



Year 12 Work Experience Briefing 2026

Monday 28th June – Friday 2nd July 2027



Why are we starting so early?



Work Experience Allows You to:

Develop transferable skills such as communication and teamworking.

Develop key employability skills.

Helps build a professional network.

Find out more about yourself.

Understand the world of work.

Boost confidence.

Help identify your own strengths and skills.

Accept the importance of schoolwork and achieving good qualifications.

Improve your personal CV and UCAS.

Gain knowledge of specific jobs and career paths.



Arranging a Placement

- You will need to develop your skills of independence by finding the placement yourself
- The most effective way is through family and friends/contacts or Googling local businesses
- You will also have support in tutor time and from the Careers Team
- You **must never** give out any personal information, including phone numbers. Use school email addresses
- You may not get the exact placement that you want, but think about the key skills you need for your careers and find a placement that helps you develop these
- Think broadly – do not default to your first school! Think about how your placement will positively influence your UCAS personal statement/Uni/job interview

Arranging a Placement

*You need to be **realistic** – think transferable skills – and **persistent** – follow up the email with another or a phone call*

All of these are good skills to help with job applications once you have left school!

Placements we can't authorise:

Under-18 year olds cannot work:

- anywhere that there is a risk to your health because of extreme cold, heat or vibration - for example by working with a drill or in a freezer
- with dangerous chemicals, machinery or up ladders/scaffolding
- in a commercial kitchen (such as fish and chip shop), nursing home providing personal care, chemist, factory, shop selling alcohol, delivering milk, telephone sales, fairground or arcade, collecting/sorting rags and refuse, cleaning windows above 3m
- Before 6am and after 10pm

[Children in employment and entertainment | Worcestershire County Council](#)

Other information to consider:

- In most cases, you cannot work in a company with only one person (sole trader)
- You can work with family members
- **EVERY** placement must have Employer's Liability Insurance, a Risk Assessment and Health and Safety Policy, even if they don't require one by law
- Placements will only be authorised if we are happy that they meet our Safeguarding and Health and Safety guidance
- You cannot be paid for Work Experience
- If we are not happy that you will be safe, we will not authorise the placement

DBS Checks

- Work experience in schools and care homes and some other places will more probably require you to have a valid DBS check – there may well be a cost to this
- For a DBS, you will need two forms of identification, including one photo id (passport, provisional or driving licence). There are also other criteria that some people may have to meet.
- We can facilitate a DBS for you but you have to tell us that you need one. You also have to apply VERY early - there is no time limit within which a DBS should be approved and we cannot hurry them up!

The Placement Process

Step 1 Students Parents/ carers	Students contact employers via school email account and employers confirm they are happy to have them, on the specified dates. Parents/carers complete the Evolve consent form.
Step 2 Students	Students then complete the Placement Form on Unifrog. They MUST enter details carefully, especially the employer's contact information.
Step 3 Employers	Unifrog emails employers who complete their section, including insurance and Health and Safety information, as well as safeguarding protocol, working hours, placement location and brief overview of the tasks involved.

The Placement Process

Step 4 Parents/ carers

Parents/carers are emailed by Unifrog and asked for consent.
Ensure that you enter information regarding your child's SEND/Medical need, to ensure that the placement can run successfully.
Read all of the Employer's information and make sure that you are happy with the placement and the level of risk, before you consent.

Step 5 School

School is emailed with placement details and completes the final checks before approving the placement.
Where appropriate, further discussion may be had regarding the placement and school may also contact employers to discuss individual student's needs.
Students will be informed via Unifrog when the placement is approved.

Deadline

- The deadline for applying for placements is Monday 24th May 2027
- **This means that you need to fill in your part, the employer needs to have filled in their part and your parent/carer given permission, ALL BY 24th MAY. You can monitor progress on Unifrog, and you are responsible for chasing your employer to complete the paperwork.**
- We will authorise placements as soon as we can, but there may be extra checks going on behind the scenes, which take time. Students will receive a confirmation email when the placement has been approved
- Please allow us the time to complete the appropriate checks
- Please use this email address for any queries:
year12workexp@northbromsgrove.worcs.sch.uk

Finally,

You may feel a bit nervous about Work Experience, but here is what last year's students said:

'Very informative and a good group of people made it enjoyable'

'I am more convinced than ever that this is what I want to do for my degree and a future career. All the staff were so welcoming and friendly and I loved learning from them and understanding the different methods used when providing support to the pupils.'

'All staff were extremely nice and helpful and gave me plenty of tasks to complete'