

YEAR 12 WORK EXPERIENCE WORKBOOK AND GUIDE



OAKS PARK SIXTH FORM
Learning Together, Achieving Together



Introduction to Year 12 work experience

It is a statutory requirement that all year 12 students secure work experience/shadowing during any of the school holidays (ideally one week). The earlier you start to look, the more likely you are to be able to secure a good placement in a field you are interested in and that is related to your future ambitions. It is important for you to organise a work placement that will be beneficial for your progression, it is the chance to gain invaluable insight into, and experience of the world of work. It is expected that students will find the placements themselves with the support of this guide and teachers where needed. This guide is designed to be a starting point for students looking for placements and should lead students through the process step by step.

Answer the questions below based on the information above:

1. Who has to do work experience?
2. When can you do work experience?
3. Who will find the work experience?
4. When should you start looking for work experience?
5. Where can you find the information you need?

Why do work experience?

It is expected by the government, employers and universities that all students in both year 10 and year 12 complete some form of work placement. At the moment, 75% of employers find that the current talent pool is lacking in essential skills, this shows the need for gaining experience and building skills.

Work Experience helps prepare you for the transition from school to the workplace and enables you to gain a wider understanding of industry and the commercial world. It offers you the opportunity to develop your interpersonal, social and employability skills, resulting in increased self-confidence and independence.

Recent research has shown that workplace encounters during education mean you are 86% less likely to end up as NEET (not in education, employment or training).

If you are considering going on to University following Sixth Form, most institutions now stipulate that candidates must have engaged in Work Experience that is in some way relevant to their chosen career path and may not even interview if there is no evidence of this.

In the current job market, employers look at the 'whole' person, not just grades. For candidates to stand out they need a wealth of skills, gained through meaningful experiences including work placements. In an interview, if you are able to discuss a work placement and how you found it, this is proof of your interest in the field and of your sense of proactivity.

Summarise at least 5 reasons to do work experience

- **Push yourself activity - can you think of any more more reasons**

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Where to do Work Experience?

Try to think of a variety of places that you could do work experience. In the box below make notes on the following:

- 3 ideal placements that link directly to your ambitions,
- 2 placements that you think you could probably get quite easily,
- 2 ideas for placements that you think would still be helpful for you to build the skills you need.

If you're struggling for inspiration, use the list of [previous placements](#).

Finding a work placement

Contacts and networking

One of the best ways to get Work Experience is to **ask people you know** (friends, family, teachers) who work in the industry you're interested in. Otherwise, it might be that a family member or teacher knows someone in *their* network who could help. It is also important to make contact with *local* businesses who might be more likely to offer students a placement due to their connection to the area.

Make a note of at least 3 people you could ask if they could help you to find work experience (family, teachers etc.) and how they might be able to help.

Write out what you would say to them to ask for help:

Ask the people in your form group - could anyone in their network help you with what you're looking for? Make notes.

Using the list of previous placements

An excellent starting point is to browse the [list of places](#) where Oaks Park students have previously completed work experience and reach out directly, mentioning that they have already hosted students from Oaks Park in the past. You can find this list further on in the booklet.

Looking at the list of previous placements - identify 5 that might be of interest to you. As part of your homework you'll find their contact details and reach out.

Online resources

We appreciate it is not always possible to obtain work experience through contacts. Further on in the document, we have provided a range of [websites](#) on our Careers site and in this booklet, that will be useful in gaining general knowledge of how to obtain work experience, as well as link to work experience opportunities related to different fields. This is not an exhaustive list and should be used as inspiration, you will need to do your own research too.

Keep a keen eye on opportunities advertised in your Google Classroom under work experience. These opportunities are promoted by our careers team and there is often a tight deadline for application.

Make a note of at least 3 websites from the list in the booklet that you think may be helpful to you.

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Logistics/Admin

In order to secure their placement, students need to complete a [signature form](#) (See also [Appendix A](#)) and check that the placement has employer liability insurance. Paper forms can be collected from Ms Wilson in the lower Sixth Form Office. Any costs incurred during the placement are to be covered by the student and not the school.

Having completed/secured a work placement before the deadline, you will be granted **the last week of school off**. This week can be used to complete work experience but it is likely you will have completed a work placement earlier in the year and can enjoy this as an extended holiday.

Look at the self placement form - whose signatures do you need? What information do you need? Where do you hand the form in?

Advice on contacting a firm for work experience as a student

- Be formal! Ideally you should find the name of the person in the company that you need to address the letter to (usually the HR Manager) and address it straight to them. This shows your sense of initiative and is also more likely to be read. Otherwise start the email or letter off with 'Dear Sir/Madam'.
- Make sure all spelling, grammar and punctuation is accurate. Get someone to proofread your letter/email/CV thoroughly.
- Sign off formally with 'Yours faithfully' in a letter and 'Best regards' in an email.
- Ensure you outline when you are available for work experience - provide multiple dates so you increase the chances of it being possible to take you on. You may even be able to do 5 Saturdays instead of a full week depending on the firm you apply to.
- Explain **why** you want to do work experience at that particular company - do not be generic - you should personalise each email/letter to the organisation you are contacting.
- Outline what subjects you are studying and how these will help you in your work experience i.e. the relevant skills you have from your studies.
- Explain how the work experience will support you in your progression into apprenticeships, employment or university.
- Explain how your personal qualities and skills are suited for this placement and how the work experience will help you to further develop these skills and others. Give examples that provide evidence of your qualities.
- If the placement requires correspondence from the school please see Ms Wilson in the Sixth Form office so that we can provide a letter to support your application.
- You should try to include the work placement form with your initial contact so that the employer is aware of exactly how much administration is needed on their side (very little).
- See [Appendix B](#) for an example letter with the correct dates of holidays this academic year.

Year 12 Work Experience Procedure at Oaks Park High School

- Students must find their own placements.
- Students must complete a [signature form](#) and hand it into the sixth form office in the Craig Foster Building.
- Placements can take place in any of the holidays during year 12, including the summer holiday, but the form must be handed in before the placement.

- Work experience placements must be approved by the Head of Careers if they are during term time. This will only be allowed in **exceptional circumstances**.
- Volunteering, Social Action and University Summer Schools are also an option as work experience.
- Students may also count taster days that they have completed as part of their work experience. Students will need to attend 5 of these in their own time for them to count. Students must not take time off of school for these. If time is taken off school these will not count.
- It is each student's responsibility to document and provide evidence of the work experience placements, summer schools and/or taster days they have signed up for or attended. These should also be logged on Unifrog to support their personal statement and applications.
- Please check that the company is suitably insured. Details of Employer Liability Insurance **MUST** be returned with the Self Placement form.
- Ensure any relevant medical information is passed on to the employer.
- Whilst on placement students are expected to complete the [reflection](#) google form with their employer.

The bottom of this document has a **checklist** for you to use to make sure you're following all the right steps to give yourself the best chances of securing a placement.

If you have any additional questions, please feel free to contact Mr Mungovan (mmungovan@oakspark.redbridge.sch.uk)

Useful links

General information

[Pathway CTM](#)
[Success at Schools](#)
[Student Ladder](#)
[My World of Work](#)
[S4S Next Gen](#)
[The Guardian Careers](#)
[Unifrog](#)

Accountancy, Banking and Finance

[EY](#)
[HSBC](#)
[KPMG](#)
[Santander](#)
[PwC](#)

Computer Science

[Empiric](#)
[OGL](#)
[IBM](#)

Engineering

[Babcock](#)
[BP](#)
[BT](#)
[Jaguar Land Rover](#)
[Siemens](#)

Health and Social Care

[NHS](#)
[Royal College of Nursing](#)

Law

[The Lawyer Portal](#)
[All about law](#)
[BLP](#)

Exchange Chambers

[Foot Anstey](#)
[Hardwicke](#)
[Matrix Law](#)
[Old Square Chambers](#)
[Pinset Masons](#)

Media

[ATG](#)
[BBC](#)
[Saatchi](#)
[Press Association](#)
[Sky](#)
[The Guardian](#)

Medicine

[The Medic Portal](#)
[BMA](#)
[Gap Medics](#)
[Health Careers](#)
[Barking, Havering and Redbridge NHS](#)
[Guys and Thomas](#)

Science and Technology

[Amec, Foster, Wheeler](#)
[Arcadius](#)
[GSK](#)
[Nuffield Research](#)
[Science and Technology Council](#)

Appendix A - Self Placement Form

Work Experience Self Placement Signature Document



Dear Student, Parent and Employer/Organisation

RE: Work Experience Placement

Work Experience is a vital part of year 10 and year 12 and it is expected by employers, universities and apprenticeship providers that students will have completed some work experience prior to starting their post-18 pathways.

Work Experience is to be completed during school holidays (ideally for 1 week). Work experience is the chance for students to gain invaluable insight into, and experience of the world of work.

Work Experience helps to prepare students for the transition from school to the workplace giving a wider understanding of the industry and the commercial world. Giving the opportunity for development in interpersonal, social and employability skills, resulting in increased self-confidence and independence.

Message to the employer

Thank you for agreeing to accept an Oaks Park High School student on a work experience placement. Please complete any company details and the job description section of this form and then sign the employer section on the other side of this document to confirm that you have **Employers Liability Insurance**. Following the placement, please fill in the comment on how our student performed.

Please read and sign the following document

(Student when document is fully complete please scan/take a picture and attach to the self placement form that you are required to complete)

Signatures

Student

As the student named overleaf, I agree to take part in this work experience scheme. I agree to hold in confidence any information about the Employer's business which I may obtain during the placement. I also agree to observe all safety and security regulations in accordance with company policy. I will also represent Oaks Park High School in a positive manner by maintaining the highest standards of behaviour throughout my placement.

Name _____ Signed _____ Date _____

Parent/Carer

As a parent/carer of the student name, I confirm that I agree to the placement and I am satisfied that the placement is a suitable environment for my son/daughter to undertake their work experience in. I also understand that myself or my child is liable for any costs incurred during the work experience placement.

Name _____ Signed _____ Date _____

Employer

Name of Employer/Organisation: _____

Contact Name: _____

Dates confirmed: **Start Date** _____ **to End Date** _____

As a representative of the employer, I can confirm that the student has a placement with the company on the dates specified, that as a company we have employer's liability insurance and I confirm that this extends to any students on work experience - (*this is a minimum requirement and the placement cannot go ahead without this - if possible please supply a copy of the insurance*)

Employer liability insurance provider name:

Policy Number:

Expiry Date:

Name _____ **Position** _____

Signed _____ **Date** _____

Approved by the Oaks Park IAG Team

Work Experience Reflection Form

Student Name and Form: _____

What tasks have you undertaken during your work experience placement and what knowledge and skills do you feel these have helped you to develop? Give clear examples and be as specific as possible.

How has this work experience placement helped you with future employment decisions?

Employer:

Please write a short comment on how the student has performed during their work experience placement.

Would you be willing to offer work experience to a student from Oaks Park again? Y/N

Signed: _____ Date _____

Appendix B

Example letter 2025/2026

“Dear [Employer’s Name / Sir/Madam],

I am writing to you to express my interest in a one-week work experience placement at your company. I am currently in Year [10/12] at [School Name], studying [subjects or areas of interest], and I hope to [career aspiration, e.g., “pursue a career in engineering/healthcare/business”].

A week of work experience in your company would help me [insert reason – e.g. “gain practical understanding of how engineering teams solve real-world problems” / “develop insight into the skills needed in healthcare”].

I am [describe quality/skill – e.g. “motivated and reliable”], which is evidenced by [recent participation in something relevant – e.g. “my role as a prefect,” “my involvement in Duke of Edinburgh,” “volunteering with...”].

The work experience could either take the form of active work or shadowing, depending on what you can offer. We can undertake work experience during any of the following school holiday dates:

- ***Monday 27th – Friday 31st October 2025***
- ***Friday 19th December 2025 – Friday 2nd January 2026***
- ***Monday 16th – Friday 20th February 2026***
- ***Monday 30th March – Friday 10th April 2026***
- ***Tuesday 26th – Friday 29th May 2026***
- ***Monday 20th July – Monday 31st August 2026***

There is very little administration involved. We simply need a signed version of the attached school form stating your insurance details. I am happy to come and collect this from you if needed.

Should you need any further information, please don’t hesitate to get in touch via email or phone (+44 7XXXXXXXXXX).

Thank you for considering my request. I look forward to hearing from you.

*Yours sincerely,
[Student's Full Name]"*

Appendix C - Previous Placements

There are over 200 organisations listed below that have previously taken on Oaks Park students for work placements. This means you have better chances of getting a positive response from these organisations. Take a look to see what interests you and reach out mentioning that they have previously accommodated a student from your school.

5 a Day Smoothies Customer Service Assistant

8X8 Engineering Assistant

AB Steel Ltd Engineering

ACE Accountants & Consultants Admin Duties

African Development Services Data Collection

Aid UK Volunteering Abroad

Allen and Overy Legal Adviser

Anivith Limited Sales Assistant

Anwer Jaffer Next Source Solutions Software Engineering

APEX Hotels Housekeeping Assistant

ATM Law Solicitors Administration Assistant

Azhar Academy Teaching Assistant

Bala Impex Finance Admin

Bank of England PA Support to the MSSD Division

Barclays Bank Customer Support Assistant

Barking, Havering and Redbridge Trust Befriender / Clinical observations / Shadowing

Barkingside Dental Care Observation

Barley Lane Primary School Shadowing Teachers and Support Staff

Barnardos Volunteering

Barts Health NHS Trust Inpatient and Outpatient Experience

Bath & Robes Ltd Admin

Beehive pharmacy Observation

Big Voice London Model Law Commission

Boost Education Ltd Tutoring

Boots Ltd Sales Assistant

Boots Opticians Sales Assistant

Boots Pharmacy Customer Relations Assistant

Bower Chemist Counter Assistant

BP Investment Management Shadowing/Training

Bristol University Observing Academics in the Maths Department

Butt and Co Accountants Administrative work

C & J Accountancy Shadowing / Admin

Carlos Santos Fm Futsal Football training

CFF London Ltd Shop Floor Assistant and Administration

Chadwell Heath Tennis Coaching

Charlesons Estate Agents Administration

Cisco International Ltd Shadowing systems engineers

Civil Service Commission Shadowing across departments

Civil Service Shadowing

Clarement Clinic Reception/Admin Duties

Co-Op Shop Assistant

Completion Sales Associate

CSM Sport IT Support

Dar Al Rahman Classroom Assistant

David Solicitors Ltd Legal Assistant

DDG Discount Double Glazing Administration Assistant

Debenhams Sales Assistant

Deloitte Aspire Programme

Department for Work and Pensions Administrative Support

Diana Fishbar Marketing Associate

Dipesh Karai Double Glazing / Mind Retail Administration Assistant / Shop duties

Diversity Role Models Community Engagement Coordinator

DLA piper Law admin

Dragonfly Day Nursery Nursery Assistant

East Ocean Takeaway Phone orders

EBL Management Property Manager

Egencia (Expedia Group) Shadowing

Elite Karate Club Assistant Instructor

Elite Vision Opticians Admin Assistant

Evolution Orthodontics Observation and administration

Exponential Ltd Business Administrator

Fairlop Pharmacy Administration and Observation

Federation of Iraqi Refugees Data Analyst

Flashforward London Limited Bookkeeping and Admin

Food Alert LTD Admin support

Fragomen Legal Assistant

Fullwell Cross Medical Centre Administrative Assistant and Clinical Observation

Fullwell Parade News Shop Assistant

Fullwood Primary School Teaching Assistant

Gawor and Co Solicitors Paralegal

Georges Balon Perin Shadowed solicitors

Ghulam Abbas Bookkeeping Data Entry

Goodmayes Medical Centre Shadowing a GP

GP Surgery Fullwood Clinical Observation

Grove Road Surgery Shadowing clinicians

Gwyn Jones Primary School Teaching Assistant

Hackney Council Administrative work

Halsbury Trust Teaching Abroad

Harvester Chef

Harvey Nash Ltd Digital Professional

Haven House Loughton Volunteer

Heathway Dental Observation

Hedge Po Limited Allocator

Henry Grayfield Solicitors Admin duties

HK DIY Sales Assistant

Homerton Hospital Shadowing

HSY Accountants Admin

Image Musical Theatre (UK) Ltd Assisting the director of a national theatre tour

Imperial College Medical Research

In Focus Optics Customer Care

In House Office Solutions LTD Admin duties

in2ScienceUK Shadowing Academic UCL

Insight Investment BNY Mellon Tax Analyst

Institute of Civil Engineers Communications Team

IT Logistics IT Internship

ITV Sales Associate

J K Shah Accountants Administrative Assistant

JK Accountants Data Entry

Journalism School Newsletter

Kahloon Accountants Bookkeeper

Keeran Designs LTD Admin work

Kenneth Moore Theatre Assistant

Kevin Mayhew Publishers Illustrator and graphic designer

Kings College London Academic Researcher

KK's Food Customer Service

Laptop Outlet Ltd Operations Assistant

Legal Solutions Supported solicitors

Leonardo MW Ltd Shadowing Engineers

Ley Street Property Administration

Linnet Montessori Nursery Nursery Assistant

Little Heath School Classroom Assistant

London Borough of Camden Admin

London Borough of Havering Children Services Support Worker

London Institute of Banking and Finance Financial Administration

Malchem Pharmacy Sales Assistant

Maplin Engineering Data Entry

Mayar Pandya Dental Group Dental Shadowing

Mayespark Primary School Teaching Assistant

Mayfield Hotel Accounts Assistant

Miller and Carter Waitressing

Mind Retail Shop Duties

MN Accountancy Management Ltd Bookkeeping

Museum of London Observing Curator

Muzibul Islam Administrative Work and Customer Care

My best windows Administrative Work

Nature's Consultancy Asbestos testing

Neelesh Deven Care Care support assistant

Newbury Park Children's Centre Care support assistant

Newbury Park daycare Support staff

North London PC repair Centre Computer repair support assistant

Northern Trust Bookkeeping

Novotel Tower Bridge Hospitality

Oaks Park High School Admin / Shadowing

Oaks Park High School Teaching Assistant

Off The Wall Interiors Shadowing Interior Designer

Olympia Properties Legal Administration

OMG Education Assistant to Operations Manager

Outmoore Infant School Classroom Support

Oxford Brookes University Observing Engineering Academic

Park Hill Junior School Teaching Assistant

PC Mac Doctors Telephone Engineering

Pearson Education General Office Administration

Preet Kaur Gill MP Administrative work

Queen's Hospital Shadowing

Racek Dental Practice Slovakia Dental Assistant

Ranelagh Primary School Teaching Assistant

Raymond James Investment Services Front of House / Admin

RBS Accountancy Admin

RCGP GP experience

Rebecca Associates Bookkeeping

Rebecca Beauty Trainee

Redbridge Appliances Sales Assistant

Redbridge Drama Centre General Duties

Residential Asset Management Ltd General Administration Support

Right Solutions LTD Assistant

Royal College of Psychiatrists Administrative Work and Observation

Russell Sullman Dental Care Receptionist and Administration

Sahara Grill Ilford Receptionist

Saint Francis Hospice Shop Assistant

Salar Akram Federation Accounting

Salvation Army Charity Store Customer Service Assistant

Samson Homes SPVI Ltd Administration

Samuel and Co Solutions Shadowing Solicitor

Sandbern Pharmacy Pharmacy Assistant

Santander Customer Service Advisor

School 21 Administrative Assistant

Selfridges Retail Administration

Sense Shop Assistant

Seraphine Hotel Hotel Operations Management Internship

Shaftesbury Primary School Teaching Assistant

Sohail, Kharal, Laing and O'Rourke Civil Engineering

Spectacle World Customer Services

Spirit UK IT Support

Springfield care home Activities co-ordination

St Albans Surgery General Admin/GP Shadowing

St Hilda's Community Centre Receptionist

St Mary's University Accounts Technician

Stooki Jewellery maker

Stroudley Walk Health Centre Receptionist

Study Buddies Tuition Tutoring

Supreme Pharmacy Pharmacy Assistant

Surveyors & Valuers Property Management

Swayam Property Services Administration

The Children's Society Digital Marketing

The Fat Café Diner Service

The Film and Video Company Animation and Editing Administration

The Ideas Foundation Marketing Assistant

The Thatch Dental Practice Clinical Observation and Administration

Third Bridge IT Solutions

Three Shadowing Project Managers

Three Stones Media Admin

Thrombosis Institute HR Management

Transport for London Files Clerk

TrustFord Accounts and Services Assistant

UCL Hospitals Clinical Observation

UCL STEM Administration

University College London Academic Observation

University College London Hospital Foundation Clinical Observations

University of Cambridge Observing Geography Academic

Urswick Medical Centre GP Placement

Vision Express Optical Assistant

Waitrose Store Assistant

Wenn Stage School Teaching Assistant

Wes Streeting MP Supporting and observing the MP

William Torbitt Primary School Mentoring

Woodland Estate Agents Admin

Wyldecrest Parks Accountants clerk

XX Place Health Centre Observation of General Practice

Zakk Solicitors Admin work

Appendix D Checklist

Use this checklist to make sure you have done all you can to secure a placement.

- I have read this document thoroughly and have understood the advice given
- I have had a good look at the Work Experience section of the [school careers website](#) including the FAQ page
- I have spoken to at least 3 adults I know about work experience and if they might know someone who can offer me a placement.
- I have taken a thorough look through the list of previous placements and have identified at least 10 organisations that I could be interested in.
- I have found the contact details of these organisations and I have reached out via email, letter and/or phone to request a placement (using the sample letter as a guide).
- If places have not responded within 7 - 10 days, I have politely chased to ask if they have seen my correspondence and to ask when I could expect a response, acknowledging that they are busy.
- I have researched businesses in my immediate area (using google) and have reached out to those I'm interested in by email, letter and/or phone.
- I have researched online for any work experience programmes and have applied to any that are open or have made a note of when to expect applications to open.
- I have browsed the website provided in useful links and have applied to any interesting programmes / have followed the advice I've found.

If you are still struggling to find a placement after having done all of the above, please speak to your form tutor or Pastoral Leader for advice.

Once you have secured a placement:

- I have obtained all the information for the self placement form including the company's insurance policy details.
- I have handed the completed form to the sixth form office
- I have completed the self placement google form
- I have organised everything I need for my placement including suitable clothing and transport to make sure I arrive in good time.