reason 5 -



Ways to avoid Slips and Trips

Tips for safe manual handling



Prohibition: Red.
Prohibits behaviour likely to increase or cause danger. E.g. 'no access for unauthorised persons'



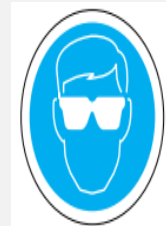
Mandatory: Blue.
Prescribes specific behaviour. E.g. 'Eye protection must be worn'



Warning: Amber/yellow.
Gives warning of a hazard or danger. E.g. 'Danger: electricity'



Emergency or First Aid: Green. Gives information on emergency exits, first aid or rescue facilities. E.g. 'Emergency exit'



1. _____

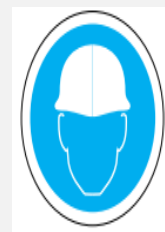
2. _____

3. _____

4. _____

5. _____

6. _____



7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

1. What hazards might you come across?

2. How will you ensure you avoid these?

3. Every workplace will have slightly different regulations depending on the type of industry. So, what signage might you expect to see in your workspace?

Absence:

If you are unwell and unable to attend your placement, your parents/carers must contact the school just as they would on a normal school day. For professional courtesy, you must also contact the employer to inform them that you are unable to attend and give the reason.

Other Key Contacts:

Your Tutor:

Name:

Email:

Careers Lead: Mrs Pickering

(e.pickering@stwacademy.com)

Associate Assistant Principal and Careers SLT Link: Mr Martin

(c.martin@stwacademy.com)

Student Achievement Leader: Mr Prescott

(a.prescott@stwacademy.com)

Student Welfare Manager: Mr Coulson

(s.coulson@stwacademy.com)

Assistant Principal (KS4): Mr Woodhouse

(b.woodhouse@stwacademy.com)



During your placement

When you are on work experience, you are not on the Academy site but our safeguarding policies will still apply to you. We will have checked each employer prior to sending you on work experience to ensure that have the appropriate checks completed.

It is important to us that when on placement, you understand that our structures are still in place to allow you to raise any concerns about yours, or any other students. safety.

All staff are fully trained in safeguarding and we take your safety seriously. We will contact your employer whilst you are there and will remain vigilant in addressing any issues that come up whilst you are on work placement and we will be available to offer support if you need help or guidance.



Safeguarding:

The school will check every student's placement and ensure that they are appropriate and safe for each individual. However, if you feel uncomfortable, unsafe or at risk, you should always contact the school as soon as possible. Our dedicated safeguarding team are here to protect you.

Contacts:

Miss Ward- Designated Safeguarding Lead
(n.ward@stwacademy.com)



Miss Baillie- Child Protection and Safeguarding Manager
(a.baillie@stwacademy.com)



Mrs Wright- Complex case/medical officer
(j.wright@stwacademy.com)



Mrs Sweeney- Safeguarding Officer
(k.sweeney@stwacademy.com)



Using your phone/social media whilst on work experience

Social media forms part of day-to-day life, and it's important that you consider how you use social media in the placement. Many companies now have social media policies for employees that they must follow. These include what kind of things they can post on their social media accounts in professional capacities.

You should assume that anything you post online can be found and read by anyone – from your manager or a family member, to the media and competitors of the organisation you may be spending time at. Once something is posted on the internet, it can be impossible to remove, even if you think you may have deleted it.

Many companies will be happy for you to use social media at work, as long as you're acting responsibly. It's worth checking with the company at the start of your internship if they have a social media policy, and what the expectations are for you when using social media.

If you make a mistake and post something you shouldn't have, delete the post and inform your manager. It's easier to address any issues straight away rather than letting them develop.

Companies have a responsibility to ensure they follow certain rules and regulations, and client confidentiality is very important. You should be careful not to share or expose anything about a company's clients or customers, as this could result in financial and reputational damage for the business.

Remember, before posting something that relates to your internship on social media, ask yourself the question: would the company be happy for me to post this? If the answer is no, then you shouldn't be posting it.

Targets

What do you want to gain from your five days work experience?

1.

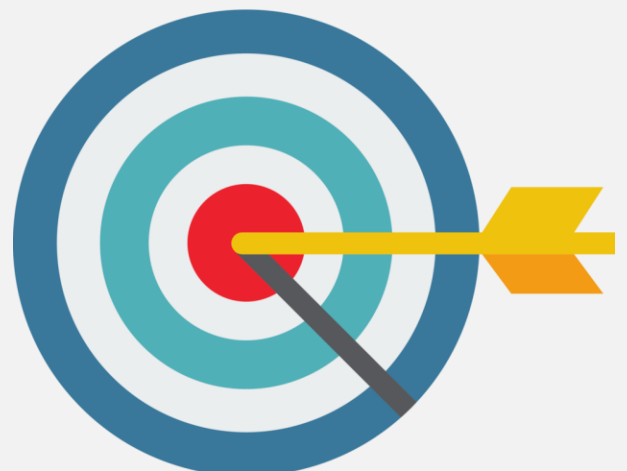
2.

3.

4.

5.

Prior to starting the placement or on your first day, look through these targets with your employee, do they have any targets that they have for you over the next week?



You should be able to tick off all of the things below during your first day on your placement.

Highlight each statement once it has been done.

- I have informed my employer of any medical needs that may affect this placement.
- It has been explained to me who will be the immediate supervisor of my placement and who to speak to if there is a problem.
- I understand the start and finish times during my placement.
- I have been shown the location of the break room and toilet facilities, and I am aware of the break times that I can take.
- I know what I need to wear for the placement.
- I have been briefed on potential hazards / safety issues, if any, that I could be exposed to during the placement.
- I have been told that I must report any injury/accident to my supervisor immediately, who will be able to locate the nearest first-aider.
- I have had the importance of safety equipment (such as PPE) explained to me, where it is kept, which areas it must be used in and why.
- I have been told about safe working practices to follow whilst on my placement.
- I have been told what I should do in the event of a fire, and how I will know if a fire alarm has been raised.
- I have been told the emergency procedure and where the assembly points / emergency exits are.
- I understand that I should speak to my daily supervisor if I am unclear which emergency exit to use on the site, in case of an emergency. I know that I should not run during an evacuation

MAKE A GOOD FIRST IMPRESSION

Make sure you turn up on time, are suitably dressed (if in doubt, better to go smarter) and are raring to go.

GET TO KNOW PEOPLE

Greet everyone you meet with a smile. Don't be afraid to ask people about their roles – they'll be flattered!

BE ORGANISED

Listen carefully to instructions and note down important meetings, dates and deadlines to help manage your time effectively.

GET INVOLVED

The more you get stuck in, the more experience you'll gain. Be enthusiastic about any task.

ASK QUESTIONS

Ask for clarification if you're not sure what you're doing but be resourceful. Sometimes a quick Google search will find your answer.

Day One

Who did you meet?

What was their role?

Who did you work with?

What did you do?

How did you feel?

How do you feel about tomorrow?

If you could change one thing you did today, what would it have been?

Ask a member of staff about their role. Find out one positive about the role, and one challenging part.



Day Two

Did you meet anyone different today?

What was their role?

Who did you work with?

What did you do?

How did you feel?

How do you feel about tomorrow?

If you could change one thing you did today, what would it have been?

Speak to a manager about their role. Find out the top 3 employability skills they would look for in a potential employee.

The top three skills are:

Day Three

Did you meet anyone different today?

What was their role?

Who did you work with?

What did you do?

How did you feel?

How do you feel about tomorrow?

If you could change one thing you did today, what would it have been?

Summarise your day in five words:



Day Four

Did you meet anyone different today?

What was their role?

Who did you work with?

What did you do?

How did you feel?

How do you feel about tomorrow?

If you could change one thing you did today, what would it have been?

Think of an area of your role you have found challenging this week. What could you do to tackle this challenge?

Day Five

Did you meet anyone different today?

What was their role?

Who did you work with?

What did you do?

How did you feel?

How do you feel about the placement as a whole?

If you could change one thing you did today, what would it have been?

What was the best thing you did on your placement?

What was your biggest success of the week?

What did you find challenging?

How did you deal with this challenge?

What skills did you gain from this week?

What is your one big takeaway from this whole experience?



Log the skills you've gained and improved in the **Competencies** tool on Unifrog – don't forget to add examples of how you applied that skill to your role!

List 5 job titles of employees within the company:

1.

2.

3.

4.

5.

Notes:





CREATE • BELIEVE • ACHIEVE



CREATIVITY • VIGOUR • RESILIENCE



MOTIVATE • INNOVATE • CELEBRATE



EXPECTATIONS • VALUES • SUCCESS

Sir Thomas Wharton Academy

www.stwacademy.com | 01709 864100

Sir Thomas Wharton Academy, Tait Avenue, Edlington, Doncaster, DN12 1HH



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