



# Work Experience Guide for students

# 22 June- 26 June 2026



## **Key dates**

- Introducing work experience: September 2025.
- Networking and looking for placements: Autumn term 2025.
- Tutorials on writing letters of application & CV's, time to write & send off to employers: Nov, Dec 2025 & Jan 2026.
- See Mrs Lewis for help if you haven't found anything by the start of the Spring Term. Drop-in sessions will run on a Tuesday & Thursday Lunch B.
- Complete the Work Experience Form outlining details of your employer & placement. Deadline February 28 2026.
- Mrs Lewis informs Southwest Work Experience Partnership (SWEP) of your placement and requests a health & safety check.
- 8 May 2026 is the deadline for requests to SWEP- after this date there is an additional late fee of £20.\*(Placements in London or out of county may need at least 3 months to complete a health & safety risk assessment!)
- SWEP check the placement & confirm that it can go ahead. This generates a 3-way work experience contract which needs to be signed by the student and a parent. Mrs Lewis will also send a form to your employer for them to sign.
- Work experience briefings in tutorial late Spring/Summer Term 2026.
- Work experience takes place after the GCSEs in the week of 22-26 June 2026. You will be visited on work experience by a member of staff.
- Complete your work experience booklet, evaluate your placement.

## Finding a placement



1. Start talking to friends, family, neighbours. Find out if any contacts you have are employed in the field of work you are interested in.
2. Your school friends may come in very useful! Many will have parents who work in interesting careers.
3. Look for ideas on the internet, walk around your local town and see which businesses & services are nearby. Speak to the vet you use or the physio that is known to your family- personal contacts often are more willing to take you on.
4. Local organisations to consider:  
Exeter University labs or specific departments e.g. marketing  
<https://www.exeter.ac.uk/study/teachers/informationandresources/workexperience/>  
RD&E Hospital work experience:  
<https://royaldevon.nhs.uk/join-us/develop-your-career/work-experience/>  
MET Office:  
<https://www.studentladder.co.uk/job/the-met-office-work-experience-week/>  
Theatre Royal Plymouth:  
<https://theatreroyal.com/take-part/work-experience/>



Exeter Museum RAMM:  
<https://archive.rammuseum.org.uk/getting-involved/work-experience/>

Exeter Northcott Theatre:

<https://exeternorthcott.co.uk/get-creative/work-experience/>

Devon County Council:

<https://www.devon.gov.uk/workingfordevon/work-in/early-careers/first-step/>

Westcotts (Financial services)

<https://westcotts.uk/careers/work-experience-placements/>

Exeter Phoenix Multi Art Form Venue

<https://exeterphoenix.org.uk/get-involved/vacancies-volunteering/>

Exeter Airport

<https://exeter-airport.co.uk/careers/work-experience-2024/>

Tozers (Law firm)

<https://www.tozers.co.uk/careers/work-placements>

Pennon Group (South West Water)

Talent [Talent@Pennon-group.co.uk](mailto:Talent@Pennon-group.co.uk)

Francis Clark LLP (Accountancy, Advisory & Tax)

<https://careers.pkf-francisclark.co.uk/>

Michelmores LLP (Law Firm)

<https://www.michelmores.com/careers/>

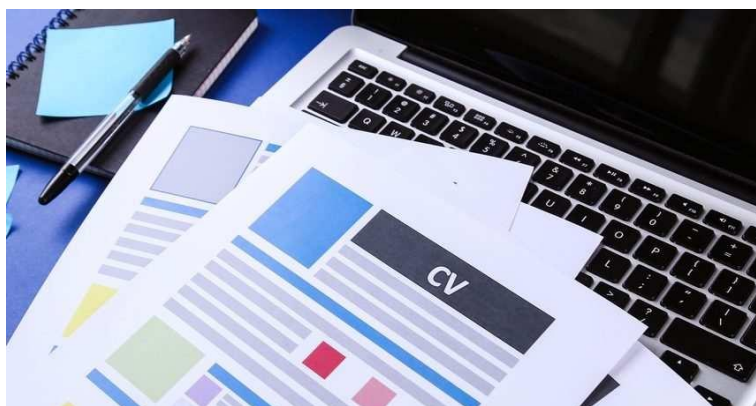
5. **Interested in a STEM related placement?** EXIST Exeter maintains a list of organisations in and around Exeter, that work in the STEM Industries. (Look in member search) See: <http://www.existexeter.co.uk/ExIST-Directory/>



6. **Search a local business directory** Devon Live maintains a local business directory, which can be searched by industry type. See: <http://directory.devonlive.com/>
7. Look at the Vervan online data base of work experience placements- use the filters to refine your search for example by postcode location, name or job category. Mrs Lewis will give out the user name and pin to access the platform.
8. If you are struggling speak to your form tutor or Mrs Lewis for ideas. In addition subject teachers may have insights into careers around their subject areas.

## **When you have found your placement**

1. Once you have an employer in mind you will need to write a letter of application and possibly a Curriculum vitae (CV). We will cover this in tutorial lessons. The PowerPoint and resources to accompany tutorial lessons can be found in ilearn/ PSHE & Careers/ Careers tutorials KS4/ Upper 5 careers resources.



2. When you have secured a placement collect a work experience form from Mrs Lewis, your tutor, or outside of the Careers Office in the plastic box on the wall. Complete the form outlining the name, address & contact details of the employer and a brief description of what you will be doing. The form must be then SIGNED BY A PARENT/CARER. Hand your completed form to Mrs. Lewis or your form tutor.
3. Mrs Lewis will then send your information off to SWEP who will undertake the health & safety check.
4. Once this has been completed an online 3-way work experience contract will be generated which needs to be signed by the student and a parent or carer.
5. Mrs Lewis will contact the employer of your placement sending them the school's contact details, making sure that they are happy with placement arrangements and asking them to also sign the work experience contract form.
6. If your placement is out of county you will also need to complete an additional risks form (see diagram below) to outline how you will travel to your placement and who you will be staying with during your time away from home.
7. Once this paperwork has all been signed off you are ready to go!

**THE MAYNARD SCHOOL**

**Work experience Additional risk assessment form For placements outside the Exeter locality**

Name of student \_\_\_\_\_ Tutor Group \_\_\_\_\_

Date of Birth \_\_\_\_\_

To the Parent/Guardian  
As your daughter is applying for a work experience placement outside the Exeter locality, could you please complete, sign and return this form to school.

Work experience placement  
Name and address of work experience placement  
\_\_\_\_\_  
\_\_\_\_\_

Contact name \_\_\_\_\_

Telephone number \_\_\_\_\_

Travel arrangements  
Please outline your daughter's travel arrangements below  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With regard to your daughter's travel arrangements, do you believe any risks exist above the normal risks associated with your daughter travelling on a daily basis to and from school or a workplace in the Exeter area?

Living arrangements  
Address of accommodation  
\_\_\_\_\_  
\_\_\_\_\_

With regard to your daughter's living arrangements whilst on placement, do you believe any risks exist above the normal daily risks of your daughter's living accommodation?

☐ No ☐ Yes (if yes, please state these below)  
\_\_\_\_\_  
\_\_\_\_\_

Supervision outside of working hours  
With regard to your daughter's supervision outside of working hours, do you believe any risks exist above the normal daily risks associated with your daughter staying with a relative/close family member?

☐ No ☐ Yes (if yes, please state these below)  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_  
(Parent/Guardian)

## Preparing for work experience in the Summer Term

Once you have all secured your placements, the attention can turn to preparing for the reality of work.

In the final weeks of the summer term, before study leave, you will be issued with a work experience log book. In tutorial time we will discuss Health and Safety, and the expectations of employers. We will also cover what to wear, what to do if you are ill or running late etc. There will be time for last minute questions and queries.

During work experience week you will be visited or called by a member of staff. If you cannot be reached email messages might be sent. Should you be worried about anything at all you should contact the school, who will pass on your concerns to Mrs Lewis.

Upon your return to school, you will be debriefed in the first few weeks of the L6 and evaluate your experiences. You may be asked to talk to the U5 about your placement & offer any tips you might have. We encourage all students to send Thank You cards to your placements.

