

## **Work Experience Week**

**Dates 9<sup>th</sup> – 13<sup>th</sup> March 2026**



## **Frequently Asked Questions**

### **What is Work Experience Week?**

A week where all year 10 students complete work experience in an organisation. There is no school lessons that week and students are expected to be at their work experience placement for the entire week during school hours.

### **Who finds the placement?**

Students are responsible for finding their own placement. Witchford will provide as much help in this as possible but does not hold a database of placements.

### **What about travel and food?**

Students are responsible for finding their own way to and from the placement for the week and providing their own lunch.

Some organisations will have on site options for food, others will not, so please do check this.

Please bear transport options in mind when searching for a placement.

### **Where can the student work?**

We are very flexible, it can be in any organisation however big or small, including one-person operations and charities.

The only stipulation is that they must have insurance and complete and return a health and safety form. The placement does not have to be local.

### **Do students get paid ?**

No. The work is voluntary.

### **Can I work in more than one place?**

Yes. You can split your work experience week over as many companies or organisations as you like. Individual paperwork will have to be completed for each one.

### **What do I do when I have found a placement?**

1. Log into **Unifrog** (school email address is username)
2. Go to the purple 'Placements' tile and click through.
3. Click on 'Add placement' and add all the details in the form.

### **What help is available?**

Mrs Martin, Head of Careers. Based in the Careers Office inside the Staff Room. Drop in to ask for help and information.

Alternatively, an individual meeting can be set up [jmartin@wvc.tmet.org.uk](mailto:jmartin@wvc.tmet.org.uk)