# WORK EXPERIENCE (WEX) 2026
# 13TH JULY 2026

# CAREERS GUIDANCE

At OALH we have the highest expectation of our students and their potential.

***We recognise that Careers Education, Information, Advice and Guidance (CEIAG) makes a significant contribution to preparing students to take their place as suitably qualified and responsible adults within society, who can make informed choices and achieve personal and economic wellbeing throughout their lives.***

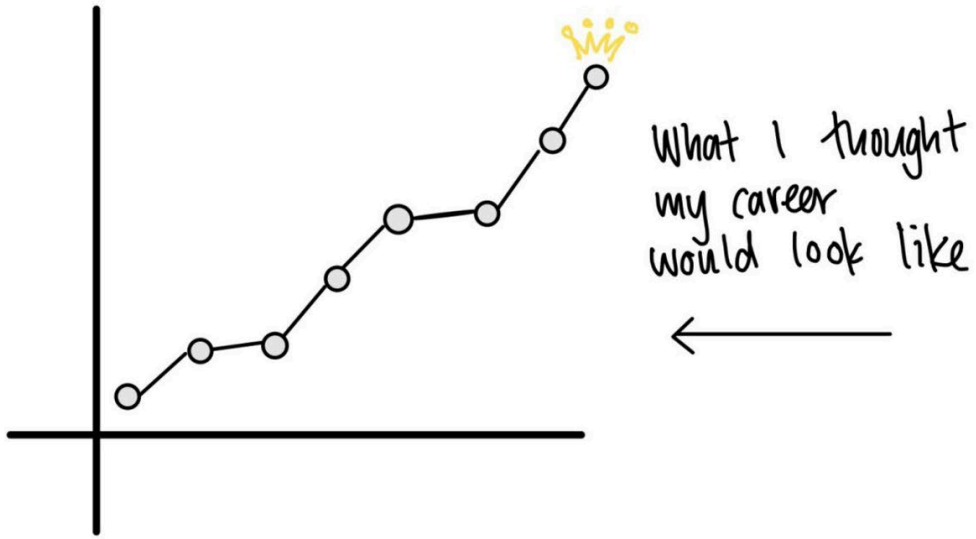
# ESSENTIAL SKILLS

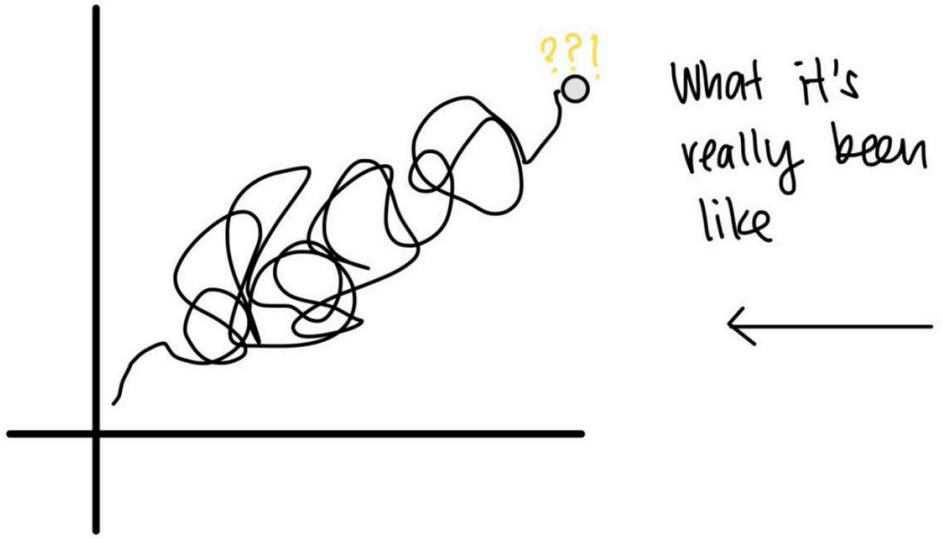
# CHANGES IN EMPLOYMENT SECTORS

Experts say that we are currently living through a fourth industrial revolution with a rapid change in the way in which we work, and the skills needed.

- Programming skills
- Mathematics
- Technology design
- Engineering and maintenance
- Scientific research
- Entrepreneurship
- Initiative taking
- Creativity
- Critical thinking
- Decision making
- Complex information processing

# YOUR CAREER JOURNEY



# WHY DO STUDENT DO WORK EXPERIENCE?

- Develop **transferable skills** e.g. communication and teamwork
- Understand **how organisations work** or experience first hand a job they are interested in
- **Building confidence** in interacting with adults
- Confirming an **interest in a career** or (equally useful!) deciding it is not for them
- **A foot in the door** - if they impress the employer they may be asked back on a more formal arrangement such as an internship, or encouraged to apply when vacancies arise
- **Providing valuable content** for a UCAS personal statement, apprenticeship application or for part-time employment whilst studying

# POSSIBLE OPTIONS

It doesn’t matter if a placement cannot be found in the exact field that you may want to enter into - all workplace experiences will help to develop key employability skills and a valuable experience of what it is like to go to work!

Primary schools

Retail Shops

Companies

Solicitors

Agricultural

Hairdressers

Nurseries

Restaurants/cafes

Animal Shelters

Garages

Sports / Equine

Trades

**The list is endless**

# CHECK LIST

1. Students starting point is **listing possible fields of work and potential places** they might wish to go.

2. Students need to **contact the employers / places they may** like to go on work experience – an initial call or visit works well followed up with a formal email from the student.

3. Once a placement is confirmed, the placement details will be shared parents via Morrisby

4. Once the appropriate checks have been completed, we will confirm the placement.

5. Whilst on work experience, we will either call or visit to check how you are doing.

6. Following the return from the placement an extensive reflection activity will take place to support students in making the most out of their experience.

# HEALTH & SAFETY

- Once we have been given the detail of placements, our external verifiers will check that the placement is safe for students.

- Risk assessments and employer insurances are checked thoroughly before the placement is approved.

- If we have any concerns, we will speak with both yourselves and the employers to see if these can be resolved.

# IS WORK EXPERIENCE COMPULSORY?

- Work experience is part of our Personal Development Curriculum and is compulsory for all students.
- Where students are struggling to find a placement, or do not seek one for themselves we will ask them to attend a drop-in session and they will need to attend school and complete virtual WEX.
- Work experience placements can become very popular, so we advise that students are planning and seek out placements as soon as possible.

# WHAT'S NEXT? WEX – 13 JULY 2026

1. You need to **start actively searching** for a placement (google search, email business, call business, go into business, ask family and friends)
2. Once you have found a placement and the employer has confirmed you can attend then you will add the placement details to the WEX platform Morrisby (welcome email with link to follow)
3. Ideally, we would like all student to have placements by 22 May 2026 so that we can complete all the checks.

# EMAIL TEMPLATE

Dear Sir/Madam [or name],

I am a [year group] student from [school name], studying [list of subjects].

I'd like to enquire about a potential work experience placement at [company name], which I will be available to carry out for [amount of time] from [start date] to [end date].

I'm keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

I'm a [relevant skills and attributes], which can be shown in my [real-life examples that demonstrate your skills].

In my spare time, I like to [list relevant hobbies and interests], and I've also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.
Yours [sincerely/faithfully]
[Your name]

What do I do?

- ✓ Google search
- ✓ Find a business
- ✓ Look for contact us
- ✓ Use the email address
- ✓ Copy/paste the template, change the bits in Blue and email it to the business