

WORK EXPERIENCE

Let's make it work

THE CAREERS &
ENTERPRISE
COMPANY

ASPIRATIONAL ABOUT FUTURES



Housekeeping



Please put phones on silent



When exiting, please only use designated exit points and follow lit walkways; do not go through classrooms. In case of the fire alarm sounding, meet at the coach park.



Exit to the rear of the hall



Mr Jones

Careers Strategic Lead

A faint, light blue line-art graphic in the background on the right side of the slide. It depicts a hand holding a pen, positioned as if about to sign a document. The document has some illegible scribbles on it. The entire graphic is semi-transparent and serves as a subtle background element.

ASPIRATIONAL ABOUT FUTURES



PREPARE



ASPIRE



SUCCEED

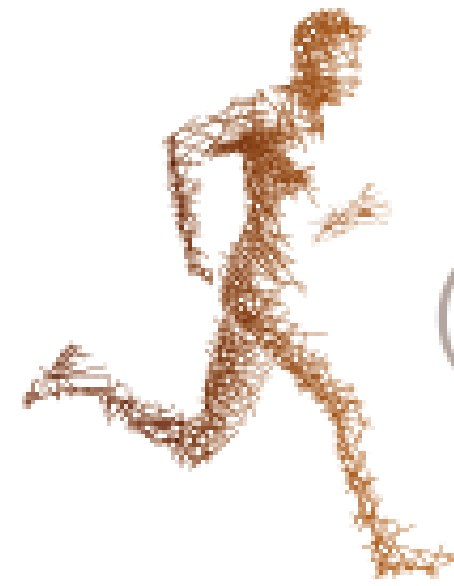
WHAT WE WILL COVER

- **Work Experience Programme Outline**
- **New DfE Guidance**
- **The Quality Framework (Equalex)**
- **Unifrog Placements Tool**
- **Parent Guidance**

*You are the biggest influence
on your child's career*



THE COTTESLOE SCHOOL HAS BEEN AWARDED ALL GATSBY BENCHMARKS



GATSBY

1. A STABLE
CAREERS
PROGRAMME

2. LEARNING
FROM CAREER
AND LABOUR
MARKET
INFORMATION

3. ADDRESSING
THE NEEDS OF
EACH PUPIL

4. LINKING
CURRICULUM
LEARNING TO
CAREERS

5. ENCOUNTERS
WITH
EMPLOYERS AND
EMPLOYEES

6. EXPERIENCES
OF
WORKPLACES

7. ENCOUNTERS
WITH FURTHER
AND HIGHER
EDUCATION

8. PERSONAL
GUIDANCE

Local Opportunities

Priority growth sectors: Buckinghamshire Growth Plan

Space

Creative
Industries

High-
Performance
Technology

Life Sciences



Cross-cutting skills

- Communication
- Leadership and Management
- Digital (including Generative AI)

Occupations potentially warranting focus to ensure the required local supply of skills

- Associate professional
- Technician level roles
- Skilled trades

Sectors in focus for skills shortages

- Engineering
- Construction
- Digital Technologies
- Film & TV / Creative Industries
- Health and care related

Sectors under review for skills gaps

- Land-based occupations
- Hospitality and Tourism
- Life Sciences

Mrs Gunn

Careers Coordinator



PLEASE STAND UP



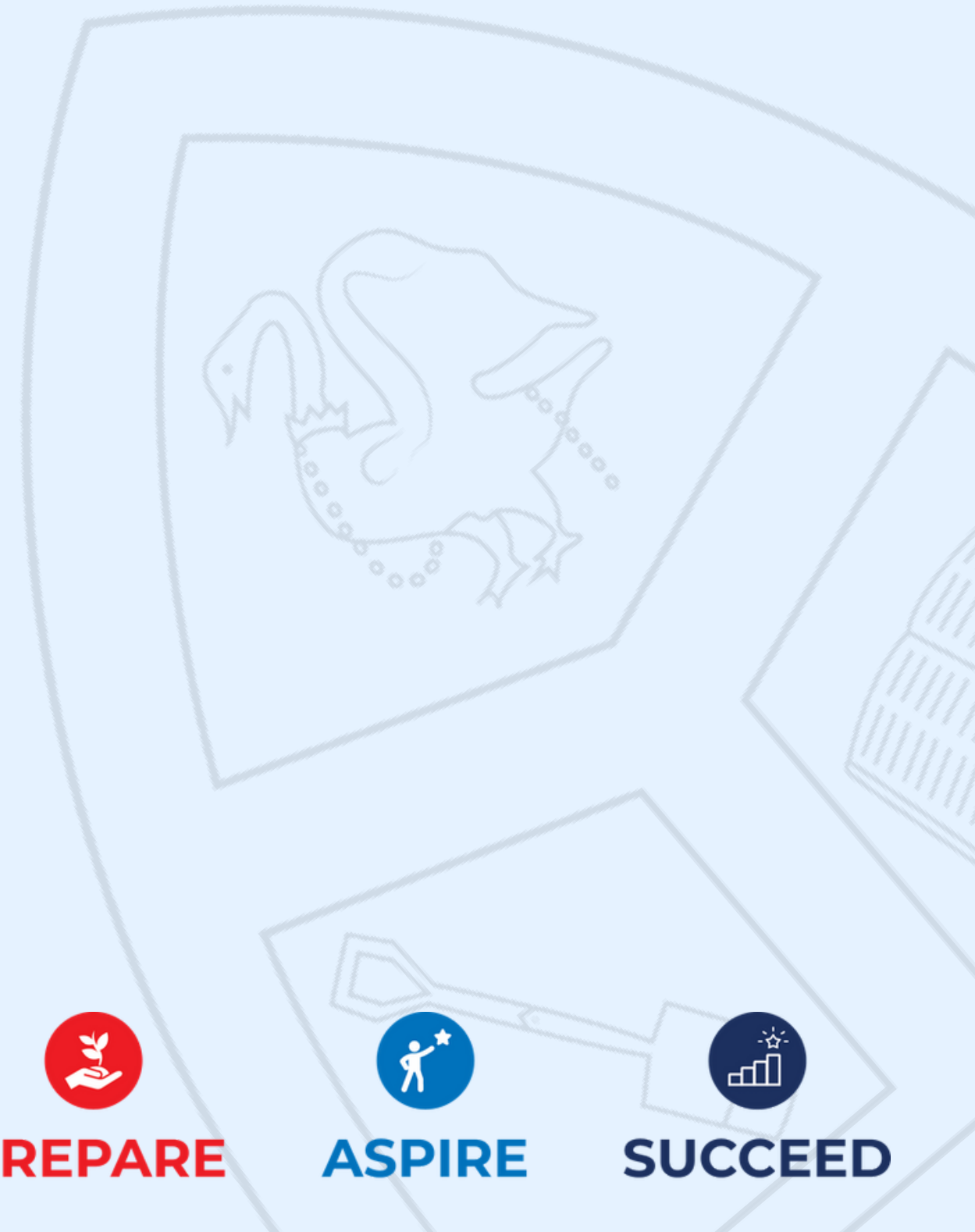
PREPARE



ASPIRE



SUCCEED



Did you do work experience at school?

STAY STANDING IF YOU DID



PREPARE



ASPIRE



SUCCEED

Did you find it and secure it?

STAY STANDING IF YOU DID



PREPARE



ASPIRE



SUCCEED

Did you find it beneficial?

STAY STANDING IF YOU DID



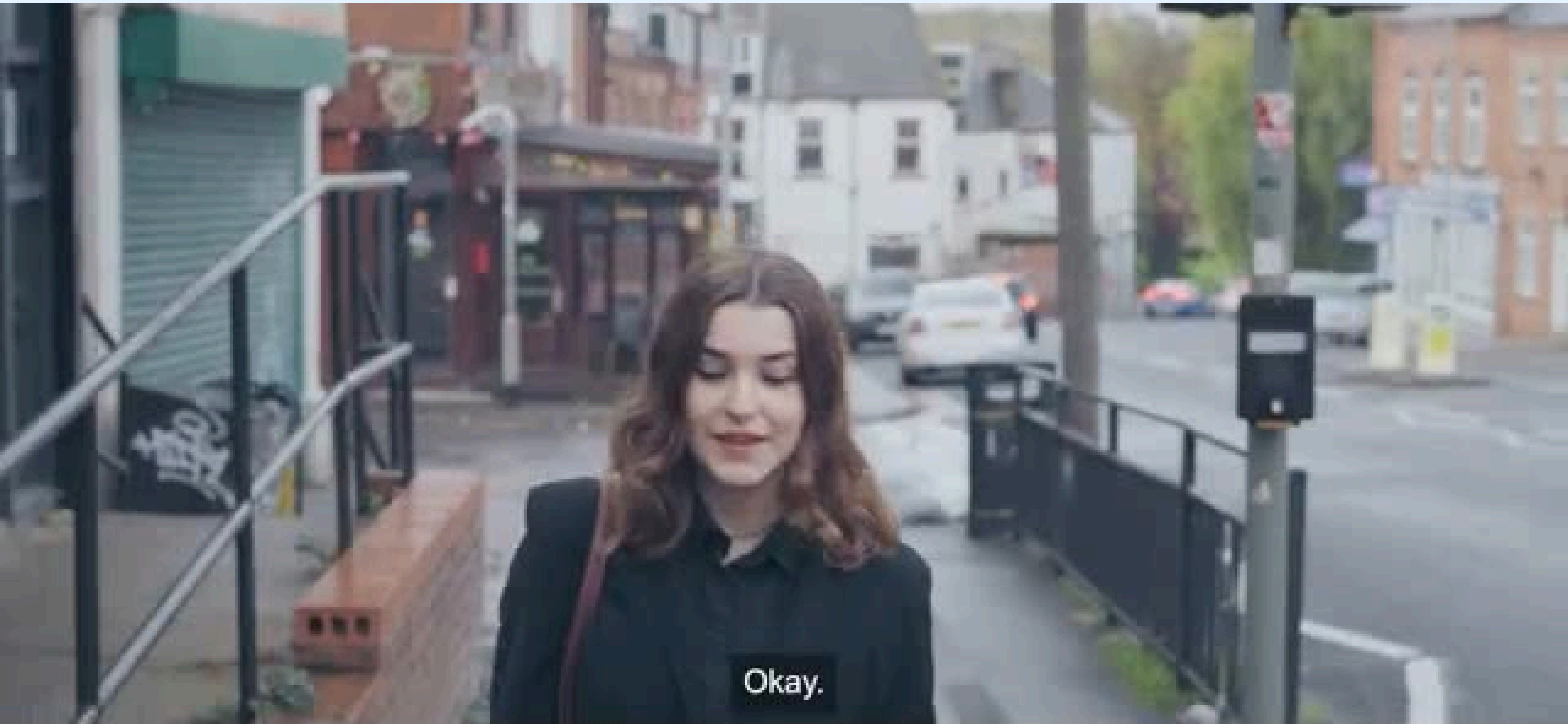
PREPARE



ASPIRE



SUCCEED



Okay.

Changes to the Benchmarks

GB 6: Experiences of Workplaces

Major Change: Schools are now encouraged to look beyond the "one-week block" of work experience. **The new goal is two weeks total: one week in Key Stage 3 (Years 7-9) and one week in Key Stage 4 (Years 10-11).**



PREPARE



ASPIRE



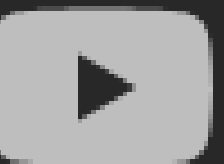
SUCCEED



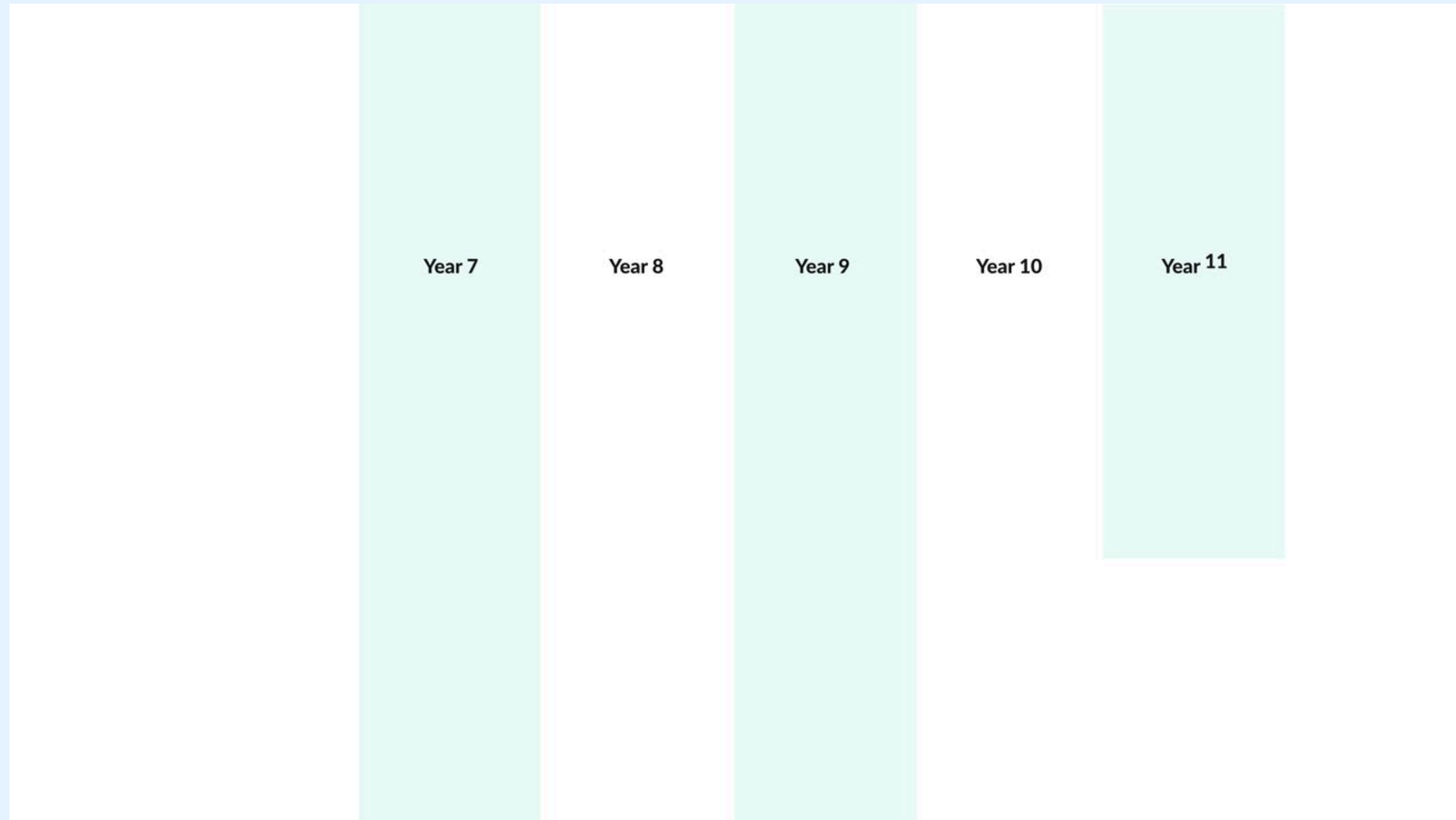
Watch video on YouTube

Error 153

Video player configuration error



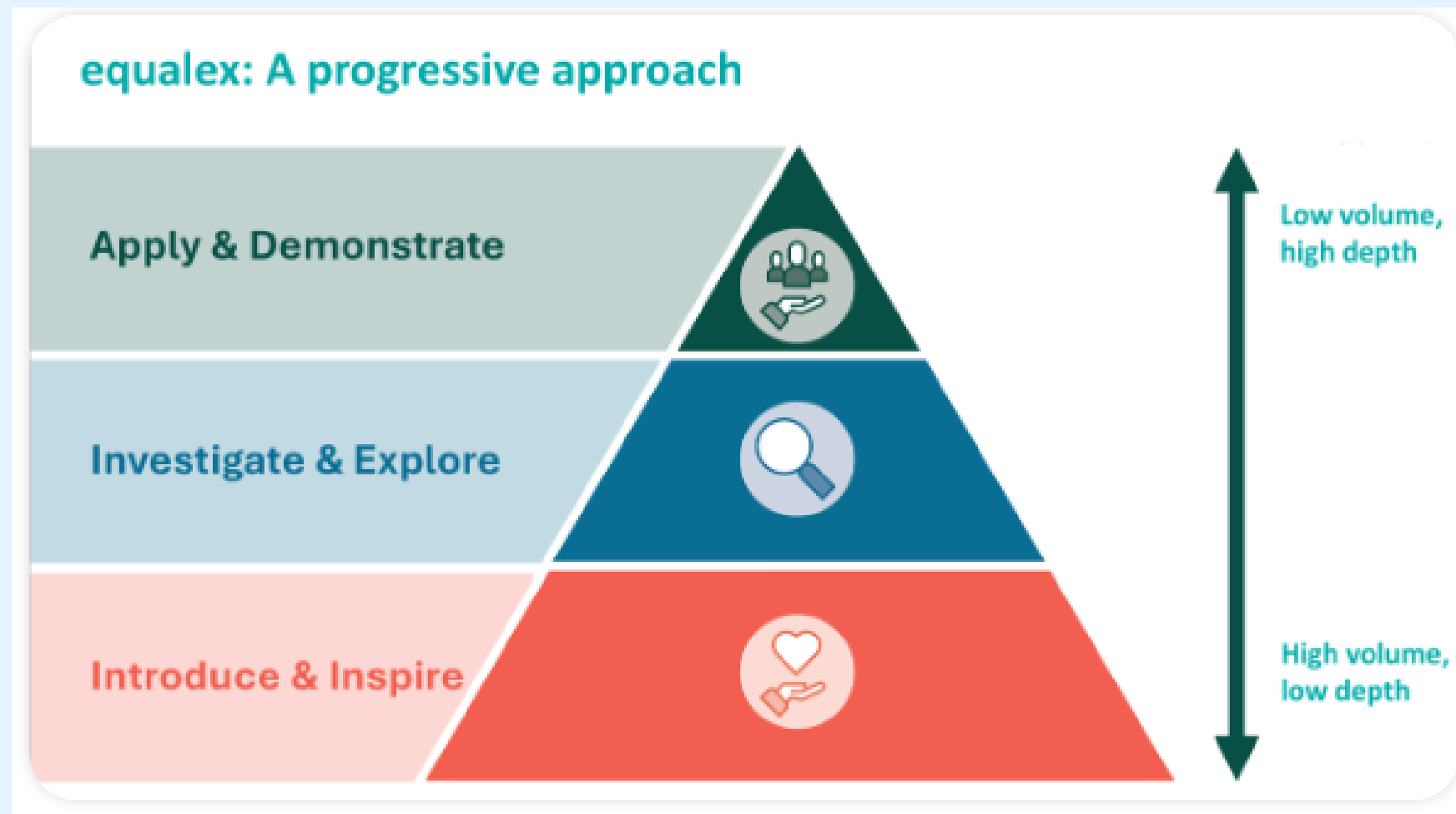
How will we implement the changes?



equalex learning outcomes and objectives framework



PREPARE



What is equalex?

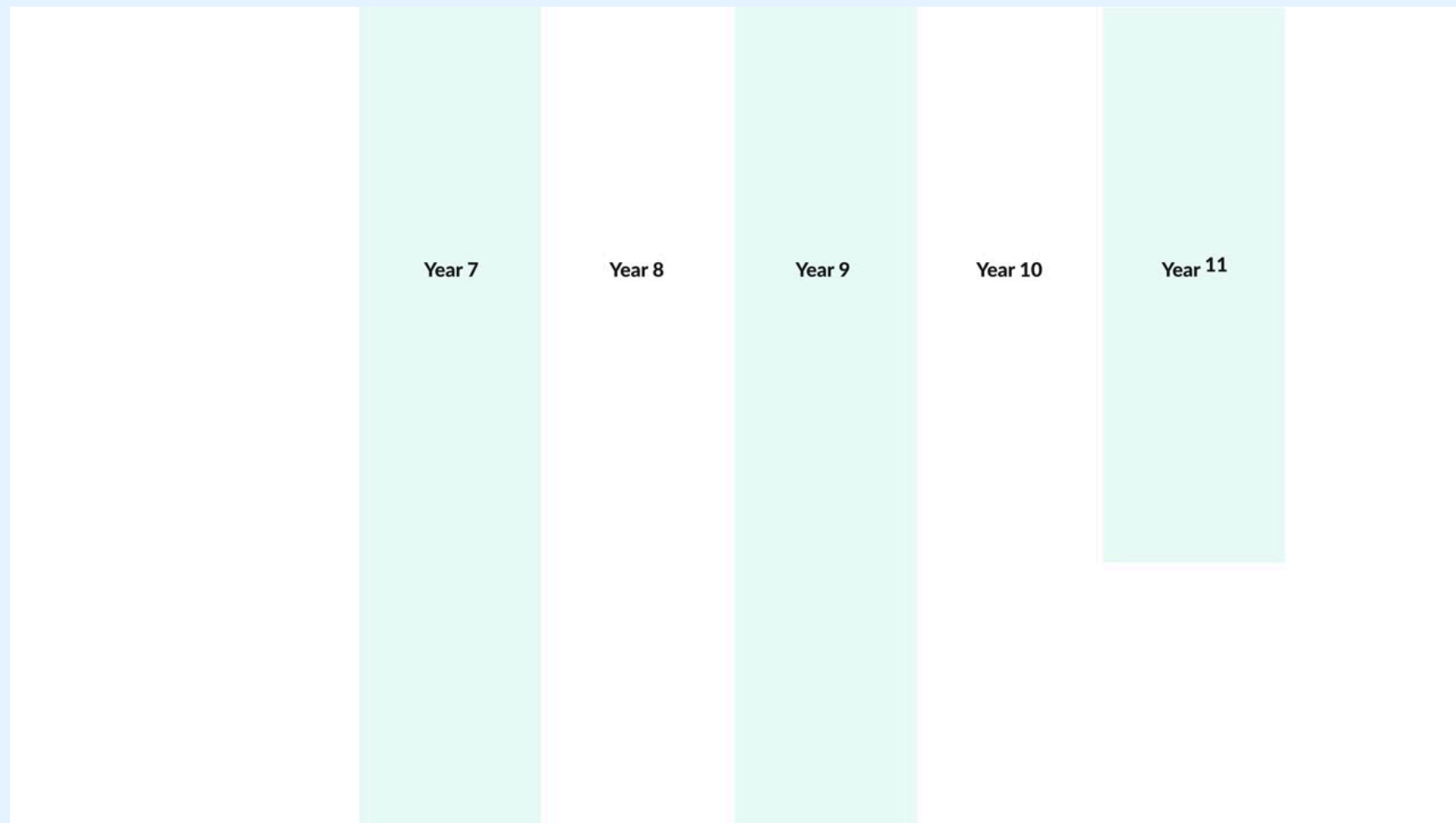
- A framework of structured, progressive learning outcomes to raise the quality of work experience for learners
- A multi-year, multi-experience model supported by the curriculum and accessible to **ALL** learners
- A tiered approach providing a structure offering breadth and depth of workplace experiences



Key features of equalex



PREPARE



Meaningful: A model that uses a set of progressive learning outcomes underpinned by learner level objectives to support high quality, **meaningful work experience**

Multiple: A minimum of 10 days' worth of work experience throughout secondary education - tailored days or **blocked time periods, hybrid, virtual etc**

Equitable: Designed to support workplace experiences for all learners, in all settings, tailored to individual needs

TCS Careers Planner

2025/26



Year	Sep	Oct			Nov		Dec		Jan	Feb		Mar		Apr	May	Jun		Jul							
Autumn									Spring						Summer										
Year 7		Careers Classroom Watch and Sign in to unitlog			Futures Information Evening		Introduction to unitlog Assembly Careers Assembly		Careers Assembly National Apprenticeship Week		Careers Fair	National Careers Week Careers Assembly		Careers Assembly		Careers Assembly			External Speakers/Visits						
Year 8		Careers Classroom Watch and Sign in to unitlog	Careers Assembly - Launch of WEX with Parents			Futures Information Evening		VPE Assembly		WEX Success Evening	Careers Assembly National Apprenticeship Week	Careers Fair	National Careers Week Careers Assembly		Careers Assembly		Careers Assembly	Careers Exploration Day	Curriculum Specific						
Year 9		Careers Assembly - Launch of WEX with Parents			Futures Information Evening		VPE Assembly		WEX Success Evening	Careers Assembly National Apprenticeship Week	Careers Fair	National Careers Week Careers Assembly		Burke Skills Show	Careers Assembly		Careers Assembly	Careers Exploration Day	Parent Engagement						
Year 10	Army Assembly		Creative Media Skills Institute	Post 16 Intentions Unitlog			Futures Information Evening	Careers Assembly - Launch WEX		Burke College Group		WEX Success Evening	Careers Assembly National Apprenticeship Week	Careers Fair	National Careers Week Careers Assembly		Burke Skills Show	Careers Assembly		Careers Assembly	WEX	Year 10 into Year 11 Transition	WEX Unitlog Unitlog (Continued)		
Year 11	WEX Making Tracks to Construction	Army Assembly	Post 16 Intentions Unitlog	Maths Form Open Evening with PE Providers	ABC Talk Khadijah - Midwifery		Futures Information Evening		Geography's Skills Talk Archaeology	VPE Assembly		Next Phase Academy	Progression Evening	Careers Assembly National Apprenticeship Week	Careers Fair	National Careers Week Careers Assembly		Careers Assembly		Careers Assembly				Careers Team	
Year 12	Careers in the Sixth Form Assembly		Schools Aerospace Roadshow Physics Students	Maths Form Open Evening with PE Providers	ABC Talk Khadijah - Midwifery	Careers Assembly - Year 12 Transition	WEX Assembly	Futures Information Evening	Geography's Skills Talk Archaeology	Careers Assembly	WEX Luke Clarke Developing yourself outside the classroom	ABC - Harvey B	Careers Assembly	Careers Assembly National Apprenticeship Week	Careers Fair	National Careers Week Careers Assembly		Burke Skills Show	Careers Assembly	Careers Assembly	Careers Assembly	UCAS Fair	Work Interviews	Careers Assembly	Trip
Year 13	Careers in the Sixth Form Assembly		Schools Aerospace Roadshow Physics Students	Maths Form Open Evening with PE Providers	ABC Talk Khadijah - Midwifery	Careers Assembly	Careers Assembly	Futures Information Evening	Geography's Skills Talk Archaeology	Careers Assembly	WEX Luke Clarke Developing yourself outside the classroom	ABC - Harvey B	Careers Assembly	Careers Assembly National Apprenticeship Week	Careers Fair	National Careers Week Careers Assembly			Careers Assembly	Careers Assembly	Careers Assembly			Careers Assembly	ABC Talk

KS3

INTRODUCE AND INSPIRE

Careers Exploration Day

YOUR FIRST LOOK AT THE WORLD OF WORK

Year 8 - Tuesday 7th July and Year 9 - Wednesday 8th July



Key Stage 3 Work Experience

Key Stage 3 Work Experience at The Cottesloe School

 The Cottesloe School /

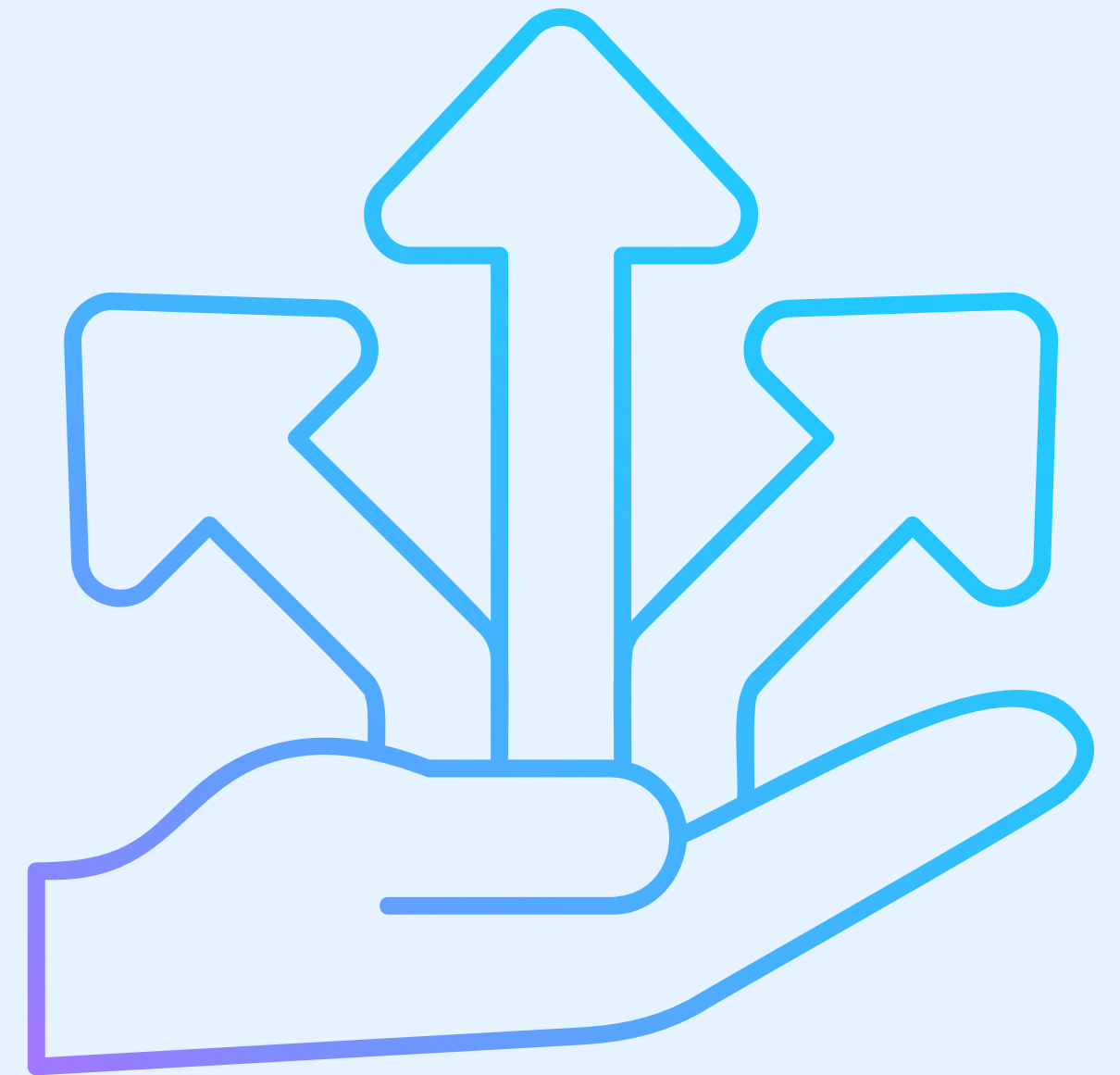
What is the Careers Exploration Day?

THE OPPORTUNITY

- They will spend **one full school day** with a trusted adult **a parent, carer, or family friend at their workplace.**
- This is a chance to shadow and **see a real, professional environment in action.**



PREPARE



The Dates

SAVE THE DATE



PREPARE

- **Year 8 students:** Your day will be Tuesday, 7th July.
- **Year 9 students:** Your day will be Wednesday, 8th July.
- These are official school days, so participating means you are **excused from attending school** on that day.



Why Is This Opportunity So Valuable

WHY DO IT?



Observe



Ask

Build



**BUILD
SKILLS**

Observe and Learn

- They will watch how adults:
 - **manage** daily tasks
 - **interact** with their colleagues in meetings
 - handle **responsibility**
 - even how they **manage their time.**
- They will see what a **real job looks like.**



This is crucial information as they start to pick your GCSEs and future pathways.

Ask Questions

- The **biggest advantage**. They are in a safe, supportive environment with **someone they know and trust**.
- They have permission to ask **everything**:
 - "How did you get this job?"
 - "What qualifications do you need?"
 - "What is the hardest part of your day?"
 - "What's the best part?"



This is the ideal setting to get honest, insider answers about a specific career

Build a Foundation

- Even this one day helps you **build confidence**. It demystifies the idea of an office, a workshop, a hospital, or a studio. It makes the world of work feel **accessible**.
- It's a fantastic **starting point**.

**BUILD
SKILLS**

In Year 10 you will go out for 8 days work experience, this will PREPARE YOU in what to expect and what is expected of YOU

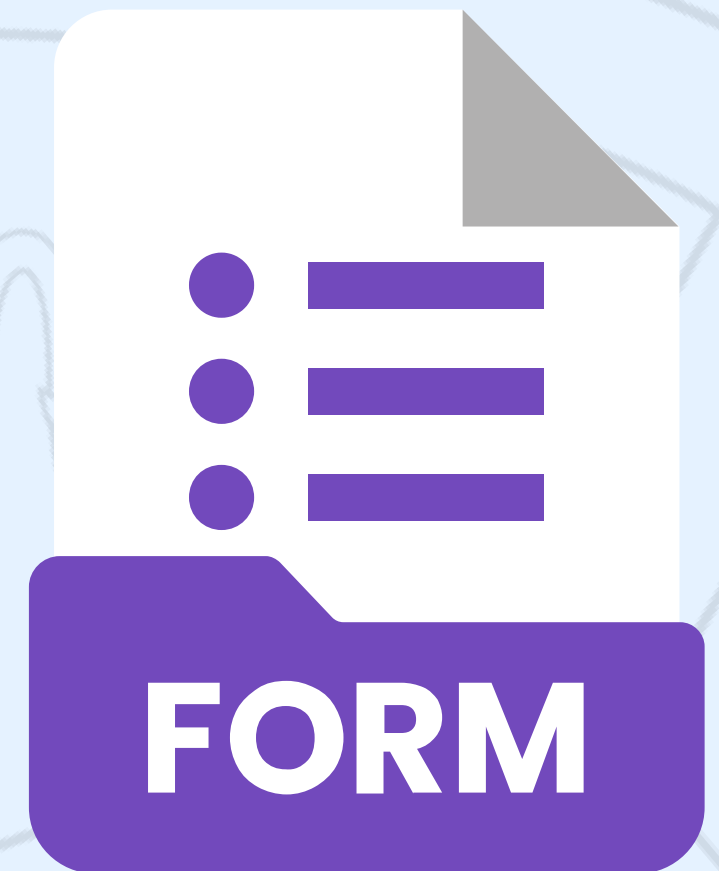
CONSENT FORM



SUCCEED

These have been emailed home, these forms need to be completed by the adult who will be supervising you and your parent/carer.

The form confirms that the workplace is happy to host you for the day and that all necessary safety checks are in place.



KS4 - Years 10 and 11 Investigate and Explore

Year 10 Work Experience

YOUR FIRST REAL EXPERIENCE OF THE WORLD OF WORK
Monday 13th July – Wednesday 22nd July 2026



Key Stage 4 Work Experience

Key Stage 4 Work Experience at The Cottesloe School

 The Cottesloe School /

The Details



PREPARE

- **WHEN:** Monday 13th July – Wednesday 22nd July 2026
- **WHERE:** A placement of your choice
- **WHO:** Every single Year 10 student

178
DAYS
TO
GO

Fail to plan: Plan to Fail



PREPARE

*My parents are
sorting it for me*

178
DAYS
TO
GO

**I HAVE LOADS
OF TIME**

It's ages away!

*The school
should do it for
me*



SUCCEED

It is **YOUR CHILD'S**
responsibility to find a
placement.

**Your child is the CEO of their
career search. We are their
board of directors**

We do not hand them out

The process of researching, cold-calling, and interviewing **provides as much value as the work experience itself**



Mastering the Art of the Approach

- **Research:** Identifying the right fit.
- **Outreach:** **Building a professional approach** via phone, email, and in-person visits.
- **Presence:** Practicing the **'Personal Brand'** that wins the role."

PROFESSIONAL
APPROACH

Personal
Brand

Why?

- Employers **value initiative above all else.** When a student reaches out personally, it demonstrates the '**buy-in**' and **professional maturity** that hiring managers crave."
- We don't just want them to have a job; we want them to have the **agency to get any job.** Over-parenting the process removes the opportunity for them to **build their 'professional muscle'**.
- In a post-COVID world, **interpersonal communication is a competitive advantage.** This process is a safe environment to master those skills

buy-in
**PROFESSIONAL
MATURITY**

AGENCY



Steps to Success



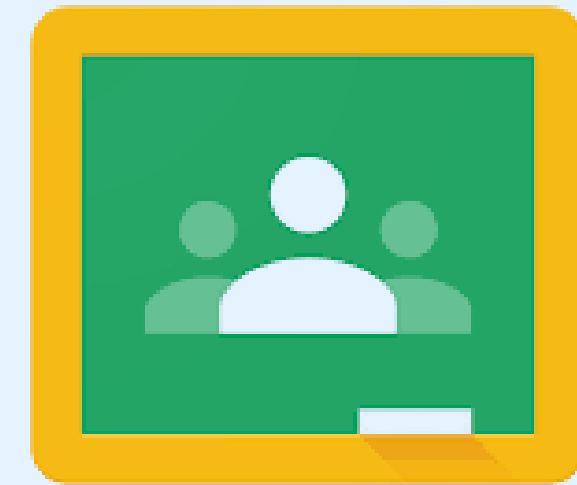
1 CREATE A CV

2 CREATE APPLICATION EMAIL

3 RESEARCH

4 APPLY

5 ENTER ON UNIFROG



Google Classroom

<https://classroom.google.com/w/Njl4Mzg2NDQ5MzY2/tc/NzcxMzgxMDI4Mjl3>



Breaking the Steps Down BY THE END OF

1

CREATE A CV

2

CREATE
APPLICATION EMAIL

3

RESEARCH

4

APPLY

5

ENTER ON UNIFROG

January

FEBRUARY

Márch*


April


Finding the Right Contact

Don't Just Email "Info@": How to Find the Right Person

Students should look for these specific sections to find a human name or a direct department:

The "About Us" or "Our Team" Page:

- **Look for titles** like Office Manager, Practice Manager, or Head of [Department].
- Tip: In smaller businesses, these people usually handle placements directly.

The "Careers" or "Work With Us" Section:

- Larger companies often have a dedicated **"Early Careers"** or **"Work Experience"** link.
- Check the footer (the bottom of the website) for a **"Contact"** link that lists specific office emails rather than just a general inquiry form.

LinkedIn "People" Tab:

- Search the company on LinkedIn and click the **"People"** tab.
- Search for **"HR," "Recruitment,"** or **"Talent."** This gives you a name to address your email to (e.g., "Dear Mr. Smith" instead of "To whom it may concern").

The "News" or "Blog" Section:

- Often, the person who wrote a recent company update or press release is a key contact in marketing or management.



KS5 - Years 12 & 13

Apply and Demonstrate

Year 12 & 13 Work Experience

CAN BE TAKEN ANY TIME

 **Link**



Key Stage 5 Work Experience

Key Stage 5 Work Experience at The Cottesloe School

 The Cottesloe School /

Work experience is a vital part of your journey through Sixth Form

Undertaking a work experience placement during your Sixth Form years offers a multitude of benefits that will significantly enhance your personal and professional development:

- **Informed Career Choices**
- **Skills Development**
- **Boost UCAS Application**
- **Networking Opportunities**
- **Personal Growth**



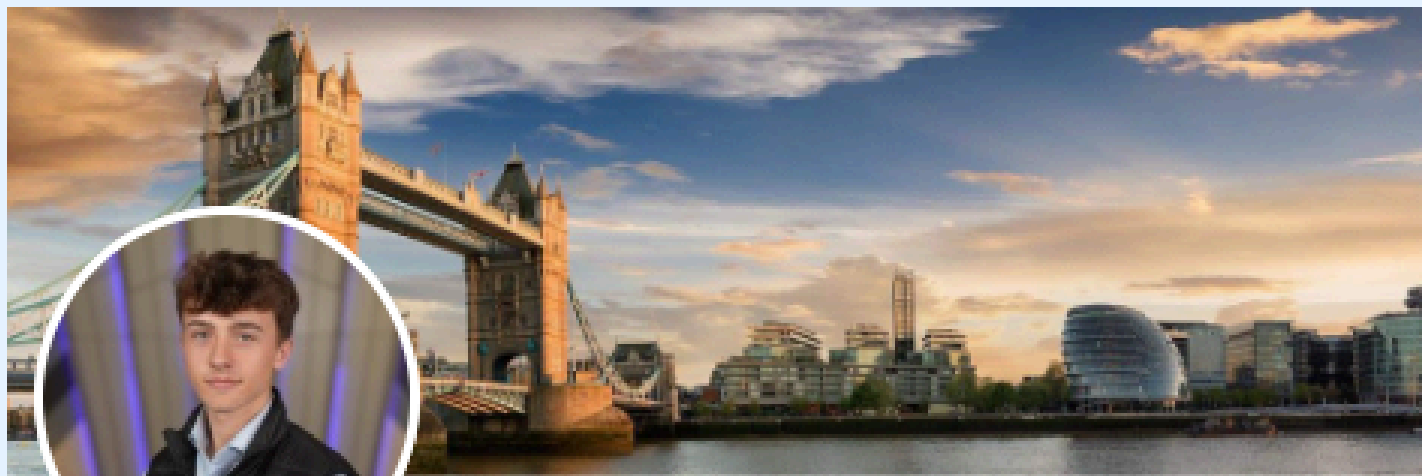
Alfie Price

Year 13



LinkedIn **MAKING IT WORK FOR YOU**

<https://www.linkedin.com/in/pricealfie/>



Alfie Price · 1st
Student at The Cottesloe School. Aspiring degree apprentice in Finance.
Leighton Buzzard, England, United Kingdom · [Contact info](#)
500+ connections
Laura Kay, Claire Hooley, and 85 other mutual connections

[Message](#) [More](#)

About

I'm a highly motivated sixth form student with a strong academic background and a genuine interest for the dynamic world of finance. I am particularly interested in areas such as asset management, wealth and financial advisory, where analytical thinking and decision-making are key.

Through work experience placements, I have developed:

Communication: From presentations to client meetings, I have grown confident in articulating my ideas and listening to others.

Analytical thinking: My A-level studies have honed my ability to gather evidence, and construct logical arguments.

Teamwork and initiative: Whether leading a team or contributing to global case studies, I strive for excellence.


Adaptability and time management: I have learned to manage my time effectively in a fast-paced environment.

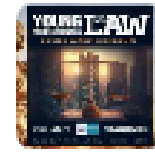
I have taken part in various extracurricular activities, which have deepened my understanding of the world and myself.

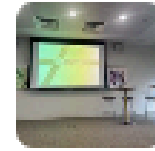
Top skills
Interpersonal Skills

Activity

684 followers
[Posts](#) [Comments](#) [Images](#)

Alfie Price posted this • 4mo
 Last week I had an amazing opportunity to complete work experience with [Fidelis Insurance Group](#). During this week I was situated within the legal team, expanding my knowledge and experience of not only Law but also Insurance. ...
35 likes
6 comments

Alfie Price posted this • 6mo
 Recently I had the exciting opportunity to attend the [Young Professionals](#) 'Get Into Law' virtual work experience hosted by [Dan M.](#) The agenda consisted with talks from [Linklaters](#), [Fragomen](#) and [The University of Law](#) providing me and other aspiring students an exciting insight into career routes for Law. ...
28 likes
6 comments

Alfie Price posted this • 8mo
 Today I had the opportunity to attend the 'ACCESS' work experience insight day hosted by [Clifford Chance](#). It was a great insight into the large range of law practices that Clifford Chance provide and also 1 ...
49 likes
7 comments · 2 reposts

[Show all posts](#) →

WEX PLACEMENTS


J.P.Morgan


accenture

Goldman
Sachs




LLOYDS BANK

 **Alfie Price** • 1st
Student at The Cottesloe School. Aspiring degree apprentice in Finance.
7mo • 🌐

Today I had the opportunity to attend the 'ACCESS' work experience insight day hosted by [Clifford Chance](#).

It was a great insight into the large range of law practices that Clifford Chance provide and also to have the opportunity to understand more about the 'ACCESS' programme that this firm offers.

Other than finding out more about Clifford Chance, I was able to:

- Network with numerous individuals in the firm ranging from partners to trainee solicitors and other attendees of this event.
- Learn about the Watson Glaser test and how to succeed when taking the test.
- Take part in an application session providing crucial information regarding mastering applications.

I would like to thank [Uptree](#), [Tiana Locker](#) and the rest of the Early Talent Acquisition team for hosting this insightful event!



THE RISE OF VIRTUAL WORK EXPERIENCE

All years/Anytime

- **Explore Global Companies:** Access placements with organisations that might be geographically out of reach.
- **Work on Real Projects:** Participate in tasks and projects that mirror the day-to-day work of a professional.
- **Develop Digital Skills:** Enhance their proficiency with online collaboration tools and professional software, which are increasingly important in the modern workplace.
- **Great for barriers** - social anxiety and SEND

 **Link**



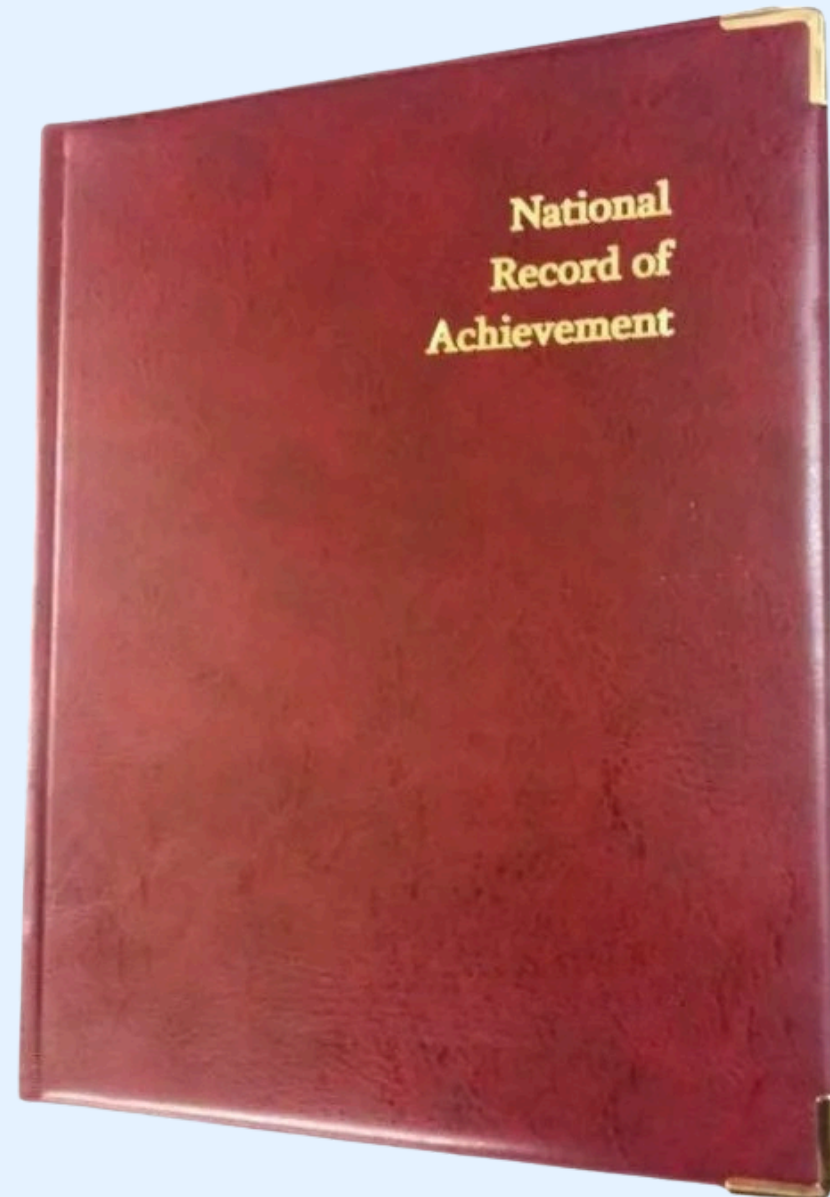
Futures For All the UK's Top Social Mobility Charity
Futures For All is a charity dedicated to improving social mobility, offering young people free access to inspiring talks and work experience.
Futures For All

Virtual Work Experience

virtual-work-experience

 The Cottesloe School /

Record and Evidence



unifrog

unifrog.org/student



Sign In

Sign In?Return=%2Fteacher%2Fhome: We help students compare every opportunity, then apply successfully. We also empower teachers and counselors to manage the...

[u unifrog.org](https://unifrog.org)

 **Link**





Mr Matcham

Careers Advisor

1:1 Careers Advice Interviews will in Years 10 to Year 13



ASPIRATIONAL ABOUT FUTURES



CAREERS EVENTS COMING UP

**COTTESLOE
FUTURE FEST**

**CAREERS
ASSEMBLIES**

**FUTURES
DISCOVERY
EVENING**
Explore Colleges, A-Levels,
T-Levels, UTCs, Apprenticeships,
Universities



**THE COTTESLOE SCHOOL
SIXTH FORM
OPEN EVENING**

**12th February
in the school**



EVERY TERM



More
TBC

TBC



BASE



CENTRAL
TRAINING GROUP

Buckinghamshire Supported Internship
... Changing Lives through Employment ...

TBC November

**FURTHER EDUCATION
PROVIDERS ATTENDING**



Varsity Nine



AND MORE >>

DISCOVER MORE



CHALLENGE



A screenshot of a school website navigation menu. The menu is dark blue with white text and arrows. It includes a 'CLOSE' button with a red 'x' icon, and links for 'Our School', 'Parent Hub', 'Curriculum', and 'Safeguarding'. At the bottom, there are social media icons for Facebook, LinkedIn, Instagram, TikTok, and YouTube. To the right of the menu, there are three video thumbnails: 'Student Hub', 'Careers Hub', and 'Parent Hub'. A blue mouse cursor is pointing at the 'Careers Hub' thumbnail.



ANY QUESTIONS



Resources



Careers Hub

Empower your future at The Cottesloe School. Our Careers Education program equips you with the knowledge and skills to navigate the world of work and make informed...

 The Cottesloe School /



Sign In

Sign In?Return=%2Fteacher%2Fhome: We help students compare every opportunity, then apply successfully. We also empower teachers and counselors to manage the...

 unifrog.org



Career Guidance for Students | Explore Your Future Path

Get career guidance for students aged 11-19 from Futures For All. Start planning your future with resources, advice, and real-world insights.

 Futures For All



Students

Are you still studying but wondering what your next steps could be? We're here to give you the lowdown on what your options are and how to decide on the right choice for you.

 buckskillshub.org



Thank
you!