

Work Experience 2025

Dear Year 10,

You have an exciting opportunity to step into the world of work during the week beginning **Monday 7th July**. This is your chance to put into practice the skills you've developed in school and through enrichment activities—and apply them in a real workplace setting.

Here's what work experience can offer you:

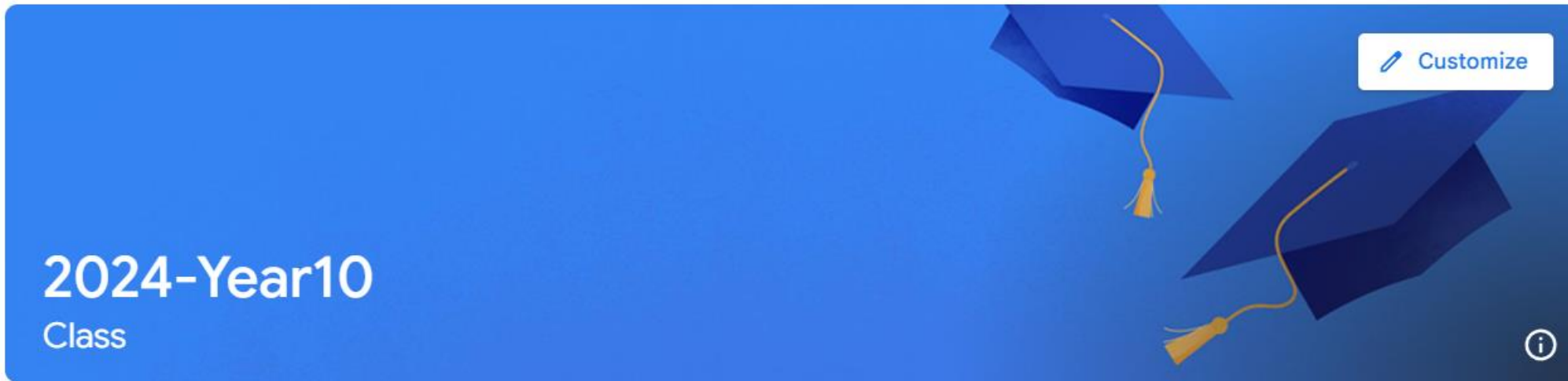
- **Skills Development:** You'll build valuable hard and soft skills like communication, teamwork, and problem-solving—skills that are essential in any job and can only improve with real-world practice.
- **Career Exploration:** Experience different roles, industries, and work environments to help you discover what career paths truly interest you.
- **Boosted Employability:** Employers highly value work experience. It shows you're proactive, have hands-on knowledge, and are prepared for the professional world—great for post-16 applications, apprenticeships, and future job searches.
- **Networking Opportunities:** You'll meet professionals who can offer guidance, mentorship, or even future job opportunities.
- **Confidence Building:** Being in a workplace can increase your confidence, helping you feel more capable and comfortable in professional settings.
- **CV Enhancement:** Work experience adds substance to your CV. It shows initiative, commitment, and practical know-how—qualities that make you stand out.
- **Understanding the Workplace:** You'll learn how businesses operate, workplace etiquette, and what it means to have a professional mindset.
- **Increased Motivation:** The experience can inspire you to aim higher, both in your studies and your future career plans.

That's why it's so important to start reaching out to potential employers—by email, phone, or even in person—to secure a meaningful placement. I'm here to help. Opportunities have already been shared via Google Classroom, and I'll continue to support you in the coming slides.

Wishing you every success on this exciting journey.

Best wishes,

Mr. Davis

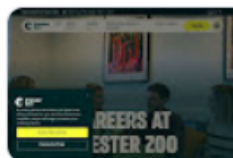


Gordon Davis
Apr 16

Veterinary Work Experience

The veterinary field is another one where relevant year 10 work experience can help you later down the line, because universities tend to value a selection of experiences in applicants. There are lots of interesting ways to get involved with animal care, helping you to learn about veterinary procedures and treatments. Work at a dog home. Shadow at a vet clinic. Work at a cattery. Work on a farm. Work as a zookeeper's assistant or work at a zoo (check out Chester Zoo's volunteering page). Become a local dog walker (this one might even let you make a bit of money!) Be careful as places like Battersea Dogs and Cat Home has age restrictions. Consider local and independent catteries, dog homes or vets.

Go local!!!! Mount Mascals stables for example or the George Mead Farm/Woodlands Farm are always looking for a hand!



Careers at Chester Zoo | ...
<https://www.chesterzoo.org/foot>



Page not found | Medivet
<https://careers.medivet.co.uk/eai>



On your Google classroom stream you have connections to various different industries and links to employers in Greenwich that are offering Work Experience.

Why not connect to one of these industries and use the 'How to' resources to communicate?



Work Experience 2025



Gordon Davis • Apr 4

100 points

Good evening Year 10,

It was wonderful to feel the excitement for the Work Experience week beginning on Monday 7th July. Please remember in the first instance you need to try find your own placement. Remember Paul gave you the following advice:

- 1) Use family and friends first
- 2) Make email contact first and then follow up with a phone call (I have attached the forms below to support)
- 3) Use the Own Find Form with the employer (face-to-face goes a long way to make a positive impression)
- 4) Complete the Careers form if you need help. This means where possible (but do not rely on me) I can seek providers through our wider partnerships.

I wish you the best of luck and look forward to receiving these forms at reception.

Happy Easter!

Mr. Davis



Careers Form 2025
Google Forms



Finding your own Work Exp...
PDF



How to make a phone call fo...
PDF





Own Find Form - St Pauls.doc
Microsoft Word



On your Google classroom classwork I have given you access to the Google Questionnaire to complete and the 'How to' resources on how to connect with an employer.

There is also a digital copy of your 'Own Find' form, which needs to be filled out by your employer. I would suggest an email and then a follow up at the place of work to hand in the form.

Own Find Form- To be completed by your employer for WEX



LEWISHAM WORK EXPERIENCE TEAM
2nd Floor Laurence House, 1 Catford Road, London SE6 4RU
T 020 8314 7921 E admin.ebp@lewisham.gov.uk

Work Experience Own Find Form

Students who have found their own work experience placement are required to get this form completed by the company/organisation they have found.

The last date forms can be handed in is: Thursday 22nd May 2025
COMPLETE AS MUCH OF THIS FORM AS YOU CAN. THE SHADED SECTION MUST BE COMPLETED.

Student Details (to be completed by student)

Dates of Work Experience: 7 th to 11 th July 2025	
Name of Student:	Date of Birth:
School/College: St Paul's Academy	Tutor Group:

This section of the form is for you to fill out. Include your full name, Date of Birth and Tutor Group. A copy of this form will be sent to Paul Goddard Team and if details are incorrect they cannot be processed.

Own Find Form- To be completed by your employer for WEX

Employer Details (employer must sign)	
Name of company/organisation:	
Address of Company/Organisation:	
Postcode:	Website:
Main Tel No:	Company Email:
Position offered:	
Who should we send correspondence to:	Direct Tel No: Direct Email:
Who will be supervising this student (if different from above)	Direct Tel No: Direct Email:
Subject to an acceptance check by a Lewisham WEX team Representative, please confirm that you have agreed to accept this student by signing below:	
For and on behalf of: (company/organisation)	
Signed:	Name (capitals):
Date:	Tel No:

This section of the form is for you to fill out. This includes all the details of the employer. You will need an email and person to contact that will be your main contact whilst on placement.

The employer needs to sign this section of the form to agreed that they have a placement for you for the week starting Monday 7th July.

Own Find Form- To be completed by your employer for WEX

Placement Details: (To be completed by company/organisation)

Have you already agreed to take a student for the above dates?	Yes / No
Do you have Employers' Liability Insurance?	Yes / No
Have you notified your insurers that a work experience student will be on the premises?	Yes / No
Is anyone working at this organisation related to this student? If yes please give name of this person: If yes in what capacity are they related?	Yes / No

This section is **vitaly important**, and for some of you who have given in the forms, you have not completed it. This will be sent back from the Lewisham Work Experience Team.

Please give details of your Employer Liability Insurance below:

Name of Insurer:
Policy Number:
Expiry Date:
We regret that only those companies/organisations with Employer Liability cover are eligible for inclusion in the Lewisham Work Experience Scheme.

The employer needs to provide evidence of the Employer Liability cover. Paul has said that for sole traders or family members there may solutions if they do not have this. Try to get evidence.

Own Find Form

Job Description (To be completed by company/organisation)

Breakdown of key tasks to be performed by student:

- 1.
- 2.
- 3.
- 4.
- 5.

Job Requirements:

Dress Code:

Specific Skills:

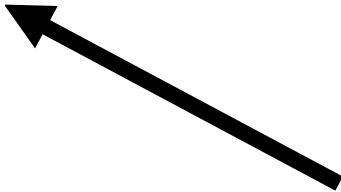
Working days and Times: (eg Mon-Fri 9-5pm)

Lunch arrangements:

Travel arrangements:

Any other details:

This section helps support you with understanding what you will be completing on Work Experience and the logistics (i.e. arrival time, dress code, jobs required whilst work) which should be completed in dialogue with the employer.



Own Find Form- To be completed by your employer for WEX

This section to be completed by School Work Experience Coordinator I confirm that the form has been fully and accurately completed.
Name of Work Experience Co-ordinator:
Signed:
Date:

I will sign the completed form when it has been placed in the WEX box in reception. **DO NOT GIVE TO FORM TUTORS OR YOUR HOY DHOY.**



DEADLINE DATE THURSDAY 22ND MAY

Any questions please do not hesitate to ask.

Year 10 Work Experience 2025

WEX Week Monday 7th July- Friday 11th July

**Own Find Form deadline date: Thursday
22nd May**

Securing Work Experience: Useful Tips

Finding a work experience placement can be challenging, but these strategies can help:

- **Leverage Your Network** – Ask family, friends, neighbours, and colleagues if they can accommodate your child. Many placements come through personal connections.
- **Be Clear on Dates** – When reaching out, specify the exact dates of the placement. July 7th 2025 is your Work Experience week.
- **Make a Professional Approach** – If contacting someone unfamiliar, find out the main contact's name and reach out personally via email, letter, or phone call.
- **Tailor Your Request** – Customize your message to each business instead of sending generic requests. If you don't receive a response, follow up with another email or phone call.
- **Highlight Strengths** – Showcase your child's qualities, such as perfect attendance or punctuality, to assure potential employers of their reliability.
- **Handle Rejections Positively** – Not every business will say yes. If one declines, move on to the next opportunity.
- **Make a Strong In-Person Impression** – If visiting a business in person, dress professionally, bring a CV, and speak confidently. A polished appearance and approach can help build trust.
- **Bring the Necessary Paperwork** – Don't forget to take the **Own Find Form** and provide it to the employer for them to complete the necessary section.

Following these tips will increase your chances of securing a valuable work experience placement.

An example email that you can adapt:

Subject: Work Experience Placement Inquiry

Dear [Recipient's Name],

I hope you are well. My name is [Your Name], and I am a Year [10] student at St Paul's Academy. As part of our school's work experience program, I am looking for a placement during Monday 7th July for one week.

I am particularly interested in gaining experience in the [XXXX] industry, and I would be grateful if you would consider hosting me at your company. I am keen to learn more about this field, develop my skills, and understand the qualifications needed to pursue a career in [XXXX].

I am a dedicated and hardworking student with 100% attendance and a strong commitment to punctuality. In my spare time, I [insert relevant experience, e.g., run a YouTube channel with growing subscribers, help in my dad's shop with customer service and handling payments, regularly babysit for families in my area, or compete in sports at a high level].

If you would like to arrange a call or interview before making a decision, I would be more than happy to do so. Please let me know if you require any further information.

I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]

St Paul's Academy Careers Hub

How to make a Work Experience request phone call

Preparing for Your Call

Before making your call, ensure you are in a quiet environment, free from distractions. Be prepared in case your call goes to voicemail—know your mobile number so you can leave it in the message and mention a suitable time for a call-back.

Speak confidently and clearly, as this will be the employer's first impression of you.

Sample Voicemail Message

"Hello, this is a message for [Recipient's Name/Department]. My name is [Your Name], and I am a student at St Paul's Academy. I am reaching out regarding a possible work experience placement in July. I will try to call again, but if you are able to return my call, please contact me after 4 PM at [Your Phone Number]. Thank you, and I look forward to speaking with you soon. Goodbye."

Making Your Phone Call

Introduction:

- Good morning / Good afternoon / Hello,
- My name is [Your Name], and I am a student at St Paul's Academy.

Requesting to Speak to the Right Person:

- Could I please speak to [Specific Name], if available?
- May I speak with the manager, HR department, or IT department?
- Who would be the best person to speak with regarding a work experience placement at your company?
- If they're unavailable, may I leave a message? Is there a convenient time for me to call back?

By being well-prepared and speaking professionally, you will make a strong first impression and increase your chances of securing a placement.

St Paul's Academy Careers Hub

How to make a Work Experience request phone call

Speaking to the Right Person

Introduction:

"Hello, my name is [Your Name], and I am a Year 10 student at St Paul's Academy.

Expressing Interest:

"I am very interested in pursuing a career in [Your Chosen Field] after school/university, and I was wondering if your company might be able to offer me a work experience placement. My placement is scheduled for [Insert Dates] next summer."

Why Their Company?

"I am particularly interested in your company because [mention a specific reason—e.g., you admire their work, follow their projects on social media, read about them in the news, or aspire to work in that industry]."

Showcasing Your Strengths:

"You might be interested to know that I am a dedicated student with 100% attendance and punctuality. I also participate in [mention relevant clubs or extracurricular activities, such as STEM, football, or art, to highlight teamwork, leadership, or passion for the field]."

Making the Request:

- *"Would you be willing to consider me for a work experience placement?"*
- *"Would your company be able to host me for my work experience?"*

Offering Additional Information:

- *"Is there anything else you would like to know about me?"*
- *"Would you like me to send you a copy of my CV?"*

Speaking clearly and confidently while personalizing your request will leave a strong impression and improve your chances of securing a placement.

How to: Write a business letter

John Doe
St Paul's Academy
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

Dear [Employer's Name / Sir or Madam],

Re: Year 10 Work Experience Placement

I am writing to enquire about the possibility of undertaking a work experience placement at your company. I am currently a Year 10 student at St Paul's Academy, and my school has arranged for all students to participate in a work experience programme from **[Insert Dates]**.

I am particularly interested in working with your organisation because **[insert a reason – e.g., I admire the work you do in the field of... / I'm very interested in learning more about the industry you are part of / I have seen your recent work on social media or in the news and would love to be part of your team for a week]**.

This opportunity would give me valuable insight into the world of work and help me better understand what skills and qualifications I might need for a future career in **[insert industry or role of interest]**.

I would describe myself as a responsible, enthusiastic and hard-working student. I have **100% attendance and punctuality**, and I always try to give my best in everything I do. I am also involved in **[mention any relevant clubs, activities, or experiences]**, which I believe demonstrate my commitment and reliability.

I would be very grateful if you would consider hosting me for my work experience. If you need any additional information, or if you'd prefer to speak with me or a teacher at my school beforehand, I would be happy to provide contact details or arrange a meeting.

Thank you very much for your time and consideration. I look forward to hearing from you.

Yours sincerely,

John Doe

Rule: Yours Sincerely -when you know the name of the person

Yours Faithfully –when you use Dear Sir / Madam

Ms Jodie Tsung
Pure Water Ltd
18 Carrington Road,
London,
SE27 1HF

21st April 2025

Dear Ms Tsung / Jodie / Sir or Madam,

My name is **John Doe**, and I am a Year 10 student at **St Paul's Academy**. I am writing to enquire about the possibility of undertaking a **work experience placement** at your company. As part of our school programme, I will be available for placement during the week of **[insert dates]** this summer.

I am particularly interested in gaining experience in the **[insert industry, e.g., media, law, healthcare, engineering, etc.]** sector, as I am considering a future career in this field. I believe that spending time at your organisation would give me valuable insight into what the role involves and help me understand the qualifications and skills I will need to pursue it in the future.

I would describe myself as a **conscientious, hardworking and motivated student**, with **100% attendance and punctuality**. In my spare time, I **[insert your activity, e.g., run a small YouTube channel with growing followers, assist my father in his shop where I've gained experience in customer service and handling payments, regularly babysit for local families, or play for a local football team—highlighting my teamwork and reliability]**.

If you would like to speak to me or arrange an informal interview before making a decision, I would be happy to do so. I can be contacted on **[insert phone number]** or by email at **[insert email address]**.

I have attached a copy of my CV, which outlines my skills, interests and achievements in more detail.

Thank you very much for considering my application. I look forward to hearing from you.

Yours sincerely,

John Doe

John Doe
St Paul's Academy
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]

Your contact details

The name and address of the employer

Date

You can start with first name, Mr, Ms or Mrs or Dear Sir / Madam if you do not have their name

Tell the employer what you want to do, why you want to do it, the dates you have WEX and be confident about "selling yourself" to the employer....

Contact details so the employer can phone or email you.

Rule: Yours Sincerely - when you know the name of the person
Yours Faithfully – when you use Dear Sir / Madam

If you are enclosing your CV, add Enc. And remember to add it!

Stuck?



Questions Responses **38** Settings

Careers Form 2025

B *I* U ↻ ✕

Form description

This form is automatically collecting emails from all respondents. [Change settings](#)

State your full name: *

Short answer text

Write your form class: *

Short answer text

Complete the Google Classroom form and let me know what your interests are in terms of industries you wish to work in.

I am making no promises I can find you a placement but I will liaise with our wider partners to see if there are opportunities.