



Hodgson Academy
Imagine • Believe • Achieve

AT HODGSON, ANYTHING IS POSSIBLE WHEN WE

IMAGINE, BELIEVE, ACHIEVE.

WORK EXPERIENCE 25/26

Miss Scott Y10 Assembly 09/09/2025



Open days



- Saturday 8 November 2025 | 10.30am - 2pm | Everyone
- See all open days and events [here](#)



- Open Evening 5:30PM-8PM 15th Oct 25
- See all open days and evenings [here](#)



Myerscough
College

Saturday 4th October 10am-1pm

See all open events/days [here](#)



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What is it and why do we do it?

Work experience is a short placement—usually 5 days, where you get to spend time in a real working environment. It's a chance to:

- See what a job is really like
- Learn new skills
- Meet new people
- And maybe even discover what you *don't* want to do in the future

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Year 10 Work Experience 11th May – 15th May 2026

Deadline for
placement
applications is
Friday 9th
January



1. Find a placement

- Ask around - is anyone willing to have you with them for a week?
- Research what your interests are and find local companies.
- Call them and see if they offer WEX. If so, ask them if they can fit you in. If not, try somewhere else!

2. Fill in the self-placement form and get it signed by employer

- Fill in the sheet and get the EMPLOYER to sign to confirm they are willing to have you. We then send a copy of this to our WEX organisers to check insurances and visit the placement PRIOR to check all safety precautions.

3. Obtain a copy of the Employer's Liability & hand both sheets into the library.

- You will hand both sheets into the library for processing by Friday 9th January.

You will fill in most of the form and then have it signed by the EMPLOYER at the bottom.

This is IMPERATIVE as they are signing a contractual agreement to have you on site, look after you and deliver work experience for you during that time.

An external company will go through all safety checks to ensure it is safe for you to go.

When you have the signed form, you need a copy of the Employer's Liability Insurance. You will hand both documents into the library.

The company, EBP, will complete their checks.

THEN, and only THEN, will your placement be confirmed.

WORK EXPERIENCE - SELF PLACEMENT FORM

Student/Guardian - School will not accept this form without a copy of the relevant insurance(s)

THE DEADLINE FOR SUBMISSION TO SCHOOL IS: FRIDAY 9TH JANUARY

| | |
|---|--|
| Employer Name & Placement Address | Student Name |
| | |
| | Year Group:10 |
| | Tutor Group: |
| Postcode..... | School/College: Hodgson Academy |
| Name of Contact | Dates of Work Experience: |
| | MONDAY 11 TH MAY – FRIDAY 15 TH MAY 2026 |
| Employer Telephone No. | |
| | |

Mobile No.....

Email address

Work Experience Job Title

Brief Description of Duties

I confirm that:

- We will take all possible care of the student's health and lack of awareness of risks.
- We will ensure that the student performs meaningful work as previously agreed in the job description.
- We will not discriminate on the grounds of gender, race, disability, religion, age or sexual orientation.
- We will inform the school or immediately, should we for any reason have to send the student home.
- We understand that if we have not had a placement visit in the last 6 months by EBPBW then a visit may be necessary prior to the student taking up the placement.
- We have Employers & Public Liability Insurance and will inform our Insurance Co. We have accepted the above-named student for Work Experience. (See attached copy of my employer's liability insurance)

PLEASE ATTACH A COPY OF YOUR EMPLOYER'S LIABILITY INSURANCE CERTIFICATE TO THIS FORM – SHOULD THE STUDENT BE TRAVELLING IN A MOTOR VEHICLE PLEASE CAN YOU ALSO ATTACHED A COPY OF THE RELEVANT MOTOR VEHICLE INSURANCE CERTIFICATE. Please note that the student cannot join you without this information

GDPR By providing your data to us you are instructing us to act as your Data Processor. We will carry out our work in relation to work placements and site visits with you and will hold your details with your instruction. We acknowledge our GDPR responsibilities and will not communicate the data to any other party unless instructed by you to do so, other than the schools/colleges and their students concerned or if HSE request it. Unless otherwise instructed, we will retain your data for a period either dictated to by law or by our discretion (usually no more than 7 years) or after you send newer details/complete a revisit, whichever is the sooner. All files will then be securely and confidentially destroyed. Our privacy notice is available on-line at www.ebpnw.co.uk. Our ICO registration number is: 229835

Signed Date / / Position in Company

This form is available from your form tutor, your year 10 PSHE teacher, Miss Scott, the Library and also reception.

Benefits

- Builds confidence
- Develop key skills
- Experience world of work
- Try a career

Where?

You can go anywhere that has **Employer Liability Insurance** – essential for the placement to be agreed.

Exception: If you plan to work with mum/dad/sister/brother/grandparent – you need to speak to Miss Aspen to check this

Pet groomers, pet shop, vets, pet centre

Printers, art shop, designers

Library, garden centre, charity shop, newspaper, hotel

Construction: Bolton at Home, Heightvale, RJ Martindale

Ideas

Garage, engineering, car showroom

Supermarket, office, IT, radio

Pharmacy, dentist, GP, hospital, medical centre, residential home

Leisure Centre, sports club/centre, football club

Shop, restaurant, café

Nursery, Primary School, Secondary School, kids club

Accountants, Bolton Council, solicitors

Phone call script

Before you call:

- Make sure you know the name of the person you're asking for (if possible).
- Have your school name, dates of your work experience, and a pen ready.

Student:

Hello, my name is [Your Name], and I'm a student at [Your School Name]. I'm calling to ask if you might be able to offer a work experience placement.

Employer:

Hi [Your Name], thanks for calling. Can you tell me a bit more?

Student:

Of course! I'm in Year [X], and as part of our school programme, we're encouraged to do a work experience placement. I'm really interested in [mention the industry or role – e.g., working in retail, learning about engineering, etc.], and I'd love the opportunity to learn more about what you do at [Company Name].

Employer:

When would the placement be?

Student:

The dates are [insert dates], and I'd be happy to fit in with whatever works best for you during that time.

Employer:

Do you have any experience or interests related to this kind of work?

Student:

I've always been interested in [mention a relevant interest or skill – e.g., customer service, design, helping people], and I'm keen to learn more. I'm reliable, enthusiastic, and willing to help wherever I can.

Employer:

Okay, we'll need to check a few things. Can you send us an email or get your school to contact us?

Student:

Absolutely, I can send an email with all the details, or ask my school to get in touch. Thank you so much for considering me—I really appreciate your time.

Employer:

No problem. We'll be in touch.

Student:

Thanks again. Have a great day!



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Email script

Dear [Employer's Name],

Re: Request for Work Experience Placement

I am writing to enquire about the possibility of undertaking a work experience placement at [Company Name]. I am currently a [Year X] student at [Your School Name], and as part of our school programme, we are encouraged to gain experience in a real working environment.

I have a strong interest in [industry or subject area, e.g., engineering, healthcare, business, etc.], and I believe that a placement at your company would provide me with valuable insight into the day-to-day operations of the industry. I am particularly interested in [mention something specific about the company or role if possible, e.g., your work with local clients, your innovative design projects, etc.].

The dates for my work experience are [insert dates], and I would be very grateful if you would consider me for a placement during this time. I am enthusiastic, reliable, and eager to learn. I am confident that I would make a positive contribution to your team and gain a great deal from the experience.

Please let me know if you would be willing to offer a placement, or if you require any further information from me or my school.

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

Yours sincerely,
[Your Full Name]



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Expectations

- You are going on placement. You will not be in school for that week.
- If you don't look for a placement, you may go somewhere that you really won't enjoy as it is not a job you want to go into.
- Not knowing right now is okay! But delaying it won't help.
- You might not get to do everything for the role you apply. E.g. vets/construction.
- Uniform? Workwear?
- You will fill in a Work Experience Journal before, during and after placement. It is a small bit of writing

You will fill in a Work Experience Journal before, during and after placement. It is a small bit of writing that will help you reflect on the skills you've gained. You will forget! So, it is a great tool to capture your brilliant work experience week. It is excellent for interviews for college and jobs! Mock interviews will request this in year 11 too.

My Employers Report On My Work Experience Placement

(EMPLOYER TO COMPLETE at the end of placement)

Employer: _____

Student: _____

Job TITLE/Description: _____

PLEASE ASSESS THE STUDENT'S ABILITIES AS SET OUT BELOW

(tick appropriate, or NA if not applicable):

| Qualities | Excellent | Very Good | Good | Satisfactory | Unsatisfactory *Please comment below if unsatisfactory* |
|--|-----------|-----------|------|--------------|--|
| Attendance | | | | | |
| Punctuality | | | | | |
| Personal Appearance | | | | | |
| Attitude towards job | | | | | |
| Ability to follow instructions and complete jobs | | | | | |
| Initiative | | | | | |
| Practical Ability | | | | | |
| Ability to use technology | | | | | |
| Relationship with supervisors | | | | | |
| Relationship with fellow workers | | | | | |

What you did and when
in time next

| Day 4 | Day 5 |
|-------|-------|
| | |
| | |
| | |

Success

Just wanted to
a part time job



I wanted to pass on the feedback
my team here. They commended
manner. What an exemplary student

Thank you for letting us collaborate
can support in the future with
events.



has now got



apprenticeship and he has
great work experience he
gets.



Next steps



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- Reflect on your skills and interests. Where do you want to go, or would like to learn more about?
- Google local businesses that might fit. Not sure? Ask us!
- Contact the employers you have found by phone using the script.
- Write your email and get confirmation by the employer.
- Give them the filled in self placement form to sign.
- Ask for Employer's Liability Insurance copy.
- Hand both pieces of information to the library for submission and safety checks.

WORK EXPERIENCE 2026

**MONDAY 11TH MAY –
FRIDAY 15TH MAY**

**DEADLINE FOR SELF
PLACEMENT FORMS**

FRIDAY 9TH JANUARY