



Welcome to Longfield Academy

Work Experience:
2nd – 6th February 2025

Careers Team

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Career Wave

Level 6 Independent Careers advice

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Careers Webpage



Information

Information for pupils, staff, parents, providers and employers.



Armed Forces

Information on joining the armed forces.



Work Experience

Information about work experience for Year 10 pupils.



Apprenticeships

Information about apprenticeships and where to find them.



University

Information about applying for university.



Careers Programme & Events

Upcoming careers events at Swift Academies.



College

Information on college, sixth-form college and how to apply.



Labour Market Information

Information about Labour Markets how to find it.



Useful Links

Useful links and sources of information.

facebook

National Careers Service

Kudos

TEES VALLEY
CAREERS.COM

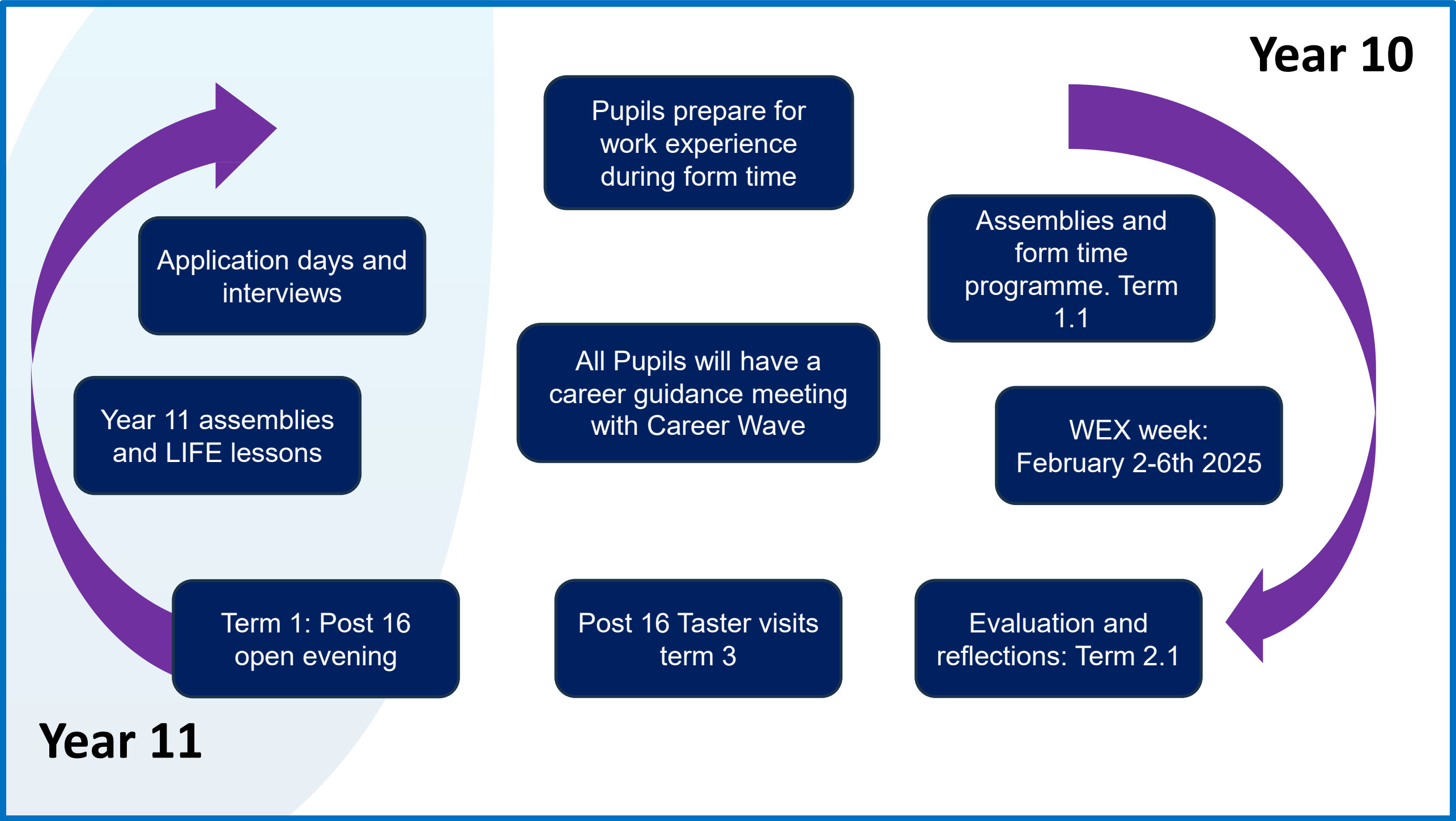
UCAS



start

All relevant documents are stored on the Careers section of the academy website.

Key Stage 4: Careers Education & Guidance



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

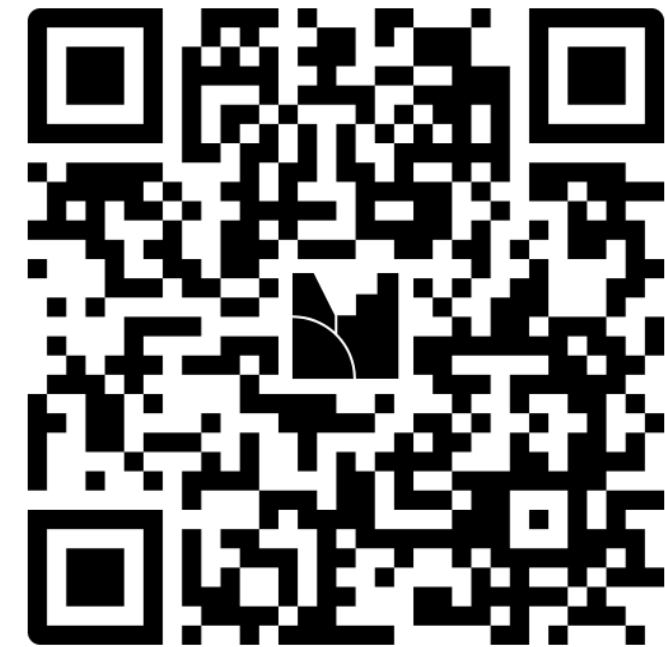
Build Character

Growth mindset

Develop new skills

Pledges

Network



Click to download as image

Where should I go on placement?

Think about what you might look for in a job:

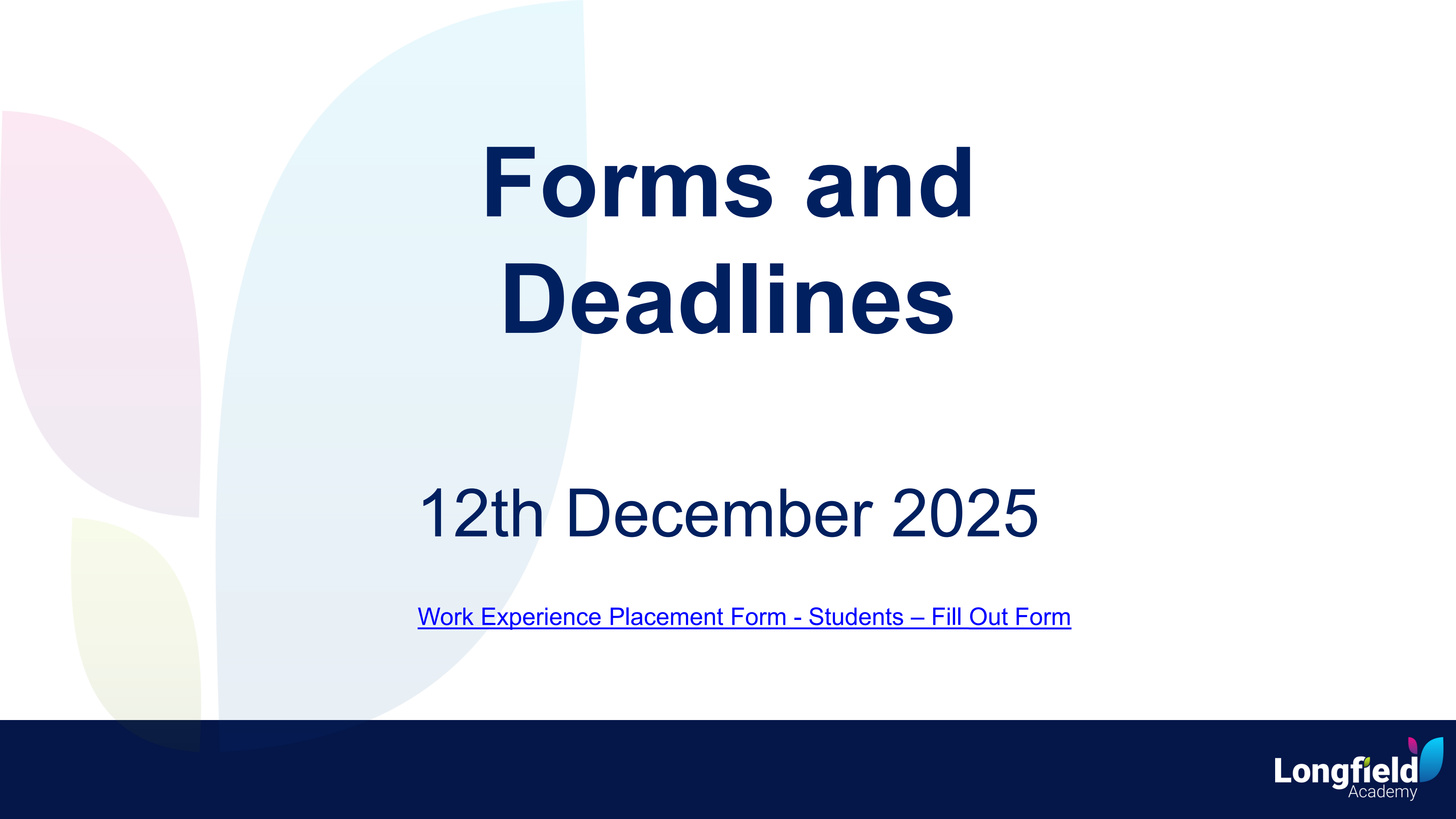
- Interests linked to jobs
- Would you like to work with people, animals, buildings, land, equipment or computers?
- Would you like to work in a shop, hospital, school, hairdressers, office, television or design studio, building site, garage, or maybe a laboratory?
- Trying to list any jobs that fit – 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 (e.g. hairdressers or accountants)
- 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

Getting organised

- **The pupil with support** decides on areas of interest
- **The pupil with support** researches suitable employers
- **The pupil** contacts them
- **The parent/carer completes** the Microsoft Form sent in the WEX information letter (via email)
- **The academy** invites the employer to fill in the form
- **The pupil** makes contact with the employer again before the placement to confirm the details



Forms and Deadlines

12th December 2025

[Work Experience Placement Form - Students – Fill Out Form](#)

Scenario

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?

Scenario

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.

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.