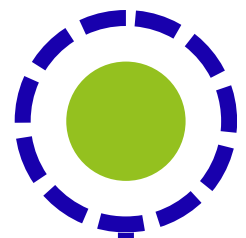




Year 10 Work Experience Student Checklist



1

CHOOSE A PLACEMENT

Pick something you're interested in
It does NOT have to be your future job
It can be local or further away

ASK AN EMPLOYER

Contact them via email, phone or in person
Be polite and confident
Tell them:
Your name and school
Dates 6th-10th July
Why you want to work there

2



3

CHECK INSURANCE - THIS IS ESSENTIAL!

The Employer Needs:
Employers Liability Insurance
Public Liability Insurance
No Insurance = No Placement!



COMPLETE THE FORM

Fill in the placement form
Parent/Carer checks it
Hand it in to the library by:
THURSDAY 2nd APRIL 2026
Late forms will NOT be accepted!

4

GET READY

Check start & finish times
Find out what to wear
Plan how you will get there
Be on time & polite
Have fun - this is your time to shine!

5

NEED HELP?

Come to the library and speak to your Careers Team for advice - don't wait until the deadline!