

## IMPORTANT DATES FOR WORK EXPERIENCE

Work Experience Information Evening Thursday 9<sup>th</sup> October

All forms on Unifrog 23<sup>rd</sup> February 2026

Work Experience Week 13<sup>th</sup> - 17<sup>th</sup> July 2026

## Why is work experience important?

Work experience is a learning activity first and foremost. Committing to a work experience placement doesn't mean you're committing to a career in that industry. So, if you're not sure what you want to do yet, don't panic. Work experience is never wasted as long as you go into it with an open mind, plenty of enthusiasm, and a desire to learn. The most important thing at this stage is to choose something that aligns with your skills and interests, and will challenge you and allow you to grow.

#### **Benefits**

- It builds your self-confidence and allows you to show an employer you have the right attitude to work and that you are flexible, enthusiastic and willing to learn.
- It could help you decide if the career path you have chosen is right for you and you will have the opportunity to network with employers.
- It can give you experience of using transferable skills which you can mention on your CV.
- It gives you a chance to feel what it is like to be a worker, not a student!

## Not sure what type of work experience is for you?

Start by asking yourself a few simple questions:

- What are my interests?
- What types of career paths appeal to me? Apprenticeship, traineeships, university, college.
- What are my strengths and weaknesses?
- What hobbies/interests do I have or clubs I attend and do they relate to any careers?
- You can also ask other people what sort of careers they think you'd be good at.

## Why are we starting so early?

There are approx 4000 students across Plymouth who will be applying for work experience placements for July 2026, meaning that some placements are really competitive. Getting your application in early will give you an edge and a much better chance of securing something you are interested in.

It is really important you don't leave things to the last minute. Researching placements now will show you some exciting options you didn't know you had. It is a good idea to apply for several placements. Don't worry about ending up with multiple offers and having to turn one or more down. This happens all the time in the world of work and is normal.

## Parents/Carers how can you help?

Talking to your child and helping them to think about what they would like/would not like in a placement can really help them shortlist their choices.

#### Good questions include:

- What are their interests, and what careers link to those interests?
- Would they prefer to stay local, or further afield? (If further afield, how will they get there/cover transport costs?)
- Are there any age restrictions for the placement/s they are considering?
- Would they like to experience a potential career, or do they want a placement that might lead to a part-time job?

Talking to friends and family for inspiration and potential leads is also another great way to discover opportunities for your child's work placement.

## How to make contact with employers

We understand that reaching out to employers can feel a little intimidating, and you might not be sure how to do it. On the next page, you will find an example email template you could use to help with this, along with a phone script to support you with making calls directly. Trying this yourself is an essential part of the Work Experience process because you will need to know how to approach employers as you move from education into the world of work.

You will also need to record any notes or key information from the phone call.

### Contacted companies table

Company Name	Company Address	Email Address	Contact Name	Date Email sent	2nd Follow up email	Outcomes Notes Reminders

## Idea for an Enquiry email

Subject Title: Work Experience 13th July - 17th July 2026.

Dear Sir/Madam [or name],

I am a [year group] student from [school name], studying [list of subjects].

I would like to enquire about a potential work experience placement at your company, which I will be available to carry out for a week from 13th July – 17th July 2026.

I am keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

In my spare time, I like to [list relevant hobbies and interests], and I have also had some experience [in/am] a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours [sincerely/faithfully]

[Your name]

[Email address and phone number]

## Making Telephone Calls to Employers for work experience

When you make a phone call to an employer, it is important to firstly write down how you will introduce yourself and some interesting information about yourself such as hobbies, interests, work experience, why you would like to work for this company.

#### Please find below, some suggested statements that you could use.

When you first get through: "Hello, my name is... I am a Year 10/12 student at [school name] and I am really interested in working in [Name of particular sector of company].

I am looking to undertake a work experience placement from 13th July to 17th July 2026, and I was wondering if you offered work experience placements?"

If they say no they do not offer work experience then be polite "thank you for your time anyway"

If the company might be able to offer work experience... They may put you through to their HR Department, a Work Experience Co-ordinator, Manager or a Supervisor. You may need to introduce yourself again to the new person.

Hello [name of new person], my name is ... and I'm a Year 10/12 student at [school name].

I'm calling as I have been given your details regarding a possible weekly placement with your organisation. Is it possible to meet with you to discuss this further?

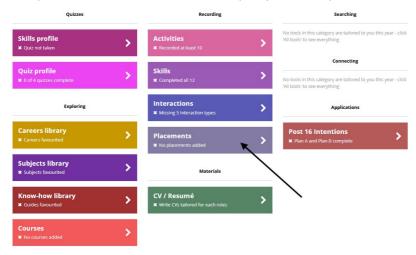
An employer will usually ask you what type of work placement you are interested in as some companies may have several different options. It is important to make sure you know which area you want to work in beforehand.

## What to do when I get a placement offer I'd like to accept?

Once you have secured a placement you will need to add all the info you have gathered so far about it to Unifrog.

Please log in and scroll down to the bottom of your welcome page, click on 'placements' and add all the information requested.

Our work experience team will then check this and explain your next steps.



## Companies to contact

Here are some ideas of companies to help get you started

#### Health and Wellbeing



There are over 350 different career opportunities available within the NHS ranging from Doctors to Dentists, Nurses to New-born Screeners, Pharmacists to Porters, Secretaries to Sonographers, Audiologists to Accountants and many more. For more information about the variety of roles available in the NHS please visit the NHS careers website

www.plymouthhospitals.nhs.uk/work-experience/



Residential Care, Nursing Care & Dementia Care in England & Wales www.harbourhealthcare.co.uk/regions/devon



Psychotherapy programme and health and social care programme, please see website for more info

www.livewellsouthwest.co.uk/careers/work-experience

## Companies to contact

#### Health and Wellbeing



Medicine, Dentistry, Biomedical Science work experience with current students and lecturers at the university. Closing Date 30th January 2026

www.plymouth.ac.uk/study/outreach/medicine-dentistry-biomedical-healthcare/work-experience

## **Poole Farm**

When we need a quiet haven to get away from the bustle of city living, Derriford Community Park is the place that we go. Offering a wealth of habitats and activities, wildlife and people alike can easily seek out the space that they need to thrive.

www.plymouth.gov.uk/poole-farm



We are a family business with four highly rated and distinctive care homes in Devon – and a passion for delivering the absolute best in care, nursing and quality of life in residential homes. We aim to achieve this by moving beyond how care is perceived into what is possible.

www.southernhealthcare.co.uk/our-homes/parkwood-house



The place for Alpaca trekking, farm experiences and home to Paws & Purs Cat Cafe!

We offer a range of other events and activities, such as Weddings, hen dos, children's parties and seasonal events. Head to our special events page to see what's going on at the farm currently!

www.alpacatrekkingcornwall.com/



Children's Storehouse is a social action project run by Plymouth Vineyard Church, supporting vulnerable families in Plymouth.

www.plymouthvineyard.org.uk/storehouse



PHL PHARMA is a specialist care home pharmacy providing a high standard of service to care homes and community patients across the UK.

info@phlpharma.co.uk

## Hair and beauty



At GHQ Salon we strive to provide the best relaxing and luxurious experience for all our clients.

www.ghqsalon.co.uk

#### Hair and beauty



Radiant Skincare & Beauty, Plymouth is an established salon offering a wide range of services & treatments, tailored to your individual requirements.

www.skincareandbeautyplymouth.co.uk/contact-us



At Circus Hairdressing, we are known for our creative approach and passion for beautiful hair. We create hair that will be manageable and look beautiful every day, not just when you step outside of the salon.

www.circushairdressing.co.uk

#### **Sports and Leisure**



We are a family run livery yard that offers riding throughout the year from a very special place.

www.wemburybayridingschool.co.uk



Situated in the heart of Grade 1 Listed Royal William Yard, Plymouth, the Melville building offers spacious private offices and meeting rooms steeped in rich history, along with our onsite Café and 24/7 Gym.

www.blockworkspace.com/locations/plymouth



We Do Football teaches children all they need to know about the beautiful game and coaching sessions are organised after schoo.

All of our coaching sessions are run by one of our dedicated FA or UEFA coaches in safe environments.

www.wedofootball.co.uk



We are proud to be the official charity for Plymouth Argyle Football Club. Argyle Community Trust uses the prestige of football and the reach of the club to inspire, engage and help people of all ages, achieve their full potential.

www.argylecommunitytrust.co.uk/about-us/careers/



Formed in 1876, Plymouth Albion was formed in 1876 by a group of Dockyard Apprentices and their first rugby matches were played at Devonport Park. www.plymouthalbion.com

Please note that Plymouth Active do not offer work experience.

#### **Business and Finance**



YEAR 12 ONLY. SMBP WISE runs for a full week giving you the opportunity to develop key skills employers look for when recruiting, learn from some of our 200+ business partners based across the UK, and boost your confidence and motivation

www.smbp.org.uk/students



We're one of the South West's leading independent accountancy and business advisory firms, with approximately 300 team members in 16 locations across Devon, Somerset and Wiltshire.

www.westcotts.uk/careers/work-experience-placements



Our aim is to be the best open financial services platform, by acting responsibly.

www.santander.com/en/careers/uk-careers/emerging-talent/work-experience



Chartered Accountants since 1919

www.careers.pkf-francisclark.co.uk/trainee-accountant-jobs/placements-and-work-experience



Jewells Guest House bed and breakfast Plymouth Hoe is the perfect place for you. As a local, family-run bed and breakfast we take pride in offering a friendly and comfortable living environment for all our guests during their stay with us.

www.jewellsguesthouse.co.uk/

#### Engineering



School of Engineering, Computing and Mathematics often offer work experience please get in touch  $\underline{sciengoutreach@plymouth.ac.uk}$ 

 $\underline{www.plymouth.ac.uk/schools/school-of-engineering-computing-and-mathematics}$ 



Lorne Stewart Group is one of the UK's leading independent building services companies. Our group provides a range of specialist skills harnessed through our Mechanical & Electrical Engineering, Facilities Services, Renewables and Low-carbon Technology businesses.

www.lornestewartgroup.com/

#### **Engineering**



We provide composite piping systems, fittings, and structures to the oil and gas, chemical, marine, offshore, fuel handling, and mining industries.

www.nov.com/about/our-business-units/fiber-glass-systems



Over the course of the 4 day week, participants will engage in our trade taster sessions developing practical skills and gaining valuable insights into potential career pathways. *OPENS IN JANUARY – FIRST COME FIRST SERVE* 

www.princessvachts.com/careers/work-experience/



We are the UK's largest independent engineering and infrastructure services provider.

www.ngbailey.com/article/526/plymouth-office-welcomes-work-experience-students



Relay Engineering are a specialist service provider operating primarily in the marine, oil, and gas industries offering turnkey project solutions across the engineering spectrum.

www.relay-engineering.com



GMD Eurotool is an ISO certified precision engineering company specialising in turn-key project solutions to a wide and diverse range of mechanical engineering problems.

www.gmdeurotool.co.uk



Want to immerse yourself in the knowledge and fresh thinking that flows into every corner of our business? We're proud to offer a range of work experience opportunities across Pennon Group.

www.careers.southwestwater.co.uk/roles/early-careers/work-experience



Babcock is a FTSE 100 defence company operating in our focus countries of the UK, Australasia, Canada, France and South Africa, with exports to additional markets with potential to become focus countries. We meet our customers' key requirements of affordability, availability, and capability by delivering engineering, support and critical systems to defence and civil markets.

https://www.babcockinternational.com/news/inspiring-the-next-generation-with-babcocks-future-engineer-work-experience-programme/

#### The world of Media and Performing Arts



Company15 is a week-long work experience programme for young people aged 14-17 (year 10-13). Designed to inspire a career within the arts, Company15 students will gain an insight into the workings of the largest and most well-attended regional producing theatre in the UK.

www.theatreroyal.com/company15/



Are you interested in learning all about working in the art? Do you have a passion for theatre, dance, music and much more? We offer a number of bespoke work experience placements throughout the year. Please fill to express your interest in work experience with us and a member of the team with be in touch to discuss things further.

www.barbicantheatre.co.uk/jobs-opportunities/



When you join our work experience program, you'll step into the exciting world of a busy marketing agency. Immerse yourself in a professional environment where creativity, collaboration, and innovation thrive. This is your chance to experience first hand what it's like to work in the dynamic field of marketing.

www.establishedbyher.com/work-experience-opportunities-in-plymouth



We specialise in high quality video production, communications strategy, PR support, campaign delivery and tailored training courses. Whether you need to engage your audience, raise your profile or build new skills, we create solutions that deliver results.

www.oceancitymedia.co.uk/



If you're thinking about what the next right step is for you — it could be an apprenticeship, maybe you're thinking about university, or perhaps you want to dive straight into your first 'proper job' - our 'GET IN' Taster Experiences offer you the chance to explore the different career paths the BBC has to offer and to find out if our organisation is somewhere you'd like to work in the future.

www.careers.bbc.co.uk/content/EC\_Get-In/



Our art, design, craft and digital media programmes will equip you with the knowledge and skills necessary to thrive at the forefront of the creative industries.

www.aup.ac.uk/

#### **Construction Instustry**



High Quality affordable homes for everyone www.plymouthcommunityhomes.co.uk



Leading supplier of quarry and concrete products in Devon and Cornwall. www.ejwglendinning.co.uk



Howdens was established in 1995 to provide trade customers with kitchens, joinery, and hardware products, which are available from local stock at depots across the UK, France, and Belgium.

www.howdens.com



Established in 2015, Building Plymouth is an award winning, Council-led sector skills partnership with the construction and built environment sector, driving skills, training and employment, facilitating opportunities for social value, and acts as the united voice for the industry

www.buildingplymouth.co.uk/about/about-us



BW & Associates provide architectural services for homes and commercial buildings in Plymouth, Devon, Cornwall and beyond.

www.bwas.co.uk/about



SOS Superior Decorators are specialist commercial decorators with a talented subdivision for residential work. Specialising in different areas from painting and decorating to structural partners and specialists for commercial projects.

www.sossuperiordecorators.co.uk



Paintel Ltd is a family run company that has been specialising in the Painting and Maintenance of structures since 1999.

www.paintel.co.uk



Our unwavering mission is to be a leading professional built-environment consultancy, delivering meticulous, ethical and innovative advice based on sustainable principles.

www.wardwilliams.uk

#### **Construction Instustry**



Domestic, commercial, industrial electricians www.acdelectrical.com



Turning Dreams into homes www.rayhannafordandson.co.uk



We are a Building Top 150 consultancy offering a multidisciplinary, integrated, and fully coordinated professional service.

www.baileypartnership.co.uk/about-bailey-partnership

#### **Protective Services**



What we do – Doing the unseen. Venturing into the unknown, Working under the radar to maintain our nation's peace and keep food on our tables.

www.royalnavy.mod.uk/careers/get-in-touch-careers



Students keen to explore careers in the Army can book onto our four-day residential work experience. For 14-18 year olds, the programme develops teamwork, leadership, confidence and resilience.

This is a great way for students to get a taste of Army life and fully appreciate the wealth of career opportunities.

www.jobs.army.mod.uk/base/



There's nothing like a career in the RAF, it's not just a job but a way of living. Please check out individual bases for work experience opportunities.

ww.recruitment.raf.mod.uk/life-in-the-raf



Opportunities in lots of diverse areas from human resources: to chief executive's office, planning public heath, community connections www.plymouth.gov.uk/work-experience



Policing is a career like no other. Our police staff and volunteers show courage, teamwork and compassion on a daily basis to make a real difference to our communities. Whether you're interested in a public-facing policing role or playing your part behind the scenes to keep our communities safe, we offer a range of career options.

 $\underline{www.\ youth.devon-cornwall.police.uk/work-experience/youth-experience-with-the-police}$ 



Largest Independent Fresh produce wholesale company based in the Southwest

www.tamarfresh.co.uk



City West Country Limited (CWC) is a privately-owned organisation with more than 40 years of experience in the motor industry. CWC operate various brands including fleet and retail sales of new and used cars, new and used vans sales, servicing, MOT and repair for cars and vans.

www.citywestcountry.co.uk











We recognise the importance of meaningful work experience and how this helps you prepare for the world of work. If you would like to do work experience in one of our stores, please contact your local store to see if they can accommodate you.

#### Law and Politics



Our Personal Legal Services, Whenever you need a solicitor, you can rely on us to support you every step of the way.

www.wolferstans.com/about/careers



Get free advice and support through court. We give free, confidential, practical help and emotional support for anyone going through court in Devon and Cornwall and into life beyond.

www.cassplus.org



**Legal Specialists** 

www.footanstey.com/careers/early-careers/vacation-schemes



Politics isn't just about Prime Ministers and party debates – it's about the people, institutions, and ideas shaping how we live. Whether you're applying for Politics, International Relations, PPE or Law, getting politics work experience can help you stand out, sharpen your skills, and discover what a political career is really like.

www.dukesplus.com/guides/how-to-find-politics-work-experience/

#### Working with Animals



We offer world-class veterinary care, delivered locally. Our global network of practices, hospitals, and referral centres collaborate to ensure healthy animals and happy owners.

www.plvmouthvets.co.uk/about-us/careers



Spend a week with us, shadowing members of staff from all the different departments here at the Sanctuary. This placement will give you a good overview of the work we do and how we run as a charity.

www.sealsanctuary.sealifetrust.org/en/how-to-help/work-experience-at-the-sanctuary/



As a charity, placements provide vital support and contribute to the success of our zoo, whilst giving you the opportunity to learn valuable skills. You will work alongside a variety of amazing animals with our friendly team, all in a beautiful setting on the edge of Dartmoor National Park.

www.dartmoorzoo.org.uk/education/placements/

#### **Environmental/Science Careers**



PML is a charity, undertaking innovative, cutting-edge marine research, allowing society to benefit from clean, productive, biologically diverse seas, now and for future generations.

www.pml.ac.uk/?s=work+experience



Criminology, sociology, and anthropology. Learn to understand human behaviour and how to drive positive change in society

www.plymouth.ac.uk/schools/school-of-law-humanities-and-social-sciences



Plymouth's amazing landscape is mostly under the sea, hidden from view, yet brimming with over 1,000 species of international importance, outstanding maritime heritage, and over 600 shipwrecks.

www.plymouthsoundnationalmarinepark.com/horizons-project/



We aim to conserve and enhance Dartmoor as a vibrant, living, working landscape and community.

www.dartmoor.gov.uk/about-us/volunteering/dartmoor-youth-ranger-volunteer



The Port of Plymouth handles a variety of cargo through the commercial terminals at Cattedown Wharves, Victoria Wharf and Corporation Wharf. https://plymouthport.org.uk/



We are Ocean Optimists.... Connecting as many people with the Ocean as possible, creating accessible and inclusive experiences, and showcasing the sea and all it has to offer.

www.national-aquarium.co.uk/work-with-us/volunteering-work-experience/work-experience-with-odr



We're Europe's biggest conservation charity and we look after nature, beauty and history for everyone to enjoy.

www.nationaltrustjobs.org.uk/life-at-the-national-trust/discover-careers-with-national-trust

#### **Transport**







Please contact your local transport hub to see if they can accomadate you.

#### Techology



Acronyms is an IT support company offering a range of IT services, designed to save organisations time that they can spend on growing their own businesses.

www.acronyms.co.uk/



Cutec is the leading provider of IT Support Services in Plymouth. Our fully comprehensive suite of IT Solutions makes us the 'go to' IT Support business in the South West.

www.cutec.co.uk/

## We're here to help

# Katherine Duncan Campus Careers Manager



Responsible for supporting students in preparing for their future pathways. Providing guidance on career choices.

kduncan@sdcc-smhc.net

## **Sophie Jarvis**Careers Work Placement Coordinator



Supports and manages student work experience opportunities, linking learners with employers.

sjarvis@sdcc-smhc.net



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