

Year 10/12

Work Experience/Mock Interview Information

2026

Key Dates

- **Year 10 ONLY Mock Interview Day: Wednesday 18th March 2026**
 - CV completed and printed by **Friday 6th March 2026**
- **Year 10 & 12 Work Experience Placement: Monday 13th July – Friday 17th July 2026**
 - Deadline to submit placement details via **Unifrog: Friday 5th June 2026**

Mock Interview Year 10 ONLY

- 10-minute interview with a local business representative.
- Feedback on both your CV and interview performance given at the end and in writing
- Great practice for:
 - Work experience
 - Part-time jobs
 - Sixth form applications

CV Preparation –

- Using the **Unifrog CV Tool** during personal development lessons to create a bespoke CV
- CV's must be printed and handed to Mrs Vernon by **Friday 6th March 2025**.
- Completed CV's will be used for your **Mock Interview** and given to the interviewer on the day of your interview.

Steps for Work Experience

1. Find a Placement

- Consider options in Year 10 –placements are not required to be career linked more an experience of the workplace.
- Talk to parents/carers, friends, and Mrs Vernon
 - Consider going to work with a parent/carer.
 - Returning to your old primary school.
 - Use the list of local employers provided to consider options
 - Virtual Placements through sites such as Speakers for Schools, Forage and Barclays Life Skills
- Consider options in Year 12 where possible linked to potential career pathways
 - Speak to Family, friends, teachers and Mrs Vernon for suggestions and contacts
 - Contact employers early to confirm a placement

- Virtual opportunities through sites such as speakers for schools and Forage – apply and send confirmation of a placement offer to Mrs Vernon no need to add to Unifrog on the placement tool
 - Register interest in programs such as Barclays life skills to complete as part of work experience
 - Support in school as part of the enrichment week by approaching Heads of Department - if confirmed no need to add to Unifrog but please let Mrs Vernon know
2. **Contact the Employer**
- Preferably by **email** first. (example attached below)
 - Include:
 - Your name
 - School name
 - Email address
 - Dates of placement (**13th–17th July 2026**)
 - What you hope to achieve during the placement.
 - Link to career path if appropriate
 - Mrs Vernon's contact details as the Lead for Work Experience
hvernon@nks.kent.sch.uk
3. **Collect details required from the employer**
- Full company name
 - Contact name of the person responsible for you
 - Their email address
 - Full postal address of the company
 - Parent's email address
4. **Submit on Unifrog**
- Make sure you can log in (username = school email).
 - Add all details to the **Placement Tool**.

Watch the guide video: Unifrog Placement Tool Video
cdn.unifrog.org/video/n193u79dee/720.mp4

Email example - Work Experience Placement Request

Dear [Recipient's Name/Manager],

My name is [Your Name], and I am a Year 10 student at The Norton Knatchbull School. I am writing to enquire about the possibility of completing a work experience placement with your company from **Monday 13th July to Friday 17th July 2026**.

I am particularly interested in gaining insight into [briefly state your interest, e.g., “how your team works in customer service” or “learning more about the creative process in your industry”]. I believe this experience will help me develop valuable employability skills such as communication, teamwork, and problem-solving.

If you can offer a placement, please let me know what steps I need to take. I would be happy to provide any additional information you require.

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

Kind regards,

[Your Full Name]

[Your School Name]

Email: [Your Email Address]

Phone: [Optional]