YEAR 10/12 WORK EXPERIENCE

Monday 28th June – Friday 2nd July 2027



What is Work Experience?

It is an incredibly rewarding five days where you will be working in the "real world" with an actual employer from **Monday 28th June – Friday 2nd July 2027**.

You have a fantastic opportunity to try something completely different, away from your usual academic studies. It will also help you to identify your own skills and perhaps even highlight the sector that you might want to have a career in.

Finally, it is also a chance to experience life in the workplace, as an adult does – It is the best way to get a real sense of your chosen industry. You will get to speak to a variety of employees and ask them insightful questions.

Important information!

Many placements can be highly sought after by students across the County, this year it will be even more competitive as you will be participating during the same week as some of our neighbouring schools.

You **MUST** act quickly to avoid disappointment.

The Careers team, your Tutor and Head of Year will help, but you must take responsibility and be proactive to achieve a placement.

REMEMBER, the week is about you! Think carefully about where you would like to go and how it connects with your chosen option choices and your career aspirations!

‘The Rules’





You are not allowed to go on any placement that involves using dangerous machinery / chemicals/ equipment.

Working at height – There are clear guidelines which prevent any of you working above 3ft/1.2 metres.

No student is permitted to serve alcohol.

Hours – Recommended for you (as Year 10/12 student) is 20 hours as a minimum and 35 hours as a maximum. Exceptions to this recommendation are made at the discretion of the Careers team.

You are not advised to attend your **previous primary schools**. It is important that you experience the ‘real world of work’ rather than a ‘trip down memory lane’. If teaching/childcare is a route you would like to investigate further, you, of course, are welcome to contact other primary schools.

If you are going on placement with a **family member, relative or friend**, you must ensure the placement is relevant to your future. i.e., Dad owns a plumbing business; you would like to explore potential Construction trades including Plumbing for your Post 16 Options.

Please note that the placement must have a **structured programme,** this is to ensure the best experience for you.

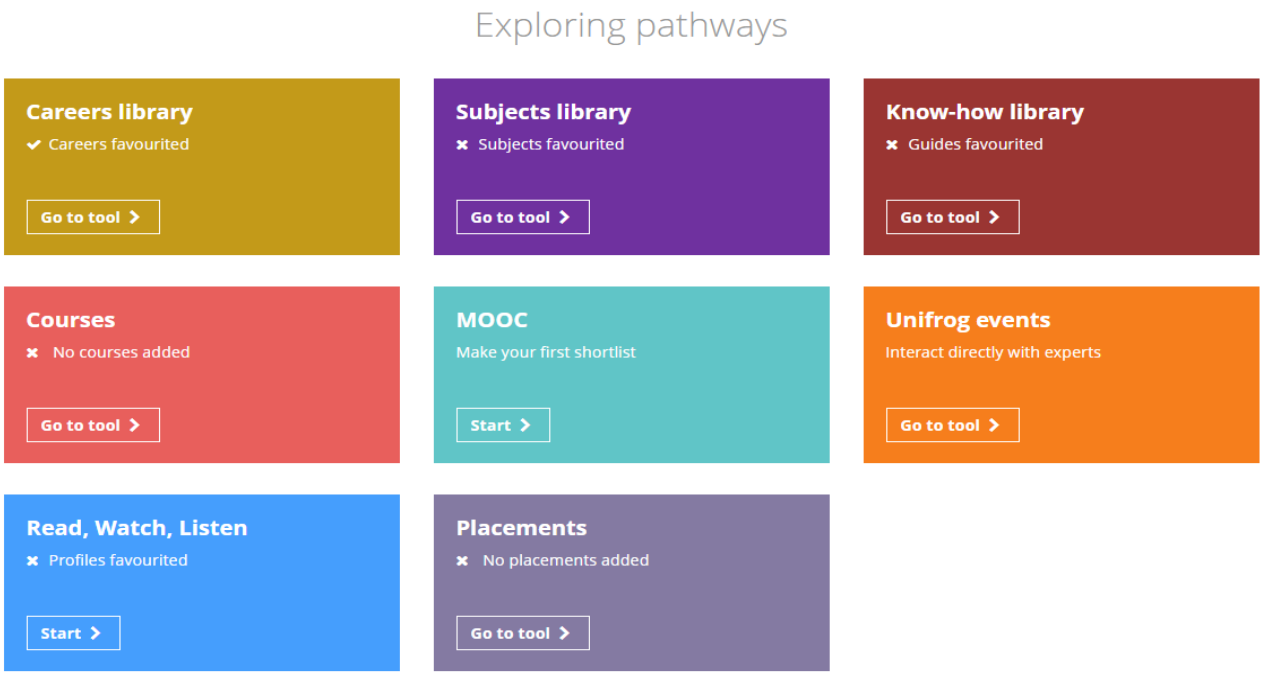
Step 1 – What are you interested in doing?

Unifrog

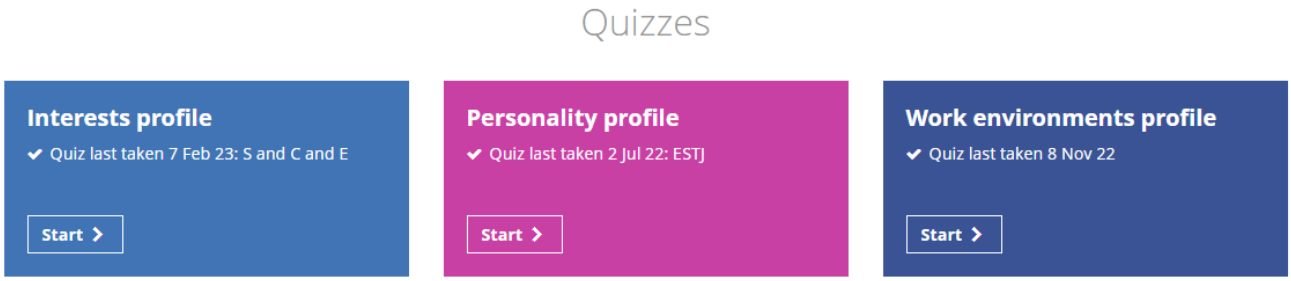
You should all have a Unifrog account, this platform grows with you as you move through college, if you have forgotten your log-in details you can reset a new password on Unifrog, the username is your school email address.

Unifrog is a one-stop-shop where students can easily explore their interests, then find and successfully apply for their next best step after school.

Unifrog will help you to explore your key interests and what career paths you can take to reach your goals!



Once signed up use the **Interests profile, personality and work environments profile** on ***Unifrog*** to identify areas of interest.



Step 2 – How do I find a placement?

When organising work experience, try to be realistic. You are unlikely to be allowed access into the head office of a national organisation with no prior experience. Look for local businesses or people with whom you already have a connection - like the parent/carer of a fellow pupil, a family member, a friend, etc.

If you don't have any contacts, or aren't sure where to start, speak to Mrs Hazeldine in the Pastoral Support Office.

Step 3 - Contacting the employer

Once you've decided where you want to work and have a contact, you need to contact them. Don't rely on a parent or your school to contact them for you! You need to show that you can be confident and professional, even if you are nervous!

Write either a formal email or letter - even if you know the person you are contacting - and have someone else read it before you send it to check it for errors. Make sure you include:

- the days or dates on which you would like to complete your work experience *- make sure to give them plenty of time; you can't ask for your experience to start tomorrow!*

- why you would like to complete your experience at this organisation- *what do you want to learn? What do you want to experience? Some research would help here - maybe they have great customer reviews or are among the top ranked businesses locally? Maybe they have created a new way of doing something and you want to learn how managed this?*

- what you can offer them - *that's right: you can't get something for nothing, so bowl them over with your skills and how your time with them will benefit them, even if that is admin support or helping busy employees with their workload*

Remember to use an appropriate email address if you have chosen to write an email over a letter. If you don't want to create a new account, your school email address is a good alternative.

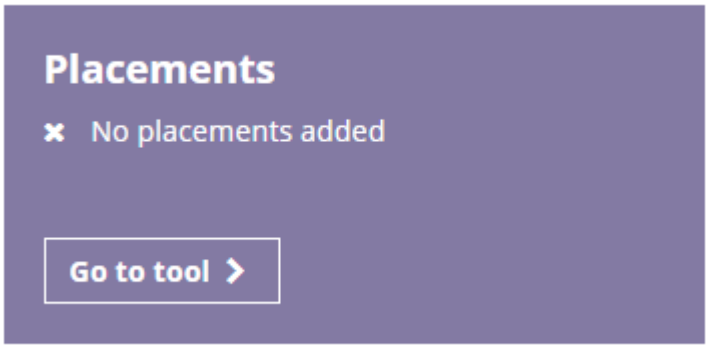
If you require a copy of a template letter, please speak to Mrs Hazeldine or your tutor.

Step 4 – Confirming your work experience and getting it approved.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Before using the UNIFROG placement tool students must agree the placement with the employer first.

Next Students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).



The Unifrog system will then email the employer, the parent / carer, and the school, to collect the necessary information and permissions.

For the process to work, **it's essential that students add the initial information about the placement accurately.**

Double check email addresses in the form. You may want your parent/carer to help you with this.

Parents must consent to the placement when they receive the email.

The College will then confirm and agree the placement once the appropriate safety checks have been made.

Staying on track – Work Experience calendar

If you have any problems or concerns please speak to Mrs Hazeldine in the Pastoral Support Office or email wex@calllingtoncc.net

October 2026
You will have attended a Work Experience Launch during you tutor time before half term.

IMPORTANT: You must start your work experience preparation **NOW**.

October to December 2026
Find a relevant work experience placement.

January 2027 to April 2027
If you have not yet secured a placement, there will be an opportunity to speak with the Careers team or tutor to discuss your options.

Once you have found and have your placement confirmed from an employer complete the placement tool on Unifrog. **(Please do not complete the placement tool unless your placement is COMFIRMED and you have agreement from the employer)**

Wednesday 30th April – FINAL DEADLINE
Students must secure a placement by this date.

May – Application final checks, ensuring all information is correct and complete on Unifrog.

June 2027
Health & Safety and Safeguarding briefings and final preparations.

28th June-2nd July 2027
During your Placement – You must complete your Work Experience online Journal and at the end of the week complete your evaluation on Unifrog.

Placements that were used 2024

A.A. Young Property Maintenance
Adrenalin Quarry Limited
Agrimanuals Ltd
AJ Design
Allied Pharmacy Callington
Arthur and Henry Carr Ltd
Babcock International Group
Bakes with Love
Bodmin Airfield, Cornwall Flying Club Ltd
Brad Bolitho Ltd
Bumbles Day Nursery
Callington Garden Machinery
Callington Primary School
Calstock Community Primary School
Caradon Hill Trekking and Equestrian Centre
Central Motors
Chef on Board
Cholwell Farm Riding Stables
Chris Venning Motor Engineer
Cornwall Council Livewire Youth Project
Cornwall Resources
Cornwallis Care Services, Addison Park
Cornwall Council
CSW Group Ltd
Daniel Edwards Ltd
DB Auto Ltd
Delaware Primary Academy
Devon & Cornwall Police
DG Car Repairs and Tyres LTD
DGV Electrical
DJW Build Ltd
Olive Beauty
Drakewalls Garage
Duchy College
East Cornwall Property Care
Ecological Surveys Ltd
Energy Performance Services
Great Trethew Trekking
Harrowbarrow School
HMS Raleigh
Hoskin Plant & Civils Ltd
Hotel Endsleigh
J M Connell Building & Roofing Contractors
JJ Britton Building Contractors
Lavish
Magdalen Health and Wellbeing
Mark Rogers Electrical
Matford Arable Systems Ltd
Mayflower Stone Ltd
Mole Valley Farmers
Montpelier Primary School
Nathan McCarter Joinery Ltd
National Trust (Cotehele House & Quay)
Natural Generation Ltd
Nevada Construction
NTG Plumbing and Heating
Peach Beauty
Pensilva Primary School
Plymouth City Council
Poppy Developments Ltd
Princess Yachts
Redmoor Ltd
RPB Motors Callington
Sir Robert Geffery's Preschool
Sir Robert Geffery's School
St Dominic CE VA School
St Leonards Equestrian Centre
St Mellion CE VA School
St Mellion International Resort
Stoke Climsland School
Tamar Valley Donkey Park
Tamar Valley Pre-School
Tavistock Community Primary School
Tecalemit Garage Equipment
The Art and Frame Centre
The Barn Climbing Centre
The Cornwall Bakery (Westward Laboratories Ltd)
The Immaculate Group SW
The Lighthouse Community Centre CIC
The Manor House Inn
Transferable Skills Training (TST)
Trethorne Golf Club
WeDoFootball Ltd
West Pharmaceutical Services Cornwall Ltd
Wildanet Ltd
Woolford Electrical Ltd
Yogurt Hair Design
Zero Gravity: Academy of Gymnastics and Trampoline

Placements that were used in 2025

A J Wilson & Co
Addison Care Home
Alistair Kinsey Hearing & Mobility
Ambrosia
Appleby Lodge Home Care
Appleby Westward
Archway Dental Surgery
Babcock
Bickleigh Down Church of England Primary
Billacombe Tavern
Bude Hair Hub
Callington Primary School
Calstock Primary School
Cancer Research Newcastle University
Caradon Hill Trekking and Equestrian Centre Ltd
Christian McCartney Fencing and Decking
Chyvarhas Residential and Nursing
CJ Arenas
Clare Law Fine Artist
CO-OP in Tavistock
Coffee and Cream, Tavistock
Colin Swinburne Electrical Services
Coppa Valley Primary Academy
Cornish Bakery Cornish Bakery
Cornwall Council
Crediton Milling Company
Delaware Pre-school
Dougal Ticehurst Restoration Builder
Duchy College
Ell's Hair and Nails
Ellis Vets
Francis Stone Walling & Patios Ltd
Gavin Langford Architects
German Shepherd Rescue Elite
Gulworthy Primary School
Hallum Vets
Harbourside Fish and Chips
Harrowbarrow Primary School
Indiesonics
JJ Building and Renovations
JMC Building
K R P Electrical
Kevin Cocks – Vacuums
Lanoyce Nurseries
Lavish Callington
LC Holsworthy Ltd (Lely)
Live Wire Youth Music
Manor House Inn
Maximillian Hair dressers
Mayflower Stone Ltd
Meddent Outreach - University of Plymouth
Miners Choice
National Trust Cotehele
Navy
Neil Tucker Electrical
NHS
Nudge Community Builders Plymouth
Odds and Buds Florist
Olive Beauty
Pensilva Stores
Polmartin Riding Stables
Quethiock Primary School
Radlands Haulage
RAF St Mawgan
Reco Energy
Rif World Wide
Roger Young Landrover
Royal Cornwall Hospital Trust
Rugged Interactive
Sadler & Bourne Ltd
Samworth Brothers Group IT
Security Dynamics
Serco Maritime Services Devonport
Somerset Bridge Group
South Petherwin Pre-school
Southcott Financial Planning Ltd
St Cleer Primary School
St Leonards Equestrian Centre
St Luke's Hospice Shop
St Mellion Estate Int. Resort
St Mellion Primary School
Stags Estate Agents
Sterts Arts Environmental Centre
Steve Hoskin Construction
Stoke Climsland Primary School
SwellRock Construction Compliance
Tamar Valley Garden Centre
Thai Healing Practitioner
The Barn Climbing Centre
The Creative and Digital Academy
Transferable Skills
Tresallick Farm
Trewartha, Gregory and Doidge Limited
Wales and West Utilities
Werrington Primary
Westcountry River Trust
Western Mechanical Handling Ltd
Woodford Electrical
Wyld Thyngz
Yogurt Hair Design

Placements used in 2026

Allied Healthcare
Anna's Hair and Beauty
Appledore Farm
Applejack Barn
Applejack Barn
Babcock International
Blue Banana
Callington Library
Callington Primary School
Calstock Primary School
Castle Air Aviation Group
Celtic & Co.
Celtic Stone Conservation
Cholwell Riding Stables
Coads Green Primary School
Copper Valley Infant Academy
Cornwall Council 20 - 24th July
CPL Building
D Sands Repointing and Property Maintenance
D&M Building
Dawe, Hawken & Dodd
DB Pluming
Delaware Preschool
Derek Gow Consultancy
Derriford Hospital
Duchy College
Earl and Crocker Solicitors
Ecological Surveys LTD
Elite Glazing
Flowers by Donna Cornish
Gardiner and Theobald
Hacks Ltd Saltash
Hamblys Ltd
Harrowbarrow Primary Academy school
Helluva Pasties
Hillfort Primary School
Honicombe Manor & Tamar Valley Holidays and Leisure Ltd
Hunts Taekwondo
KD Detailing
Kelliwik K-9 Care
Kernock Park Plants
KOA Beauty Lounge
Lerryn River Stores
Liskeard Library
Long Orchard Livery Yard
Louis Tea Rooms
M I Pengelly Building
Malcolm Barnecutt Bakery
Marie Hewitt at The Window Dresser
Martin Perry Associates
Matki PLC
Moo Free
Motor Parts Direct
MVV Environment Devonport
Nathan McCarter Joinery
National Trust Cotehele
Nete Property Services
Oakmount Control Systems Ltd
Optimum Coaching & Education
PCS Medical services
Pensilva Primary School
Plymouth University
Poppy Developments
Powerfactor Electrical Contractors
Reco Energy
Ron's Pet Supplies
Royal Cornwall Hospital - Knowledge Spa Truro
Royal Eye Infirmary University Hospitals Plymouth NHS Trust
Selleck Nicholls Homes
Sir Robert Geffery Primary School
Sir Robert Gefferys Pre-School
Smallridge Bros Ltd
Solstor UK
St Lukes Hospice Charity Shop
Steve Hoare Agricultural Engineer
Steve Hoskin Construction Ltd
Stoke Climsland Primary School
Tamar Aquatics
Tapi Carpets and Flooring
Tavistock Hospital (Livewell Southwest)
Tavistock Physiotherapy Clinic
Tech Cornwall - Mission to Mars
The Cornwall Bakery Samworth Brothers
The Family Law Company
The Manor and Ashbury Resorts
The Manor House Inn
The Story of Emily
The Udder Farm Shop
Trelowen Flowers
TS partners
University Hospitals Plymouth NHS Trust
Upton Cross Academy
Vaughans @ Thirty Four
View Property
Werrington Primary School
Western Mechanical
Westward Laboratories
Whitchurch Primary School
Willmott Dixon Construction Ltd
Woolford Electrical
Yogurt Hair Design
Zoe Rowlands Childminding