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**Year 10 Work Experience Information Form & Instruction Sheet**

**28 April – 2 May 2025**  
You will need to contact an employer and ask if they are willing to offer you a work experience placement.

* You can stay local to your home, Boston, Spalding, Sleaford etc (travel is your responsibility)
* You may have relatives who can provide a placement elsewhere in country (stay with them)
* Types of employers: Larger companies and Businesses – Supermarkets, Housing Associations, local council, manufacturing, car retailers, primary schools, secondary schools. Small industry/services – Hair, charity shops, cafes, retail, engineering, trades, dentists, pharmacies
* NHS work experience – applications made through Talent Academy (see Miss Gallagher to discuss)

**Exceptions**

* Sole traders/Self-Employed – **school** requires employer to have employer liability insurance.
* Family – if working from home or mobile business
* Abroad

You can use the grid below to make sure you have all the information you need, ready to hand into Miss Gallagher in Careers Office. Please make sure you are accurate or there could be a delay to processing your request for work experience. **You will also need to make sure you know your parent/carer’s email.**

**Struggling to find an employer! -** Access you allies (friends of family, family, businesses/services that you use), ask them to approach where they work and ask on your behalf. Search local businesses: [www.yell.com](http://www.yell.com) can help. The dates for Year 10 work experience are: **28 April – 2 May 2025.** Information you need to gather is detailed below: **(you must hand this to Miss Gallagher by 4 April 2025**

**Employer Placement Basic Details:**

|  |  |
| --- | --- |
| Student Name and Form: |  |
| Company/Business Name, Address and Postcode |  |
| Employer name |  |
| Employer Email: | ***(unfortunately, a work* *placement cannot be processed without an email address*)** |
| Parent name: |  |
| Parent contact number: |  |
| Parent email: |  |

Please ask the organisation to look out for an email from Unifrog, as they will need to confirm everything via a short on-line form. Once the employer completes their details on the Unifrog platform, you as the parent/carer will then receive an email asking you to confirm you are also happy. Any questions, please see Miss Gallagher.­