



Year 10 Work Experience

Monday 1 - Friday 5 June 2026

Mrs J Tolley
Assistant Headteacher - Careers Lead



Careers & Work-Related Education

Key Stage 3

Year 7 Work shadowing and “Career Chocolatier”

Year 8 Careers “Speed-Networking”

Year 9 Apprenticeship Encounters, Options Evening and guidance process

Key Stage 4

Year 10 Interview skills, Work Experience Week

Year 11 Careers Fair, “Moving On” PDD, Senior Team 16+ Guidance meetings

Key Stage 5

Year 12 Employer Contact Programme, LSE Generate Programme

Year 13 Mock Assessment Centre, MMI event



Why do Work Experience?

A UK Commission for Employment & Skills report, *Catch 16-24*, said that 66% of employers rate work experience as a critical or significant factor in recruitment.



**UK COMMISSION FOR
EMPLOYMENT AND SKILLS**

Why do Work Experience?

‘...Work Experience in Key Stage 4 had a positive impact on students’ attitude to school on their return ...’





Why do Work Experience?

Key “soft” Skills employers want:

- Independence
- Organisation and time management
- Initiative
- Responsibility
- Communication



Work Experience Feedback

- 80% of students either strongly or completely agreed that they had 'enjoyed their Work Experience placements'
- They agreed to a similar level that they had learned about what it is like to be employed; they had increased in confidence; become more independent and learned new skills



Work Experience Options

There are two routes available when it comes to organising work experience.

- Private placement - arranging one directly
- LINK 2+ - applying through the school's online database.



Option 1: Private Placement

Private Placement can be arranged from now

Students ask the employer to complete the 'Private Placement' Form

(available from school website/Google Classroom/Reception)

- **Deadline** - Private placements outside Hertfordshire by Monday 2 March 2026
- **Deadline** - Private placements inside Hertfordshire by Friday 20 March 2026

Work Experience			
Private Placement Request 2026 Please complete in BLOCK CAPITALS and return to the student / Beaumont School			
Student details			
Student name	Form	Year	10
School	Beaumont School, St Albans	Date	Monday 1 – Friday 5 June 2026
Placement details : Company			
Company name			
Company address			
	Postcode		
Telephone	Website		
Email address			
Placement details : job information			
Student's job title			
Brief job description			
Placement details : contact details of person agreeing to placement			
Name	Position		
Telephone/Mobile	Email		
Placement details : person to contact (if different to above)			
Name	Position		
Telephone/Mobile	Email		
Placement details : supervisor during work experience			
Name	Position		
Telephone/Mobile	Email		
Placement details : information for student			
Working hours	Any specific clothing requirements?		
Meal arrangements	Travel arrangements		
Is a pre placement interview required?	Yes / No		
Interview notes			
For an extended Work Experience Placement – does the person responsible for the student agree to complete a DBS check if required by the learning provider? Yes / No			
<small>Employers offering Work Experience must agree to undergo a Health & Safety check carried out, on behalf of the learning provider, by Hertfordshire County Council Services for Young People or an alternative approved agency. The assessment will cover Health & Safety in the workplace, insurance and work content, in accordance with Department of Education & Skills requirements.</small>			
Employers Liability Insurance & Public Liability Insurance cover are legal requirements for Work Experience			
Employers Liability Insurance Provider			
Policy number	Expiry date	10/06/2026	
Public Liability Insurance Provider			
Policy number	Expiry date	10/06/2026	
Confirmation of a work placement offer for the above dates : this section must be completed by a company manager or supervisor			
Authorised by	Position		
Print name	Date		



Examples of Private Placements

- Wagada Digital
- Tesco Stores Ltd
- Merchant Taylors' Company
- Department for Education
- MBDA UK Ltd
- AECOM
- SA Law
- BT Group PLC (EE)
- Hertfordshire Sports Village, Nuffield Health Club
- Serious Fraud Office
- Amthal Fire and Security Ltd
- BP
- Britvic Soft Drinks Limited
- St Albans Magistrates Court



Benefits for students

- Arrangements can be made from now onwards rather than wait until January when LINK 2+ is live
- Tailored to the student's interests as you can choose a placement that closely matches specific interests
- More varied choice of companies available



Option 2: Placements via Link2+

- Link2 is an online booking system which lets students look at and apply for Work Experience placements.
- Hertfordshire Services for Young People (SfYP) provide a vetted database of placements
- This system runs on a randomised allocation
- Students not allocated one of their selection, must select again or arrange a private placement



Placements through Link2

- From **Friday 23rd January**, all students will be given access to Link2 (until Friday 8th May)
- Each student will be given their individual PIN
 - Friday lunchtime in school in A02
 - PINs sent home on Friday



Student Selection Process

- Students use their PIN to log on to the website
- They search opportunities using the sectors/categories they are interested in (middle option on student main menu bar)
- Students select between 3 and 6 opportunities from Link2+, ranking them in order of preference
- The system allocates placements on a “best fit” basis to ensure fairness
- It is not ‘first come, first served’



LINK 2+

Search

Please select one of the options below, or enter the job number

Job number

[Go](#)

OR search for all or part of an employer's name here:

Employer

[Go](#)

OR search on employer's postcode here:

Postcode

[Go](#)



Administration, Business and Office Work



Financial Services



Performing Arts



Building and Construction



Healthcare



Personal and Other Services including health and beauty



Catering and Hospitality



Languages, Information and Culture



Retail Sales and Customer Services



Computers and IT



Legal and Political Services



Science, Mathematics and Statistics



Design, Arts and Crafts



Leisure, Sport and Tourism



Security and Armed Forces



Education and Training



Manufacturing and Production



Social Work and Counselling Services



Engineering



Marketing and Advertising



Transport and Logistics



Environment, Plants and Animals



Media, Print and Publishing



ALL All Categories

To restrict your search to a specific post code area, town or telephone code area, enter the details here and press submit before making your classification selection.

Postcode:

Town:

Telephone area code:

Flag:

Approved only

You may further restrict your search to those flagged with a particular code (or enter * for any flag) and limit it to show only H&S Approved jobs by ticking the box at the end.



Examples of LINK 2+ Placements

- Healing Hounds Clinic (animal healthcare)
- Local Primary Schools (Maple, Cunningham Hill Infants & Juniors, Wheatfields, St Albans & St Stephens)
- Pots of Art
- Pre-schools & nurseries (Brock House Nursery School, Ladybirds Nursery, Muriel Green Nursery School)
- Retail (Waitrose, Robert Dyas, The Entertainer)
- Specsavers
- Studio NWA (chartered design/architects)
- Ternex Ltd (building and construction)



Benefits for students

Students have greater input in choosing their placements. The process helps develop key work-related skills through:

- planning their journey
- making decisions
- evaluating the benefits versus risk in making their choices
- thinking about what they want



Data Protection and Security

- LINK 2+ is not an open website
- Access controlled by user name and PIN
- Only school and Herts SfYP staff can see student details and PINs
- Employers cannot view students' names
- Reliable system that is backed up every night



Work Experience Timeline

- **December 2025**
 - Information Evening (Monday 01 December 2026)
 - Medical emergency contact information requested
 - Guidance e-booklet released (Monday 01 December 2026)
 - Private placement can be arranged anytime from now
- **January 2026**
 - Lunchtime LINK 2+ launch session A02 (Friday 23 January 2026)
 - LINK 2+ systems goes live (Friday 23 January 2026)
 - First LINK 2+ allocations (Friday 30 January 2026)
- **March 2026**
 - Deadline - Private placements outside Hertfordshire (Friday 2 March 2026)
 - Deadline - Private placements inside Hertfordshire (Friday 20 March 2026)
- **May 2026**
 - LINK 2+ database closes (Friday 8 May 2026)
- **June 2026**
 - Work experience week (Monday 1 - Friday 5 June 2026)



Cost of Work Experience Week

The school commissions SfYP to carry out individual Health and Safety risk assessments for every student placement.

- assessments are an essential part of ensuring that each placement provides a safe and secure environment
- **we kindly request a voluntary contribution of £25 per student, regardless of whether it is a private placement or LINK 2+**

This contribution helps cover part of the expense while ensuring that all students can participate in placements that have been thoroughly assessed for safety.



During the Placement

- students complete a “checking in” Google Form early in the placement
- If a student is ill and unable to attend they must inform the placement AND the school at the very start of the day
- If there is a problem with the activities they are asked to do they should contact Mrs Rider at school
- students complete a “log book” whilst at the placement



After Work Experience

- the employer sends a report about the student to the school which can be used for future reference-writing
- students carry out Work Experience evaluation and feedback in PSHCEE lessons and tutor time
- Students log their skills and competencies developed in Unifrog



Their Work Experience

Essential “Do”s and “Don’t”s









Work Experience - “Do’s”

- ✔ Be punctual - arrive on time every day, plan your route beforehand
- ✔ Dress appropriately - follow any dress code you’re given
- ✔ Be polite and respectful - use good manners with staff, customers, and anyone you meet
- ✔ Show interest - ask questions and show enthusiasm
- ✔ Listen carefully - pay attention to instructions



Work Experience - “Don’t’s”

-  Don't use your phone during work and don't post about your work experience on social media
-  Don't share confidential information - Never talk about private conversations, customer details, or business information
-  Don't be afraid to ask questions - it's better to ask than to do something incorrectly
-  Don't ignore instructions - if you don't understand, ask for clarification
-  Don't behave unprofessionally - ask questions and show enthusiasm
-  Don't arrive late or leave early



Beaumont School



Thank you

