

Parental Information for Year 10

Modern Work Experience/Mock Interview

12th – 16th July 2027

Year 10

Work experience is a key part of the careers program for 2026/27 and as such, we are offering all students an opportunity to attend a week's placement during:

Monday 12th – Friday 16th July 2027 (5 Days in total)

This will be an opportunity to either attend in person or virtual placement and can include placements with family or friends. Giving all students the opportunity to gain a real insight into a working environment; it does not need to be career linked but is more about employer engagement.

Mrs Vernon will be offering support, and we would actively encourage all students to find their own placements for this week.

Work experience in Year 10 does not need to focus on career aspirations as there will be opportunities for this in the sixth form, but more as a platform to gain employability skills and the experience of a working environment. We are more than happy if students would like to consider attending parents or friend's places of work. It is important for them to experience a wide range of activities and reflect upon the opportunities given to help make informed choices about potential pathways in the future.

Mock Interviews:

To help support this process we will also be using personal development lessons in terms 3 and 6 to cover topics such as how to create a CV, covering letters, applications, mock interviews, and interview techniques. All lessons will build to an opportunity for students to participate in a Mock Interview on **Wednesday 12th May 2027**.

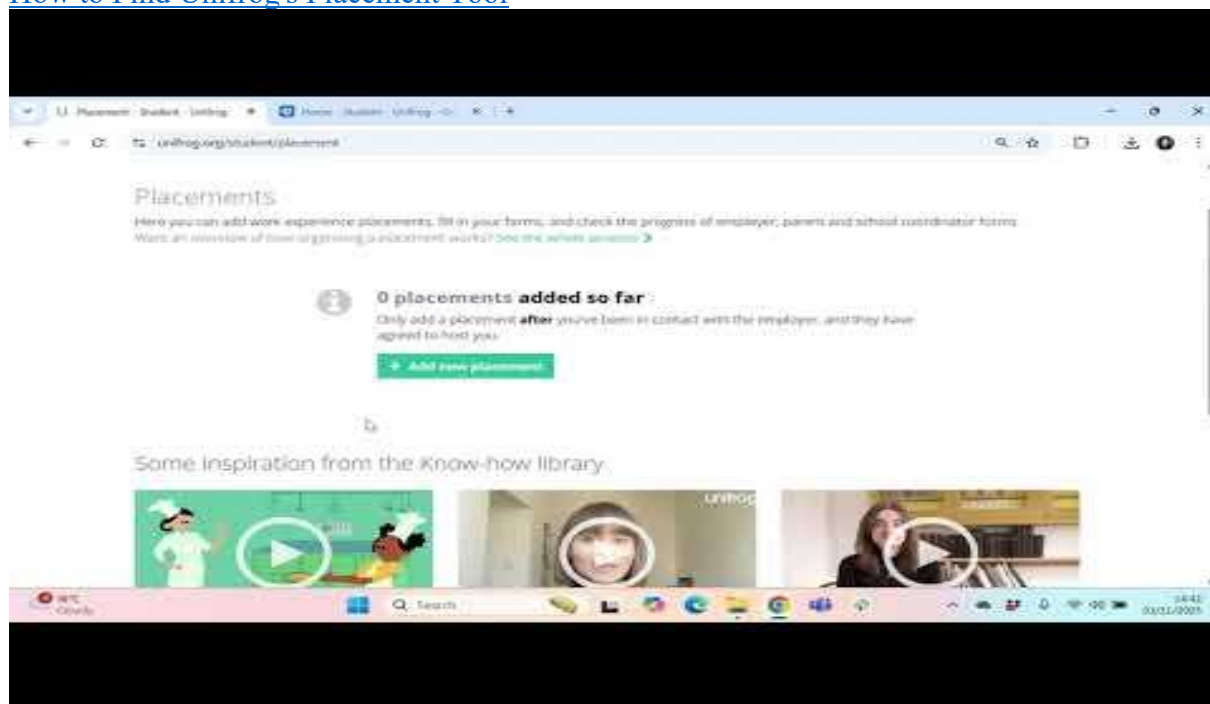
For this event, we invite local business representatives into school who will interview and give feedback to each student in preparation for work experience this also helps to build key skills when looking for their first job. Details will follow nearer the time.



How to log and confirm and confirm your work experience placement:

For confirmation of work experience placements Mrs Vernon, will require all in person placements to be uploaded to the students individual unifrog accounts. Using the placement tool. Details and information as to how to complete this will be shared during the PSHE lessons in Term 3. However, to get ahead I have also attached a link below:

[How to Find Unifrog's Placement Tool](https://unifrog.org/student/placeholder)



Once uploaded the placement will be asked to complete an online form with all the required information. Following the completion of this information, an email will then be sent to the parent/guardian listed as the primary contact to be authorised. Finally, once authorised via a parent/guardian it will come back into school and Mrs Vernon will complete the final checks and sign of the placement. At this stage the placement is ready to go.

A placement **cannot** be authorised until all online paperwork, and signatures have been received and confirmed by Mrs Vernon

If you feel you or your employer can support a student with a placement, please do get in contact with Mrs Vernon.

Work Experience Timeline: Terms 2 & 3

- Make a list of companies that are of interest. See Mrs Vernon for suggestions and contact details as required (October to March)
- Speak to Family and Friends to offer suggestions and contact details
- Make contact as early as possible to request a placement for July 2027. Requests can be made by email or in person.
- On confirmation please then submit the details through the placement tool on Unifrog. Mrs Vernon will support with this during PSHE lessons (January onwards)
- A few weeks before the placement contact should be made to confirm working hours, dress code etc...
- During the placement students will be asked to complete a journal of their time and to upload this into their Unifrog account once completed.
- Students will be either visited in person or contacted during the week to see how things are going, any issues should be reported to Mrs Vernon immediately.
- Before finishing the placement, a reference should be completed by the employer to use for future applications this can be found within the journal
- A thank you letter, or email should be sent to the employer for the time spent with them

Any questions please contact Mrs Vernon Head of Careers hvernon@nks.kent.sch.uk or call 01233 620045 ext. 230. Mrs Vernon is happy to meet with students and parents at any time.

DEADLINE

**Work Experience placement confirmations need to be completed in full
by Friday 11th June 2027.**