

Work Experience 2025-26

**HGS
CAREERS**



HECKMONDWIKE
GRAMMAR SCHOOL

Work experience is coming back to HGS!

Year 10 will be out on work experience from:

Monday 6th July to Friday 10th July 2025

All students must attend a five day placement during this week.



The Quality in Careers Standard >>>>



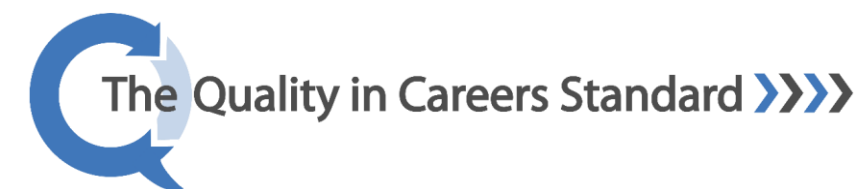
Why is work experience so important?

- Prepare you for your future career
- To develop an understanding of employment and the world of work
- Develop and reflect on the skills you have
- To build confidence
- Enhance University and Apprenticeship applications
- Enhance any applications you make for part time employment



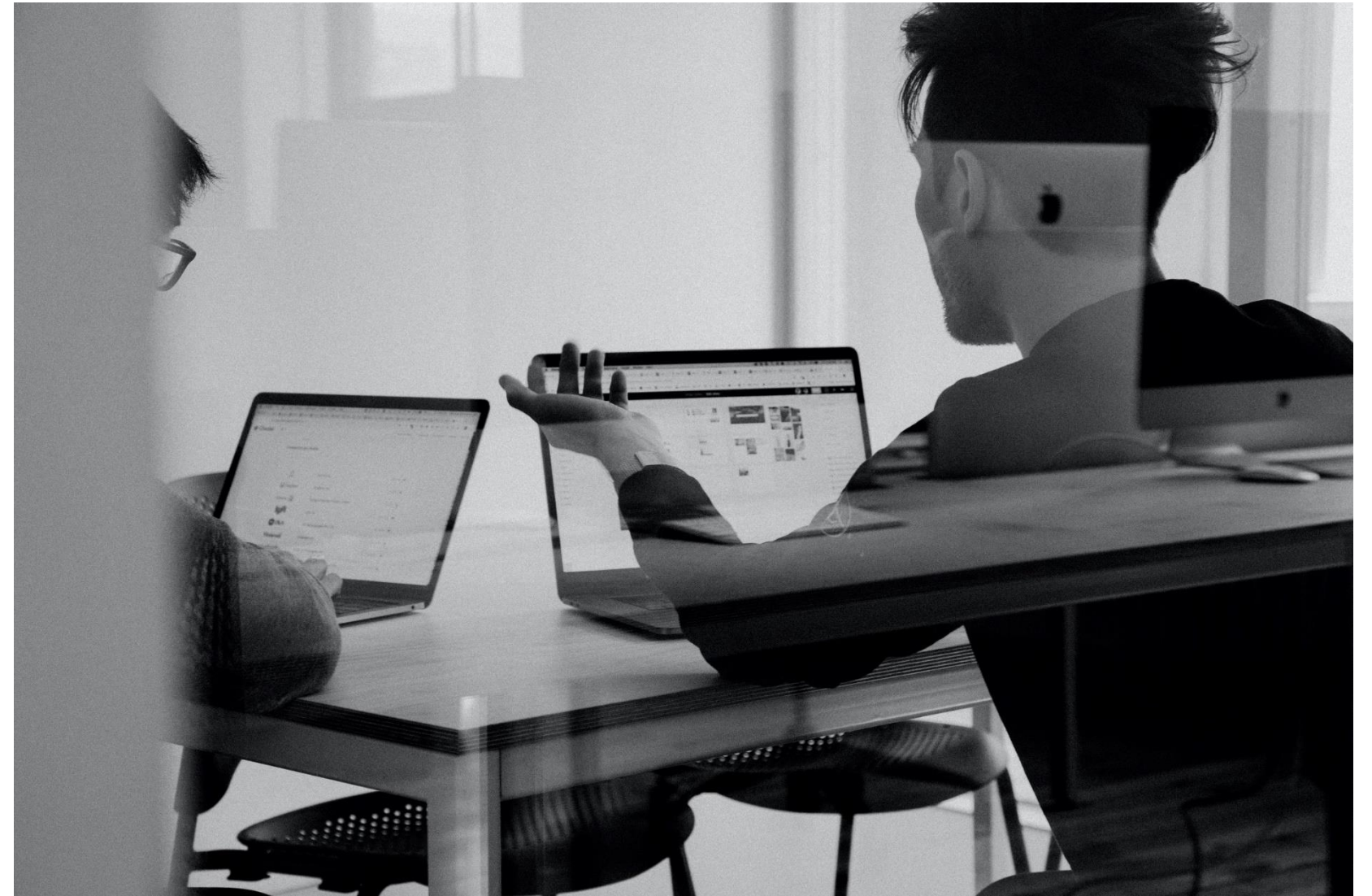
Finding a Placement

- Students find their own work placement.
- Contact local employers and ask them if they take work experience students.
- This experience is intended to give you a meaningful experience of the workplace.
- Some placements are available through the careers team but only in exceptional circumstances.
- Speak to Mrs Keddy or the careers team if you are having issues finding something.



What makes a good work placement?

- Gaining an experience of the workplace.
- Furthering your skills and knowledge.
- You may not necessarily be able to secure a placement in the job that you would like to do in the future.
- All experience is good experience and enhances your transferable skills.
- No placements can take place abroad.
- All employers must have Employers Liability Insurance to safeguard students.



Examples of possible placements:

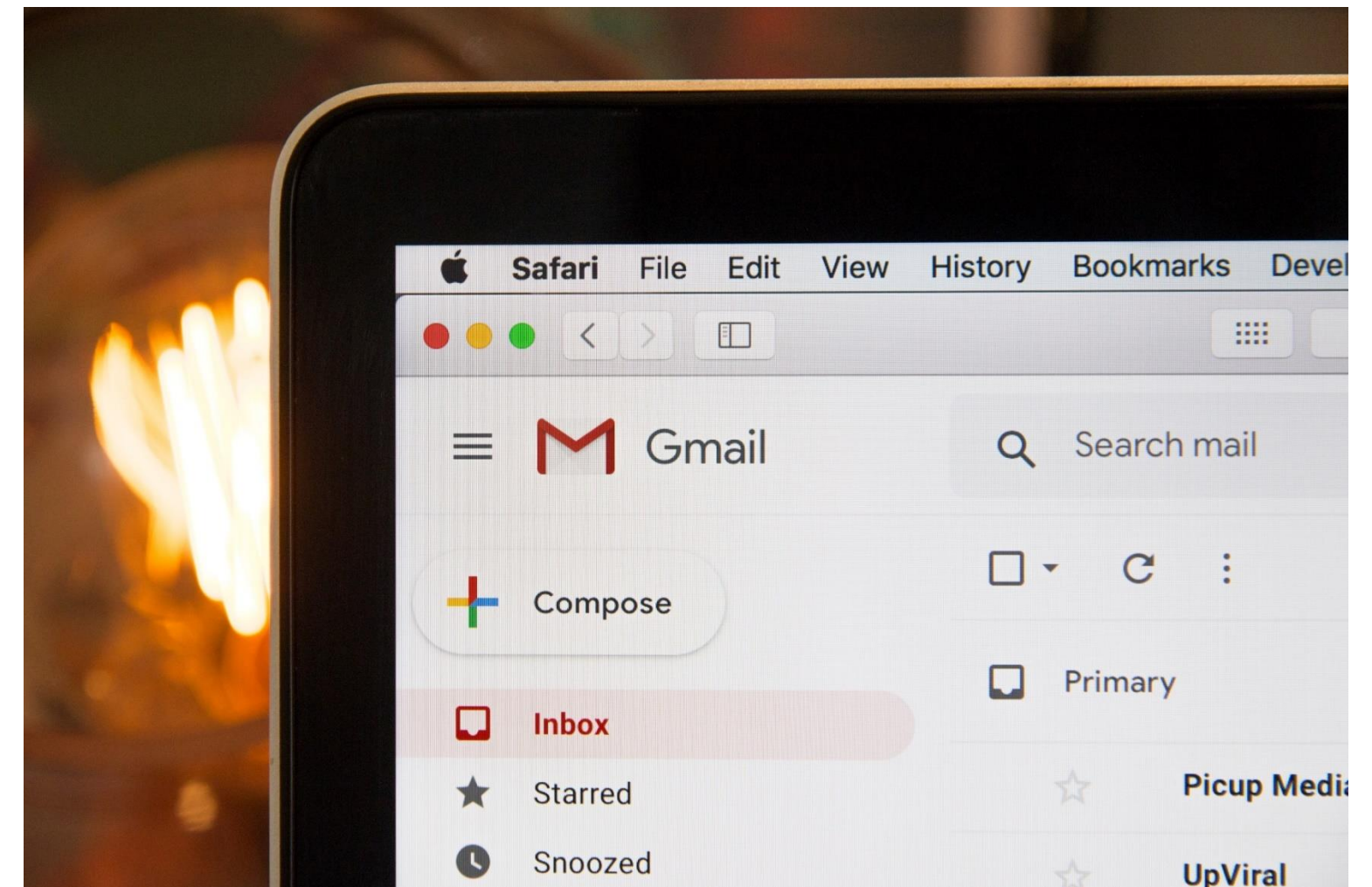
- Local primary schools
- Healthcare
- Solicitors
- Museums
- Library
- Engineering firms
- Accountants



It is important to remember you will be assisting in the work placement rather than doing the role.

Contacting an employer

- Contact an employer by phone or email.
- Check the dates.
- You will need to get the details of the person who is responsible for your placement.
- Employer will need to provide details of Risk Assessments and Employer Liability Insurance.
- An employer may ask you to visit them in person or send a CV.



Unifrog

- We are using Unifrog.
- Students should have access to Unifrog now
- Check your school email for an email and set up your password.
- In tutorial you will receive a session on how to use Unifrog to add your placement.

If you have not received your email please see the careers team.

unifrog



Frequently Asked Questions - FAQs

1. Do I have to go on Work Experience?
2. Can I work with a family member?
3. I want to be a doctor. How do I get a placement that is directly relevant?
4. What if I can't find a placement?
5. Can I work in a factory?
6. What is employer's liability insurance?
7. Can I change the dates of my work experience?



Timeline for work experience

November 2025 – Launch of Work Experience and access to Unifrog

November 2025 to March 2026 – Students source a placement

Friday 23rd March 2026 – Deadline for uploading placement to Unifrog

March 2026 to June 2026

- Placements checked and finalised by the careers team
- Students visit their placement if possible beforehand
- Students attend preparation sessions on expectations of the workplace

Monday 6th July to Friday 10th July 2026 – Students out on placement week

End of July 2026 – reflections and feedback from employer



Who to contact if you need support



Mrs E Ellis

B1 B2 H1 and H2

eellis@heckgrammar.co.uk



Mrs J Haigh

For C1 C2 P1 and P2

jhaigh@heckgrammar.co.uk

Based in B013 at the back of the Swann Hall.

An information booklet will be sent to you and your parents on ClassCharts with detailed instructions.

