


# Welcome to Longfield Academy



Work Experience:  
**10th – 14th February 2025**  **inicio**  
academies

# Careers Team

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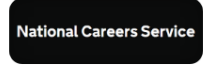











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# Careers Webpage

careers is guided by the eight Gatsby benchmarks of Good Career Guidance.

			
<b>Information</b> Information for pupils, staff, parents, providers and employers.	<b>Apprenticeships</b> Information about apprenticeships and where to find them.	<b>College</b> Information on college, sixth-form college and how to apply.	
			
<b>Armed Forces</b> Information on joining the armed forces.	<b>University</b> Information about applying for university.	<b>Labour Market Information</b> Information about Labour Markets how to find it.	
			
<b>Work Experience</b> Information about work experience for Year 10 pupils.	<b>Careers Programme &amp; Events</b> Upcoming careers events at Swift Academies.	<b>Useful Links</b> Useful links and sources of information.	
			

All relevant documents are stored on our careers web page.

# No need to make notes

All the information is in your booklet

- ▶ Copies of this presentation and all the relevant documents are on the school website-



## **Work Experience**

Information about work experience  
for Year 10 pupils.

# Key Stage 4: Careers Education & Guidance

Year 10



Application days and interviews

Year 11 assemblies and LIFE lessons

Term 1: Post 16 open evening

Pupils prepare for work experience during form time

All Pupils will have a career guidance meeting with Mrs Smith

Post 16 Taster visits term 3

Assemblies and form time programme. Term 1.1

WEX week: 10<sup>th</sup> Feb 2025

Evaluation and reflections: Term 2.1

Year 11

# What is Work Experience?

“Experience of work”

“Work shadowing”

“Trying out a career before deciding”

# Work Experience is not...

- A week off school
- A chance to do nothing
- Not **just** a week at work

# Why do we do work Experience?

Communication

Independence/ try something  
different

Build Character

Growth mindset

Develop new skills

Pledges

Network





# Where should I go on placement?

**Think about what you might look for in a job:**

- ▶ Interests linked to jobs.
- ▶ Would you like to work with people, animals, buildings, land, equipment or computers?
- ▶ Would you like to work in a shop, hospital, school, hairdressers, office, television or design studio, building site, garage, or maybe a laboratory?
- ▶ Trying to list any jobs that fit – what jobs match who you are with what you'd like in a job? This can be a good place to start.
- ▶ Make a list of potential placements.

# How can I support my child in finding a placement?

- ▶ Family contacts and friends
- ▶ Search websites such as Yell.com to research local businesses
- ▶ Look at local newspapers for jobs and local companies that interest you
- ▶ Look for the type of business you'd like to work for (hairdressers or accountants, for example)
- ▶ Look on Facebook
- ▶ Make a list of the companies you'd like to work for
- ▶ Make a note of phone numbers, addresses and websites
- ▶ Find out more about any companies you want to contact



# How We Organise it?

- **The pupil with support** decides on areas of interest
- **The pupil with support** researches suitable employers
- **The pupil** contacts them
- **The pupil** fills in a form
- **The pupil** gets the employer to fill in the form
- **The pupil** makes contact with the employer again before the placement to confirm the details.

# Forms & Deadlines

**Longfield**  
Academy

**Work Experience Placement Checklist – to be completed by the employer**

Please complete and return to Gill Smith, Longfield Academy, Longfield Road, Darlington. DL3 0HT or email to [workexperience@lfa.inicioacademies.org.uk](mailto:workexperience@lfa.inicioacademies.org.uk)

An electronic version of this form can be obtained on request from the email address above.


Employer details	
Name of employer	
Address	
Contact Name	
Contact Tel Number	
Contact email address	
Nature of business	
Name of pupil undertaking placement	

White form to be completed by the employer.

Insurance details

Deadline  
13<sup>th</sup> of  
December

# Forms & Deadlines

**Work Experience Placement Form 2025** 

This form should only be completed if you have arranged a work experience placement and the employer has confirmed the placement is available to you.

**PLEASE USE BLOCK CAPITALS**

**To be completed by the pupil**

Pupil Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

**You MUST give all employers' details and attach copies of any letters received from them.**

Employer's name & date contacted \_\_\_\_\_

How did you contact the employer? By letter  by telephone  in person  by email

Who arranged this placement? Parent  Friend  You  Other \_\_\_\_\_

Area of work (e.g. clerical, sales, engineering): \_\_\_\_\_

**To be completed by a parent/carer**

I agree to the above pupil undertaking the above placement from Monday 10<sup>th</sup> to Friday 14<sup>th</sup> February 2025. I understand that a placement will only be approved if

- all relevant information is provided by the employer by 20<sup>th</sup> January 2025 and
- the Designated Safeguarding and Health & Safety Lead at Longfield Academy approves the placement.

ed Kingdom) Text Predictions: On Accessibility: Good to go Focus

Blue form to be completed by parent

Deadline 13<sup>th</sup> of December

# Scenarios

I have no idea what career I am interested in!

Don't panic!

Lots of people haven't made up their minds in year 10. Think about the subjects that interest you. Where could they lead?

# Scenarios

The employer I contacted hasn't got back in touch with me!

Don't panic!

This often happens, don't be afraid to try again!

# Help!

I want to join the Armed Forces

Look for a placement in the occupation you would like to do in the forces.



# I want to be a brain surgeon!

Placements at the Memorial Hospital for school pupils are extremely limited. **There is a website to apply:**

[https://www.cddft.nhs.uk/working-for-us/work-experience-\(15-to-18-year-olds-in-full-time-education-or-training\).aspx](https://www.cddft.nhs.uk/working-for-us/work-experience-(15-to-18-year-olds-in-full-time-education-or-training).aspx)

They only accept applications between 16 and 10 weeks before the placement (between 21st October and 2nd December)

# Help!

I'm interested in sport. What can I do?

Get organised quickly as sport is really popular. Think about local gyms and sports centres or a primary school to specialise in PE.