



# WORK EXPERIENCE

2025-2026

Year 10

# INTRODUCTION

All Year 10 students complete a week of work experience, which this year runs from Monday 1 to Friday 5 June 2026.

Preparing students for life beyond Beaumont is central to our mission. Throughout their school career they take part in:

- Year 7 Work shadowing and “Career Chocolatier”
- Year 8 Speed networking
- Year 9 Apprenticeship Encounters, Options Evening, guidance process
- Year 10 Work Experience Week, interview skills
- Year 11 Careers Fair, “Moving On” PDD, 16+ guidance meetings
- Year 12 Work shadowing, Employer Contact Programme
- Year 13 Mock Assessment Centre, MMI

In Year 10, students may also meet with a Services for Young People (SfYP) adviser to discuss post-16 options. Work experience supports their growing maturity and helps them explore potential career paths.

Feedback is consistently strong: 90% of students enjoy the week, and 80% report increased confidence, independence and new skills.

Students will receive full guidance in school on securing and preparing for their placement, and this booklet is designed to help you support them throughout the process.

The following pages outline the two routes to securing a placement: arranging one directly, or applying through LINK 2+, the school’s online database. Beaumont works in partnership with Hertfordshire Services for Young People (SfYP), who provide a vetted database of placements and an online booking system. Students can browse employer profiles, view job descriptions and apply, giving them valuable experience of the application process while broadening their career awareness and employability skills.

In school, the programme is led by Mrs Tolley (Assistant Headteacher/Careers Lead) and administered by Mrs Rider. Should you have any questions please email [admin@beaumont.school](mailto:admin@beaumont.school) for the attention of Mrs Rider.

# A LINK 2+ PLACEMENT.....

The LINK 2+ database will be available to students from **Friday 23 January 2026**. Time will be provided in school to explore the website, but students are strongly encouraged to review placements at home as well. Before the launch, all students will receive their individual PIN and login details.

Students must select between three and six preferred placements, ranking them in order of preference. They should discuss their choices with parents or carers before submitting them.

Each placement listing will include:

- the company or organisation name
- the placement postcode
- a description of the work involved

## GUIDANCE FOR PARENTS AND CARERS

Please ensure your child:

- checks each placement's location and confirms travel is feasible (a map link is provided for each placement on the database)
- selects and ranks three to six placements, and avoids pressing 'submit' until fully satisfied (preferences save automatically even if they leave the site)
- contacts Mrs Rider if changes are needed after submitting, as selections must be unlocked before edits can be made

## ALLOCATION OF PLACEMENTS

The initial automatic allocation will take place on **Friday 30 January 2026**. Most students who submit preferences by this date should receive one of their chosen placements. If a student is not allocated any of their chosen SfYP placements, the school will contact them and they will need to log in again to select at least three additional options.

Students not allocated at this stage will be invited to either select from remaining LINK 2+ placements or arrange a private placement. Allocations will continue at regular intervals, and students will be notified once a placement is confirmed.

## FAIR ALLOCATION

The LINK 2+ system operates a randomised allocation within each priority level. All students who have selected a placement as their first choice are entered into a random draw, ensuring that the process is fair and impartial.

Please note that submitting choices early increases the likelihood of securing a preferred placement, as availability decreases over time.

## OR PRIVATE PLACEMENT.....

A private placement which you/your child organise yourself either through an existing contact, or by approaching a company who does the sort of work in which your child is interested (known as a 'private placement').

If you wish to arrange a private placement, you need to:

Ensure the workplace you want to go to is happy to have you, and can fulfil the following requirements:

- the company has up to date employer and public liability insurance cover up to £5m
- they will provide you with the opportunity to develop knowledge, skills and attitudes
- they are prepared to be assessed in terms of risks to young people and offer equal opportunities
- they will offer gives a meaningful and realistic insight into working life, can offer adequate supervision and support

If a placement is in a private home, considered high-risk, in the construction industry, involves a mobile worker with no fixed base, or a lone worker, we must seek additional advice from HSfYP on its suitability.

You may choose the geographical location of your child's placement. If it requires staying away from home, HSfYP may be able to check the placement itself for health and safety; however, parents are responsible for all costs relating to accommodation, travel and welfare arrangements. We are unable to carry out health and safety checks on placements outside England. Should HSfYP be unable to carry out such checks, a parental responsibility agreement will be issued.

Once a placement is arranged, please:

- complete the student section of the Private Placement form (available from Reception, Google Classroom or on the school website [here](#))
- pass the form to the employer to complete in full, including insurance details. They should also be aware that HSfYP may need to visit to carry out health and safety checks. Incomplete forms will be returned
- check whether the employer has offered placements to any other students for the same week and confirm they are happy to host your child
- return the completed form to Mrs Rider by Friday 2 March 2026 for placements **outside** Hertfordshire, or Friday 20 March 2026 for placements **within** Hertfordshire.

For placements in London, please submit the form as soon as possible, as health and safety checks take longer to process. Unless notified otherwise, HSfYP will arrange all required checks (or commission them externally for placements outside Hertfordshire).

Once approved, the placement can be confirmed.

# PAYMENT

The school commissions Herts SfYP to carry out individual Health and Safety risk assessments for every placement. These ensure that each student is working in a safe and suitable environment. The school is charged £65 for each student.

To help cover these costs, we kindly request a voluntary contribution of £25 per student, regardless of whether the placement is private or through LINK 2+. Of course, if you are able to contribute more, your contributions will be gratefully received.

This contribution helps cover part of the expense while ensuring that all students can participate in placements that have been thoroughly assessed for safety. Your support is greatly appreciated and contributes directly to maintaining high standards of health and safety for all students during their work experience.

In the event that a Health and Safety risk assessment cannot be completed, either due to unforeseen circumstances or because the application is submitted too late, parents/carers will be asked to assume responsibility for their child during the work experience week. In such cases, a separate letter outlining these arrangements will be sent.

As you will appreciate, these processes require careful coordination and time to ensure that all arrangements with employers are confirmed promptly. It is therefore essential that all paperwork is signed and returned to the school as quickly as possible; delays in submission can hold up the entire process and affect the confirmation of placements.



- payment can be made via the online system MCaS
- accessed via the 'Beaumont School Shop'
- contact the Finance Department if you experience any difficulties

We cannot guarantee that late applications will be processed. If SfYP allows us to accept them, they will incur an additional charge, which we will need to pass on to you.

# WHICH? LINK 2+ / PRIVATE PLACEMENT?

Each year, about half of our students use the LINK 2+ system, while the other half arrange private placements.

While you may choose from LINK 2+, we strongly encourage considering a private placement because:

- You can secure a placement relevant to your child's interests, avoiding competition for popular LINK 2+ offers.
- Personal connections often provide a higher-quality experience.
- LINK 2+ has a limited number and range of placements, so not all students are guaranteed a place.
- Private placements can be arranged now, whereas LINK 2+ opens on Friday 23 January 2026, leaving less time if alternative arrangements are needed.
- Certain sectors (legal, science, IT, architecture, marketing, finance, medical) are likely to be underrepresented on LINK 2+, so early private placement arrangements are recommended for students interested in these areas.



Work Experience Private Placement Request		Services for Young People	
Please complete in BLOCK CAPITALS and return to the student / Basemont School			
<b>Student details</b>			
Student name	Form	Year	To
School	Date	Monday 1 - Friday 6 June 2026	
<b>Placement details - Company</b>			
Company name			
Company address			
Telephone		Postcode	Website
Email address			
<b>Placement details - job information</b>			
Student's job title			
Brief job description			
<b>Placement details - contact details of person agreeing to placement</b>			
Name	Position		
Telephone/Mobile	Email		
<b>Placement details - person to contact if different to above</b>			
Name	Position		
Telephone/Mobile	Email		
<b>Placement details - supervisor during work experience</b>			
Name	Position		
Telephone/Mobile	Email		
<b>Placement details - information for student</b>			
Working hours	Any specific clothing requirements?		
Meal arrangements	Travel arrangements		
Is a pre-placement interview required?	Yes / No		
Interview notes			
For an education Work Experience Placement - does the person responsible for the student agree to complete a DBS check if required by the learning provider? Yes / No			
Employers offering Work Experience must agree to undergo a Health & Safety check carried out on behalf of the learning provider by Healthforce County Council Services for Young People or an alternative approved agency. The placement will cover Health & Safety in the workplace. Insurance and work contracts. If applicable and dependent on placement, check requirements for Work Experience.			
<b>Employers Liability Insurance &amp; Public Liability Insurance cover are legal requirements for Work Experience</b>			
Employers Liability Insurance Provider			
Policy number	Expiry date		
Public Liability Insurance Provider			
Policy number	Expiry date		
<b>Confirmation of a work placement offer for the above dates - this section must be completed by a company manager or supervisor</b>			
Authorised by	Position		
Print name	Date		

# WHAT HAPPENS NEXT?

You should have received a Google Form to provide emergency contacts and any relevant medical information for your child. This confidential information will only be shared with an employer once you have given consent, so please ensure it is complete. Accurate details help us advise employers, keep your child safe on-site, and ensure safeguards and insurance are in place. Please complete the form promptly to avoid delays.

Order of events:

- Submit between three and six choices on LINK 2+, or submit a completed Private Placement Form
- Your submission will be logged and forwarded to SfYP
- SfYP will then contact the employer and carry out the required Health & Safety checks

Once this is complete, you will receive:



## Placement Details & Job Description

You will receive a Job Description. Please check the employer's requirements for meeting your child before the placement. Students should contact their employer 2–3 weeks before the placement (or earlier if requested) to:

- Introduce themselves if needed
- Confirm placement arrangements
- Check if an interview is required

Some employers may have additional requirements, such as visiting beforehand or arranging a uniform. It is important that the student, not the parent, makes this contact.



## Parent/Student Agreement

You will receive a copy of the Parent/Student Agreement. Both parent and student must acknowledge receipt and agree it promptly. **The placement cannot be confirmed until this form is received.**

In the weeks before work experience, students will use tutor time and PSHCEE sessions to:

- create a CV and covering letter for their placement supervisor
- complete a work placement diary, which must be taken to the placement and includes sections on workplace safety, useful information for future applications/interviews, and uploading details to Unifrog



**PLEASE RETURN ALL CONSENT DETAILS TO SCHOOL PROMPTLY.  
THANK YOU.**

# DURING WORK EXPERIENCE

Your child must attend for the full week and follow the hours on their Placement Details, unless absent due to illness or a pre-agreed reason.

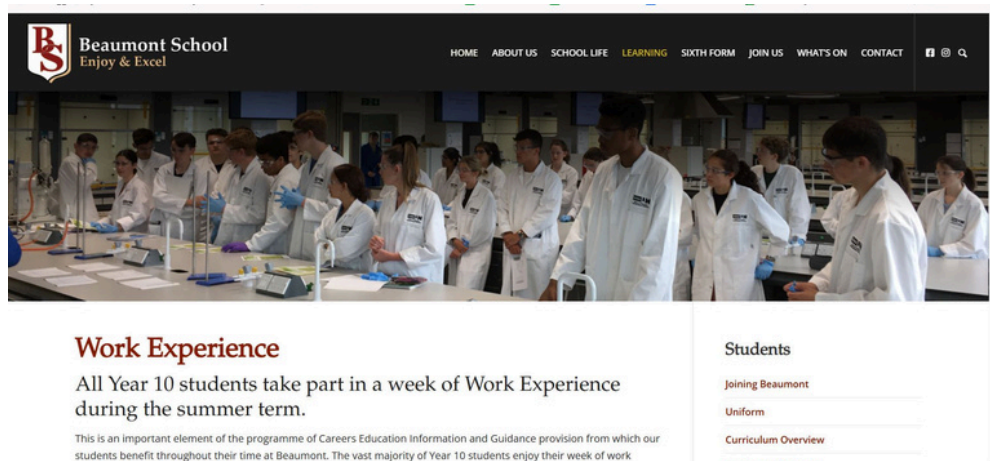
Any absence should be reported to both the school and the placement. If delayed (eg, transport issues), the student should contact the placement immediately.

Parents must ensure they are reachable on the numbers provided, as you may be the first emergency contact. An additional emergency number will be available to employers.

For safety, inappropriate tasks, or conduct concerns, the student should speak to their supervisor, and you should contact Mrs Tolley or Mrs Rider immediately.

Placement visits are targeted. Students will receive a Google Form on Tuesday 2 June 2026 (end of day two) to request a visit or call. Urgent issues should be reported immediately; students needing extra support will be prioritised.

Further details, including general information and programme deadlines, can be found on the [Work Experience](#) page of the school website.



**Beaumont School**  
Enjoy & Excel

HOME ABOUT US SCHOOL LIFE LEARNING SIXTH FORM JOIN US WHAT'S ON CONTACT

## Work Experience

All Year 10 students take part in a week of Work Experience during the summer term.

This is an important element of the programme of Careers Education Information and Guidance provision from which our students benefit throughout their time at Beaumont. The vast majority of Year 10 students enjoy their week of work.

### Students

- [Joining Beaumont](#)
- [Uniform](#)
- [Curriculum Overview](#)

# DATES FOR YOUR DIARY



## December

01

Parent/Carer & Student information evening  
Hall  
6.00pm



## January

23

Lunchtime LINK 2+ launch session - A02  
Link 2+ system goes live

30

First LINK 2+ allocations



## March

02

Deadline - Private Placements outside Hertfordshire

20

Deadline - Private Placements in Hertfordshire



## May

08

LINK 2+ database closes



## June

01

Work Experience week, Monday to Friday inclusive