



Work Experience 2025/26



Why work experience?



- Work experience is most likely the first contact you will have with the world of work.
- It is an important part of your careers education.
- It allows you to observe and learn without having to have the necessary skills and experience

Why work experience?

- Provides a valuable insight in to the **skills** required for a particular job
- Is an opportunity to test out a role to see if you really **like** it
- Can broaden your **knowledge** of jobs that you may not have ever considered
- Will increase your awareness of your skills and **strengths**
- Helps you to understand how the **subjects** you study in school link to certain jobs
- Provides an insight in to the world of work and what **expectations** employers have
- Increase your **motivation** to do well in school
- Is an opportunity to make **contacts** with potential employers
- Gives you a valuable **experience** which you can add to your **CV**
- Will help you start to understand the **labour market**

Work Experience at The Priory Academy LSST

**Placement
Based
Work
Experience**

**Online
Work
Experience**

Volunteer

**Work Place
visits
offered by
school**

Placement Based Work Experience

- This is where you visit a place of work for 3-5 days
- You can do this during school holidays or between 1st – 5th June (Year 10) and 6th – 10th July (Year 12)
- To do this you need to contact an employer yourself to arrange this using the guidance you will be sent following this presentation.
- Use parents, friends of parents and contacts you may already have through a part time job or sport.
- Please be aware, a placement with a Sole Trader will **NOT** be authorised.
- Any placements agreed within one of The Priory Federation academies should **NOT** be added to Grofar. Please speak to the Careers team.
- Any placements agreed with the Lincolnshire NHS Talent Academy should **NOT** be added to Grofar. Please provide the Careers Team with a copy of your paperwork.

Online Work Experience

- Online work experience opportunities will be offered throughout the year, the date and time is usually what works best for the employer
- Look out for emails from Mrs Billett and Mrs Morgan-Brown
- Both Springpod and Futures For All offer a number of opportunities
- Ideally this is to be completed in your own time or within your allocated work experience dates. We would not expect this to be 3 full days
- However, if you find an opportunity that you really want to do and you have concerns if it is suitable, please speak to the Careers Team
- Please email the Careers Team when you have signed up to an online session and send us a copy of your completion certificate when you have finished
- Keep a note of everything that you do
- **ONLINE PLACEMENTS MUST NOT BE ADDED ON TO GROFAR**

Volunteering

- Local Charity shops
- Elderly care home
- Primary School setting
- Sports Club
- Rainbows/Scouts/Cubs
- St Barnabas Hospice
- Environmental groups

Workshop/Visits

- The Careers Team will organise workshops/visits throughout the year that count as Work Experience
- For example, for Year 10 the Construction Careers Event in September and the Lincolnshire Health and Care Careers Event on November 13th
- This could also include any subject visits that take place

How to get a placement

- Use contacts, family, friends, neighbours
- Research industries or sectors that you are interested in
- Ask at local businesses, shops, offices and schools – drop in with your CV

How to get a placement

- You need to contact your chosen employer and request a placement. Please don't give up if your first one says no, try somewhere else. Give them your allocated dates, get accurate contact details and complete the EXPRESSION OF INTEREST form that will be emailed to you within the next few days.
- Advise the employer that Work Experience is administered through the GROFAR platform. Let them know they will receive emails from GROFAR and they will need to ACCEPT the placement and will be sent a RISK ASSESSMENT for completion.
- Add all the information from your expression of interest form on to the GROFAR platform. You will be sent information on how to use the system and an email invitation to log on. The deadline for you adding your placement on to the system is MONDAY 23rd FEBRUARY 2026

What Next

- Keep an eye out for emails from Grofar. You will **NOT** be able to go on placement until you have had confirmation from Grofar

What if I need help?

- If you need help you can speak to either:
 - Mrs Morgan-Brown smorganbrown@prioryacademies.co.uk
 - Mrs Billett abillett@prioryacademies.co.uk

Any questions?

