

Student Work Experience Guide

19th – 23rd May 2025



MEDDEN
SCHOOL

**ASPIRATION
EXCELLENCE
ACHIEVE**



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Introduction

This year we are taking the opportunity to inform parents, carers and students well in advance of our Work Experience Programme, a valuable part of life in Year 10. Work Experience will take place over 1 week:

Monday 19th-Friday 23rd May 2025.

Please read the booklet and feel free to contact Mr Gibbon (located in the Admin Office) or Mr Hill, should you have any concerns or questions.

Why do work experience?

Work Experience is an opportunity for you to spend 1 week outside of the classroom, learning about a particular job or area of work. It can play a key role in helping you to develop an understanding of the world of work.

During the placement you will be able to find out what skills employers look for when they are hiring someone to fill a job vacancy and it will give you an insight into what going to work is really like. You will also get the chance to develop your self-confidence and communication skills. This will help you to work better with other people in further or higher education, as well as in your future career.

Getting as much work experience as possible in your chosen career or areas that you are interested in will help you in the future. It will look good on your CV and be useful to include on job applications.

Do not forget, all experience is valuable to your development, even if it is not directly related to what you would like to pursue as a career in the future. Employers like to know that you are capable of working hard and working with others and will often use your work experience placement as a reference.



How will I benefit from work experience?



Everyone who completes their placement will benefit in many ways that will help them when they return to school, and later in their career. Employers will provide opportunities to develop the essential skills that are important for the workplace:

Listening	Speaking	Problem-solving	Creativity
Staying positive	Aiming high	Leadership	Teamwork

Additionally, work experience provides opportunities to experience aspects of the workplace that schools cannot prepare students for in school, e.g.:

- Having to attend an interview
- Experiencing what it is like to be an employee
- Starting and finishing at different times
- Different travelling arrangements
- Meeting new people and learning new things within the workplace
- Being treated like an adult with responsibilities that impact a business
- Some placements issue projects to be completed during the placement
- Some students are offered part time or holiday jobs at the end
- Some students have been invited to apply for apprenticeships



Finding a work experience placement

There are four stages to gaining a work experience placement this year.

These will support us to ensure that as many students as possible gain a worthwhile placement that is suitable **and safe** for them to learn in. Organising work experience involves communicating with 200 students, employers and parents, and ensuring that all the necessary paperwork and employer checks are completed.

Students were given a Year 10 Work Experience assembly at the start of Stage 1 and asked to speak with those supporting them at home about work experience. We also hosted an event after school to ensure that parents and carers could find out more about the process and meet our Careers Lead, Mr Clive Hill.

Students can apply to any suitable business/organisation. We have 100's of placements in the Nottinghamshire area, already with detailed job descriptions and contact information. **This is not the only way to find a placement.** Placements not previously used can be approached however these placements will need to be health and safety checked prior to you going on work experience. Family, friends, and neighbours may be useful in identifying other possible placements.

This year students will also have access to the Safety Measures work experience database which has details of thousands of pre-checked placements across the county. Students can use this to get the details of relevant positions, including contact information, enabling students to secure the right placements. Log on details can be found at the end of this booklet.

The next 4 pages set out the timeline in four stages and the process that must be followed to ensure everything runs smoothly.



Work experience placement process

The process of finding a work experience placement takes time and clear communication between all parties involved. To help us do this the placement process has been split into four stages:

STAGE 1

07 Jul 24 – 14 Nov 24

Prepare

- Complete tasks given today

Research Placements

- Unifrog
- LMI
- Safety Measures

Research Employers

- Contact details
- What they do

Plan A, Plan B & Plan C

Stage 1 is our 'consider' stage.

- Students have been asked to use Unifrog to complete the Skills, Interests, and Personality quizzes, then explore careers that they might be interested in.
- Use the Labour Market Information (LMI) [available on the school website under Curriculum > Careers > Labour Market Information (LMI) or this direct link: [Meden School Careers \(LMI\)](#)] to match career and work experience plans with local employers.
- Log on to the Safety Measures database (details at the back of this booklet) and find the contact details of several employers that have historically offered a placement to Meden students. They should have, at least, a Plan A, Plan B and Plan C from this list of over 2300 employers.
- Students should then research these employers to help prepare them to write an email, make telephone calls, and understand the nature of the employer's business.
- Placement ideas should be checked by Mr Hill or Mr Gibbon to ensure they are suitable, and likely to be signed off by Safety Measures.



STAGE 2

14 Nov 24 – 13 Dec 24

Contact Employers

- Telephone Call
- In person
- Email

Sell yourself

- What do you know?
- Why you want a place
- Your skills

Plan A, Plan B & Plan C

Stage 2 is our 'contact' stage.

- Potential employers have been approved verbally by Mr Hill or Mr Gibbon.
- Students should contact the employers they hope to gain a work experience placement with. It is important that they do this sooner rather than later.
- We advise that initial contact should be by telephone or conversation with the employer, so that the email sent is not a 'cold' one which may be ignored – the employer should be expecting this, along with the relevant forms to be filled in.
- Students may be rejected by a potential employer at this stage. This could be because a placement has already been assigned to another student, or that the employer is not in a position to take on a work experience student for the dates provided.
- Plan B and Plan C should now be explored to ensure a placement can be found.
- Students who have not contacted a suitable placement will meet with Mr Hill to discuss their next steps. Parents/Carers will be contacted via email and text message to highlight that the student is at risk of not securing a work experience placement.



STAGE 3

07 Jan 25 – 14 Feb 25

Paperwork Check

- Employer Forms Sent
- Employer Forms Back
- H&S Checks complete

Last chance

- Place needed NOW!
- Follow Stage 2
- Your skills

Plan A, Plan B & Plan C

Stage 3 is our 'collect' stage.

- Students should now be politely chasing employers for completed paperwork if it has been more than 2 weeks since they sent their Stage 2 email.

- At this stage Safety Measures Ltd begins checks on the employers which enables Meden to carry out our legal obligations to keep your child safe whilst on work experience.

- Progress is tracked throughout this stage.

(a) If all checks come back clear, you will be informed that your child has successfully secured a work experience placement.

(b) If Safety Measures decline the placement. You will be informed that your child has been unsuccessful in securing a work experience placement. Plan B and Plan C should now be explored to ensure a placement can be found **before the 14 Feb 25 deadline.**

- Students who have been unsuccessful in finding a placement will be supported to do so. This will initially be through tutorial sessions with Mr Hill, with telephone conversations or face-to-face meetings with parents/carers to see what barriers remain, and how Meden can help you overcome these.



STAGE 4

24 Feb 25 – 19 May 25

Safety Measures

- Check employer
- Employers Liability Ins
- Visit employer

Students

- Contact employer
- Complete induction

Plan A, Plan B & Plan C

- Alternative employers
- In-house Work Exp

Stage 4 is our 'confirm' stage.

- At this stage Safety Measures Ltd will be finalising checks on the employers.
- Safety Measures may arrange a site visit to check out the employer. It is critical that the contact details the employer provides are to someone that is contactable during the working day.
- If all checks come back clear, you will be informed that your child has successfully secured a work experience placement.
- If checks cannot be made, insurance isn't suitable, or the organisation doesn't have risk assessments for work experience, then Safety Measures will decline the placement. You will be informed that your child has been unsuccessful in securing a work experience placement.
- If a placement is declined, Plan B and Plan C should now be explored to ensure a placement can be found. Stage 2 and Stage 3 steps must be followed with close communication with the school. Students who do not secure a placement will be informed, and parents/carers will receive a telephone call and follow-up email to explain what will happen with their child during work experience.

There is a hard deadline of **14 Feb 2025**. Only under exceptional circumstances will placements be accepted after this date. These must be cleared through Mr Hill following a parent/carers meeting.



Support available

Part of work experience is to provide students the opportunity to develop employability skills from the very start. This will mean experiencing new settings and challenging themselves to be independent. This does not mean we expect students to do this on their own. We have many opportunities for support, some of which are detailed below:

Small group sessions:

Students have access to the Careers Hub after school on Tuesdays and Thursdays. These will enable students to get the late school bus home if they use this service.

One-to-one appointments:

Those unable to stop after school can book a tutorial appointment with Mr Hill so that they can get the support needed to secure a placement.

Parent/carer meetings:

These can be arranged by contacting Clive Hill (chill@medenschool.co.uk) to discuss any challenges you are facing regarding work experience. These may be to arrange a telephone call or face-to-face meeting that is mutually suitable.

Communicating with employers:

This might be to help script their telephone call, provide morale support while they make the call in the Careers Hub or to organise a call with parents/carers.

Unifrog/Safety Measures support:

Students can contact Mr Hill to organise a time to look at how to use these and explore all the options available.

HM Armed Forces placements:

These are normally a residential placement and require a lot of input from Mr Hill to make these happen. Anyone wishing to apply for one of these must email Mr Hill in the first place and arrange a conversation with a parent/carer.



SEND work experience

We encourage as many students as possible to take advantage of work experience. Employers may need to know about special educational needs or disabilities so that they can support and make the week a worthwhile one. Mr Hill, Miss Hickenbotham and the inclusion team work collaboratively to ensure that all our students gain a positive experience.

This may involve organising visits to the employer before work experience begins, supporting with travel or access arrangements, and helping with the employer communication. Each student on our SEND register will be given a one-to-one meeting where they are supported to find a placement. In the minority of cases an external placement may not be suitable because the overall experience would prove to not be a meaningful and positive one. We are working with employers to ensure that an in-house work experience programme is available for these students.

School-Home Communication

We ask students to self-report their progress with securing a placement. At the end of each stage, we will send a message to you via the MCAS app and text message. This will keep you informed of the progress being made and what you can do to support your child to progress to the next stage.

Please take note of this information, as it is important to complete each stage in order to secure a placement successfully.

Top tips for work experience

- ✓ You should use the Unifrog interests, skills, and personality quizzes to identify the kind of work you would like to do.
- ✓ Use the internet/Yellow Pages/ or check on the Safety Measures work experience data base.
- ✓ Have a Plan A, Plan B, and Plan C. Some work placements may be popular, and you may not get your first choice.



- ✓ Before you apply for a position, please let Mr Gibbon or Mr Hill know your intentions. This ensures only 1 student application per vacancy. **Do it early to avoid disappointment!**
- ✓ Once agreed with Mr Gibbon or Mr Hill it is a good idea to telephone the employer to confirm your interest. You should then, if required, apply in writing to the employer. Students should use the 'Model email' at the back of this booklet to help.
- ✓ Emails should be checked by your Tutor before you send them out.
(NB Your Tutor is the key member of staff when organising your work experience placement.)
- ✓ For all confirmed placements, we will need a Placement Confirmation form from the employer and a copy of their Employers Liability Insurance.
- ✓ Paper copies of the forms are available from Mr Gibbon or Mr Hill. Copies for emailing can be downloaded from the email you will receive from Mr Hill and must be added to the email you send to the employer. You can also email Mr Hill to request these.
- ✓ Keep a record of when emails were sent. If you don't hear anything after 2 weeks, chase it up with a phone call. Don't give up after one attempt! You may need to apply to several companies before you get a placement.
- ✓ Most replies from employers will be sent back to you by email. As soon as you have this, you must forward it and any attachments to Mr Gibbon (tgibbon@medenschool.co.uk). If paper copies are provided, please hand them in to Mr Hill or Mr Gibbon as soon as possible so the placement can be arranged.



Emergency contact details & absence

These forms will be provided to you closer to work experience week. It is important that you fill **ALL** of this in. If you are taken ill at work your parent(s)/carer(s) may need to be contacted so the emergency number is especially important.

If you are unable to attend your placement, you must ring both school and the placement to let them know.

Planning & preparation checklist

Before your placement you will need to complete a number of tasks related to planning and preparation. Each task is quite straightforward. Work through them carefully. Use the checklist below to help you.

Read through the pages in this folder carefully.

Look at the opportunities for the development of skills.

Discuss the placement with your parent(s)/carer(s) and your teacher(s).

Figure out what time you will need to leave home to get to your placement.

Plan to arrive ten minutes early.

Telephone your work supervisor before the placement.

Calculate what time you will need to leave home to get to your placement.

Confirm with the Company you will be going to, dress code and lunch arrangements.



Model email to an Employer

Send From: CHill@medenschool.co.uk

To Employer's Email Address

Cc Your Tutor's Email Address AND chill@medenschool.co.uk

Bcc

Meden School Student (Your Name) Work Experience Request for w/c 19 May 2025

Dear (Employers name),

Re: Year 10 Work Experience 19 May – 23 May 2025
Attached: Meden School Confirmation Form (PDF)

Thank you for considering offering a work experience placement to a student from Meden School.

We are working hard at school to ensure that the students of today become the well-qualified and skilled workforce of the future. Your co-operation and generosity are invaluable to us, and we hope that by working together in partnership we can both reap the rewards in the future.

I am interested in completing a work experience placement with your company because I believe I will develop the skills needed to be successful in my future employment, and to understand what employers like yourself are looking for in the young people they will be employing over the next few years.

I recognise that you are very busy but would request a prompt response to enable students to finalise details or seek alternative placements.

Please complete the attached Placement Confirmation Form and return a copy of it to me via email, including both tgibbon@medenschool.co.uk and chill@medenschool.co.uk in your reply.

Thank you for your help,

Your Name
Year 10 Student
Meden School



Model thank you email to an employer

There's no doubt that sending an email of thanks to your placement provider will mean a lot to them. Every placement provider has made an effort to make your placement successful. They deserve more than just saying thank you on your last day (though you must do that too). Send your email as soon as your placement's over. Write your email so that people reading it feel as if you were there speaking to them every time they read it. There's a layout for a suitable email below but remember it's the personal touch that matters. Don't just copy this one; compose your own.

To	Employer's Email Address
Cc	Your Tutor's Email Address AND chill@medenschool.co.uk
Bcc	

Meden School Student (Your Name) Work Experience

Dear (Employers name),

Re: Year 10 Work Experience 19 May – 23 May 2025

Thank you for my work experience placement with <company name>.

I really appreciate the opportunities given to me during my work experience placement. Your staff were welcoming and friendly. They made me feel like part of the team and that all the work I did made a real contribution. I see how not only the qualifications I'm working for will help me later on, but also the skills I developed during my time with you will be valued in the workplace. I am hoping to develop these further in school to support me in applying for my next steps towards a successful career.

Please could you pass on my thanks to everyone who made my work experience worthwhile. I am particularly grateful to <insert name of someone that helped you> who helped me so much.

Thank you for your support and my placement.

Your Name
Year 10 Student
Meden School



Work experience placement form

Physical copies of these forms can be collected from Mr Gibbon or Mr Hill, electronic copies can be requested from Mr Hill by email.

WORK EXPERIENCE PLACEMENT FORM			
Student Information			
Tutor Group		Name	
Work Experience Details			
Start Date	19 May 25	End Date	23 May 25
Business/Organisation Information			
Name and address of organisation <i>(including postcode)</i>			
Telephone			
Email			
Contact Name			
Type of work offered			
Hours to be worked <i>(e.g., 9am – 5pm)</i>			
Any other relevant information for school/student <i>(e.g., lunch arrangements)</i>			
Employers' Liability Insurance details: <i>Insurance Company</i> <i>Policy Number</i> <i>Expiry Date</i>			
Do you require an interview/meeting with the student prior to work experience? YES <input type="checkbox"/> NO <input type="checkbox"/>			
School Contact Information: The Meden School, Burns Lane, Warsop, Mansfield, Notts. NG20 0QN Tel: 01623 843517 Contact Name: Mr Tim Gibbon			
For school use only:			
Health & Safety Checked/date requested	<input type="checkbox"/>	Placement authorised & agreed	<input type="checkbox"/>
Confirmation to the employer	<input type="checkbox"/>	Paperwork printed & issued	<input type="checkbox"/>



Using Safety Measures to secure a placement

Safety Measures are our business partner for carrying out all the checks necessary to ensure that your child is kept safe whilst on placement, and that the appropriate insurances are in place should the worst happen. **Students are not permitted to attend an unauthorized work experience placement.**

To ensure we have time to carry out these checks, and in the case of the placement being considered unsuitable, we ask you to ensure that you support your child to keep to the deadlines we have set out in this booklet.

Safety Measures login details

1. Go to: <https://dbase.smwex.co.uk>
2. Click on Login
3. Username: **Medenstudent**
4. Password: **Studentmeden** (Note this is case sensitive)
5. Click 'Search Companies'

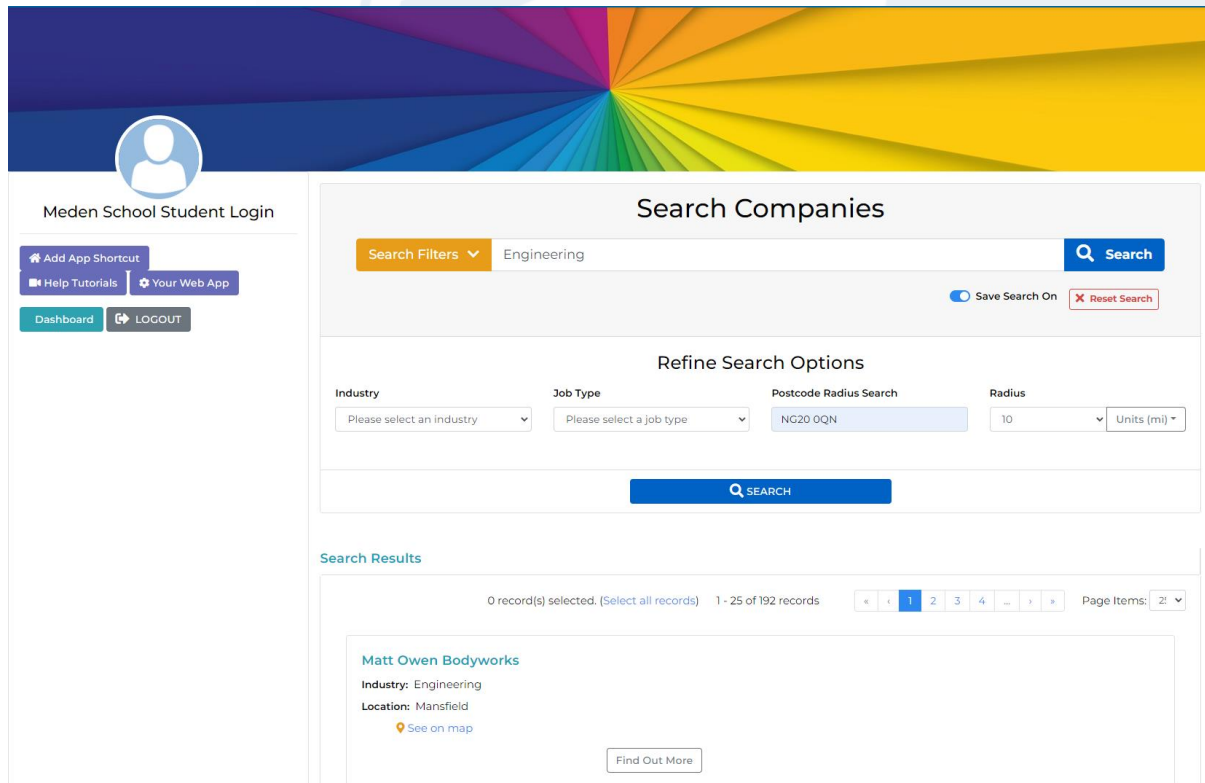
The screenshot shows the user interface of the Safety Measures web application. At the top left is the logo for SMWEX (Safety Measures). To the right are navigation links: DASHBOARD, HELP TUTORIALS, YOUR WEB APP, and LOGOUT. Below the navigation is a colorful, multi-colored banner. On the left side, there is a user profile section for 'Meden School Student Login' with a placeholder icon, and buttons for 'Add App Shortcut', 'Help Tutorials', 'Your Web App', 'Dashboard', and 'LOGOUT'. The main content area is titled 'Work Experience' and contains the text 'Use the buttons below to manage your work experience journey.' Below this is a large red search bar with a magnifying glass icon and the text 'Search Companies'. At the bottom of the page, there is a footer with the text '© Safety Measures 2008 - 2024' and 'Powered by Collsys'.



6. Click 'Search Filters'

Enter information into as many fields as required:

- Choose the Industry Type e.g. 'Engineering'
- Enter the Postcode Area e.g. 'NG17'
- Select the radius from this postcode area e.g. 10 miles
- Click Search



7. You can then click 'see on map' to see the location of the placement





8. Click on 'Find out more' to see more details of the placement
 - This will show you the placements they have and the details to contact the placement to ask about going on work experience.
 - It will also give you a job description of the type of work that will be carried out on the placement.

B & B Tractors x

Employers: B & B Tractors

Location: Mansfield [See on map](#)

Phone Number:

Jobs: [Apprentice Service Technician / Management Asst](#)

Engineering Asst - Assisting a skilled technician in the service and repair of agricultural machinery. Tasks to include oil replacement, checking levels of fluid, greasing points, disposal of waste oil collection. All under supervision. Management Asst Wide range of tasks covering the broad range of jobs carried out on site, but mainly focussed on the accounting & management side.

Contact Details: Nigel Briggs

Email: nigelbriggs@bandbtractors.co.uk

Phone Number: 01623 847171

Please note, agreement must be made with the employer to take you on placement. Just because they are on the database does not mean they will take you on a placement.