



20 November 2025

Dear Parent/Carer

We are pleased to welcome you to our Work Experience Programme.

Work Experience is an incredibly valuable programme, where students are given a wonderful opportunity to gain an insight into their chosen or potential career path, and into the world of work. The programme helps students build and develop their employability skills, gain essential first-hand experience, and stand out in their applications to VI Forms, colleges, universities, and potential employers.

We are fully committed to supporting your child through this programme, but equally their commitment is essential. Your child will be expected to contact and arrange their own placement and secure their own work experience opportunity. Students will be representing their school, so we expect the usual high standards from them. Employers must be contacted in both a professional and respectful manner, templates will be provided to students to help them with this.

We work alongside Telford & Wrekin Council's, **Education Business Links Team (EBL)**, who govern whether students can go out on work experience. The EBL Team ensures businesses offer valuable placements and conduct the required Health and Safety checks ensuring a safe environment is provided to students. The team tell us whether a placement is suitable and decide whether a student can take part in this experience. Any decision made by The EBL Team will be fully supported by the school. Your child should now be thinking about and starting to arrange their own work experience placement for **Monday 1st June to Friday 5th June 2026.**

They should be getting ideas, thinking about their interests and what they hope to gain out of their placement.

We understand that some students may struggle to find experience in the companies they want, so it is important to have regular updates with them and that they do not give up. Students must be encouraged to keep searching and try to gain experience in either similar fields, or look at a completely different kind of experience, as it is all part of experiencing a potential career opportunity.

To help assist your child with their journey, we are pleased to be able to give them access to the GROFAR platform. This database contains the details of many employers who have offered work experience placements in the past. Your child can access this database and has been provided with links to start their search for potential work experience placements. An instruction email and Student Guide will also be available.

It is important that students contact employers **themselves** by either phone, letter or email, as this is all part of their experience and builds on their communication skills. Students will usually be expected to write a letter of application and send a CV along with it. Do not forget there will be other schools trying to arrange their work experience placements too – so students do need to stand out in their application and not to leave it too late.

Students must remember to include:

- The name of the school they are from and the contact details.
- The name of their work experience co-ordinator
- The dates of their placement
- Their name and contact details.
- The reasons for their interest in their chosen company
- Anything else that will help them stand out in their application.

All employers must have **Employers' Liability Insurance** in place, and able to provide evidence of this. Without this insurance the EBL Team **will not** approve any business. This is to ensure the necessary insurances are in place should anything happen. It is essential your child checks with their employer that they have the relevant insurance in place covering a work experience placement and a placement form has been completed by the employer **before** they submit any placements to the school for approval.

Once a placement and the insurances have been confirmed by the employer, your child will need to enter their placement details onto the GROFAR platform to request approval by the EBL Team.

To add details onto the database, students will need to know the following information:

- Name of Business
- Contact name
- Full postal address
- Phone number and email address.
- Which department they will be working in/type of placement

It is important that placements are arranged quickly, and that we receive the information as soon as possible. The EBL Team will need to conduct a Health & Safety check well before the start of the placement – usually 3 months before the start date.

It is therefore essential that all placements are arranged and confirmed by the Employer no later than: **Friday 27th March 2026**. Your child must inform the employer of any medical conditions or any additional requirements they may need during their placement too.

We understand this can be a stressful time for your child, but we hope they are able to see the huge benefits and make the most of this rewarding opportunity. We look forward to supporting them through their work experience journey and hearing all about it.

As always, if you have any queries, please do not hesitate to contact us.

Kind regards



Careers Education, Work Experience and Apprenticeship Coordinator.

An Overview of The Work Experience Process

1. All students to attend the Work Experience Presentation and H&S Presentation delivered in school with resources provided by the EBL Team and will be issued with placement confirmation and parent consent forms.
2. Students (not parents!) find a suitable placement. This can be done by:
 - Searching on the GROFAR Database - it contains the details of many employers who have offered work experience placements in the past.
 - Asking family or friends for ideas
 - Speaking to their mentors, teachers, and Work Experience Co-ordinator
 - Looking on the internet, social media and researching.
 - Asking last year's Year 10 students – where did they go?
 - Take the Buzz Quiz to see what career is best suited to you.
 - Look at the National Careers Service website for ideas.
3. Once you have arranged and confirmed your placement, including making sure the employer has Employers' Liability Insurance, students must enter the details on the GROFAR Database and bring the placement and parent consent form to the Careers Office
4. School will approve and forward placement details to The EBL Team to conduct the H&S Checks
5. Placement is either approved/declined by EBL.
6. If placement approved student goes on work experience.
7. Staff from school may visit/contact the company during the student's experience to ensure all is going well.
8. Student completes feedback on GROFAR and returns to school.

Frequently Asked Questions

When do I need to arrange my placement by?

The deadline for ALL placements is: **Friday 27th March 2026**

Can I go on work experience outside the dates set?

The date set is usually when all students will be going out on work experience. Students will however only be permitted to do the work experience outside the arranged dates in exceptional circumstances and as discussed with their teacher.

Can I go out of area?

Yes. These placements must be arranged and returned as soon as possible, as they take longer to process by the EBL Team.

Can I do work experience abroad (in another country)?

No. EBL will not allow students to go abroad due to the risks involved.

Can I still go even if EBL do not approve it?

No. If EBL do not approve a placement, then neither will the school.

Is my child insured on work experience?

Yes. If EBL approve a placement, it means that there will be Employers' Liability Insurance at the organisation that will cover your child's work experience placement.

Can students complete work experience on a weekend?

This is dependent upon whether a member of staff from the school is available out of hours to deal with any issues should they occur. Please contact the Work Experience Co-ordinator to check BEFORE arranging the placement.