The Malling School Sixth Form

Work Experience 2027

Why is work experience valuable?

Work experience helps prepare you for life beyond The Malling School. It provides you with the opportunity to develop independence and the soft skills so highly valued by employers, such as communication with others, teamwork, time management and flexibility. The placement you choose, what you learn from it and the impression you make during Year 12 work experience, may be key in confirming your career ambitions and even helping you to secure a university or training place.

- It allows you to gain a realistic insight into working environments.
- It is an opportunity to make contacts for possible future employment, work experience, internships or sponsorship.
- Work experience is becoming increasingly important in UCAS applications and interviews. Universities and employers are not only interested in qualifications but you as a whole person. Work experience shows a commitment to your future and an indication of what other attributes you can bring to the university/workplace.
- Work experience is essential if you are planning a career in veterinary sciences, medicine, health careers and teaching.



Work Experience Dates

28th June – 3rd July 2026

Monday 26th February 2026

All completed Work Experience Forms to be completed on Unifrog for checking and authorisation.

Finding a Placement

YOU will be responsible for finding your own work placement:-
Think about the subjects that you are studying and the sort of career that you would like to follow in the future. It is important to make your work experience as worthwhile as possible; it should relate to your career ambitions.

1. Plan and start to research and organise your placement now.
2. Phone to check that the company will consider providing a work experience placement and ask to whom your email should be addressed.
3. Send your email.
4. When an employer accepts your application, complete the Work Experience form on Unifrog
5. Ask your parent/guardian to complete the Work Experience Parental Consent Form emailed to them by Unifrog



When choosing your work experience, consider the following questions:

- What are my interests?
- What are my skills and qualities? Where possible, choose an area in which you can develop your skills.
- What will help with my further/higher education?
- How will it benefit my future career path? You should try to make your work placement as relevant as possible.
- What organisations could I research?



Careers to Consider

Look at the variety of roles that you might want to pursue. If you have not previously heard of some of the jobs here, look them up.

Administration: arts administrator, civil service administrator, company secretary, facilities manager, intelligence analyst, office manager, personal assistant, secretary

Advertising, Marketing and PR: advertising account executive, advertising art director, advertising copywriter, market researcher, marketing executive, public relations officer

Animal and Plant Resources: animal nutritionist, horticultural scientist, farm manager, forest manager, plant breeder, veterinary surgeon

Charity and Voluntary Work: charity fundraising, charity officer, development worker, international aid worker, volunteer coordinator

Construction and Property: architect, building surveyor, consulting civil engineer, estate agent, landscape architect, quantity surveyor, site engineer, structural engineer, town planner

Creative Arts and Design: fashion designer, fine artist, graphic designer, industrial designer, interior and spatial designer, medical illustrator, museum/gallery conservator, photographer, product designer

Education: adult education lecturer, early years teacher, educational psychologist, speech and language therapist, English as a foreign language teacher, further and higher education lecturer, learning mentor, primary school teacher, secondary school teacher

Engineering, Manufacturing and Production: aeronautical engineer, chemical engineer, electrical engineer, mechanical engineer, production manager

Environment: ecologist, energy engineer, energy manager, environmental manager, environmental consultant

Financial Management and Accountancy: actuary, chartered accountant, financial adviser, investment banker, investment analyst, tax adviser, tax inspector

Health Care: clinical psychologist, dentist, general practice doctor, midwife, occupational therapist, paramedic, physiotherapist

Hospitality and Events Management: catering manager, event organiser, hotel manager, restaurant manager, accommodation manager, conference centre manager, fast food restaurant manager, public house manager

Human Resources and Recruitment: human resources officer, occupational psychologist, recruitment consultant, training and development officer

Information Services: academic librarian, archivist, curator, interpreter, patent attorney, public librarian, regulatory affairs officer

Information Technology: database administrator, games developer, geographical information systems officer, network engineer, software engineer, systems analyst, web designer
Insurance and Pensions: chartered loss adjuster, insurance account manager, insurance broker, insurance claims inspector, insurance risk surveyor, insurance underwriter, pensions adviser

Law Enforcement and Protection: armed forces, emergency planning/management officer, environmental health practitioner, fire-fighter, health and safety adviser, immigration officer, occupational hygienist, paramedic, police officer, prison officer

Legal Professions – including: barrister, lawyer, legal executive, licensed conveyancer, paralegal, solicitor

Leisure, Sports and Tourism: personal trainer, fitness centre manager, sport and exercise psychologist, sports administrator, sports coach/instructor, sports development officer, theme park manager, holiday representative, travel agent

Management and Statistics: economist, ergonomist, financial risk analyst, management consultant, project manager, risk manager, statistician.

Media and Broadcasting: director, broadcast engineer, film/video editor, production assistant, programme researcher, radio broadcast assistant, radio producer, runner, sound technician, television camera operator, television producer

Mining and Land Surveying: cartographer, drilling engineer, geochemist, geologist, geomatics surveyor, geographical data processor, hydrologist, mining engineer, petroleum engineer

Performing Arts – including: actor, broadcast presenter, dancer, musician, theatre director, theatre stage manager

Publishing and Journalism: copywriter, broadcast journalist, editor, lexicographer, magazine features editor, magazine journalist, newspaper journalist, print production planner, sub-editor, writer

Sales, Retail and Buying: customer service manager, industrial buyer, retail buyer, retail manager, retail merchandiser, sales executive, warehouse manager

Scientific Services: analytical chemist, biomedical scientist, food technologist, forensic scientist, meteorologist, pharmacologist, product development scientist, research scientist, textile technologist

Social Care and Guidance Work: advice worker, careers consultant, child psychotherapist, community development worker, counsellor, probation officer, social worker, youth worker

Transport, Logistics and Distribution: air traffic controller, cabin crew, freight forwarder, logistics and distribution manager, merchant navy officer, passenger transport manager, pilot, transport planner





Work Experience for Teaching

Recent classroom experience is required for applications to teaching courses, which you need to have completed before your interview. It is also looked upon favourably if you have no affiliation to the school (old primary school or where your parents/guardians work) but this is not essential.

Work Experience for Health Careers

This is essential if you are applying for Medicine, Nursing or any of the Allied Health Professions, i.e. Physiotherapy, Speech and Language Therapy, Radiography, etc. You need to apply early to Maidstone And Tunbridge Wells NHS Trust:

Work experience - Maidstone and Tunbridge Wells NHS Trust (mtw.nhs.uk)



Top Tips

- Start now – the earlier the better
- Ask family and friends, your friends' parents and anyone else you know if they can help
- Get names; personalised communications are more likely to reach the person who deals with work experience
- Remember, people are busy: being pushy gets you nowhere
- Be specific and concise when contacting employers; explain exactly what you want
- Be flexible; once you have secured a placement, negotiate on hours and tasks

Things to Avoid

- Family or school friends contacting employers on your behalf will create a poor impression. You should be the one to phone, email or write to employers
- A placement that is more suited to what you see as a part-time, weekend or holiday job. The week is meant to enable you to think about your long-term ambitions

Useful Websites

www.vinspired.com (information on volunteering)

www.stepintothenhs.nhs.uk (advice about a wide range of medical and non-medical NHS careers)

https://www.bbc.co.uk/careers/trainee-schemes-and-apprenticeships/work-experience/ BBC Work experience

https://nationalcareers.service.gov.uk/careers-advice/how-work-experience-can-help-you (general advice on a range of training and employment)

https://www.groundwork.org.uk/improving-your-employability/finding-work-experience-placements-for-school-and-college-students/ (advice on who to contact)

https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships (advice and opportunities)

Applying for a Placement

How to apply for Work Experience:

Applying for work experience can be a daunting prospect. Often, you will have to apply to a huge number of companies before you receive an offer. Some companies receive an enormous amount of work experience applications every month and many have very long waiting lists. Expect to send out a significant number of work experience applications and only get a few responses. This is normal, so do not feel despondent if your first few choices are unsuccessful. Think about what you should put in your work experience application to make yourself stand out from the crowd.

Draw up a long list of companies that you want to work for. Very few companies advertise work experience opportunities, so the majority of your applications will be speculative. It is a good idea to give the company a quick call to find out to whom you should send your work experience application/email: addressing your application to a named person always makes a difference and may ensure that your email/letter is read more quickly.

Whether applying speculatively or sending off an application for an established work experience programme, you will most likely have to apply via email. Your email should be relatively brief, just three short paragraphs and no longer than a page. Remember that this is the first contact you will have with an employer, and you therefore want to create a good impression.

The Dos:

- Use formal expression
- Check presentation, layout, spelling, company names and addresses are correct and that you have given the correct date for the week of work experience

The Don’ts:

- Do not exaggerate your experience. If the employer invites you to interview, you cannot talk about something you know nothing about
- Do not worry about applying on your own! Ask for help if you are unsure what to do.

First contact – how to structure your application email:

Dear Sir/Madam *(or name of person if known)*

1st paragraph (do not use subheading in your email!)

- Who you are, where you are studying, date of your placement, ask if possible to have placement at their company/organisation

2nd paragraph

- Briefly say why you want to spend a week with the company/organisation and what you hope to gain from the experience

3rd paragraph

- Give details of subjects that you are studying; your plans for after year 13; GCSEs that you have been awarded *(summarise rather than listing them: 10 GCSEs 6 and above/5 5s including English and Maths);* and any other school activities/areas of responsibility

4th paragraph

- Give details of any interests/areas of responsibility outside of school.

(Finish your email with a sentence such as): Thank you for your time and consideration. I look forward to hearing from you.

Kind regards,

(Print your name underneath)

No matter what form your application takes, you should always draft it in a Word document first and read it aloud. That way, you can check your spelling and grammar. Do not rely on your own proof reading skills; get a fresh pair of eyes to check your application. Ask tutors, parents, and the 6th form team for help.

(***Example emails)***

Dear Sir/Madam

I am a Year 12 student at The Malling School and am enquiring if it would be possible to do some work experience at your company for the week commencing, Monday 28th June 2027.

During my placement, I would like to gain experience of journalism in your well-known local newspaper. I would enjoy the opportunity to learn about how journalists decide on which stories to pursue, interviewing techniques and editing.

I am currently studying IB Diplomas in English Literature and Language and History and BTEC National Diploma in Performing Arts and I plan to go on to study English at university and pursue a career in journalism.

At The Malling School, I have played a key role in the publication of the school magazine, represented the school in sports teams and am heavily involved in the school performance this year. In all these activities I have areas of responsibility. Outside of school, I have been an active part of a local drama group for the past three years and involved in many performances.

Thank you for your time and consideration. I look forward to hearing from you.

Kind regards,

John Doe

Dear Sir/Madam

I am a Year 12 student at The Malling School and I am enquiring if it would be possible to do a work experience placement with your company for the week commencing, Monday 28th June 2027.

During my placement I would like to gain experience of engineering within your company. I would enjoy the opportunity to learn about different technical processes and how they are designed and managed.

I have eight GCSEs at grade 6 and above and am currently taking IB Diplomas in Chemistry and Mathematics as well as BTEC Applied Science, with plans to study Engineering at university. I would like to see the practical application of my subjects in a successful company such as Sutton Products.

At The Malling School, I represent the school by playing for the hockey and ruby teams and am involved in a community project helping the homeless. In all these activities I have areas of responsibility. Outside of school, I am also a member of East Malling Rowing Club.

Thank you for your time and consideration. I look forward to hearing from you.

Kind regards,

Jane Doe

Frequently Asked Questions:



How many hours will I work?
Students are expected to work the times agreed with the employer (up to a maximum of 40 hours per week).

Will I work on Saturdays?
Some employers – particularly retailers – may ask students to work on Saturdays and this should be discussed and agreed before you begin your work experience.

When is the best time for me to look for work experience placements?
Now.

How do I find and apply for work experience placements?
There are a variety of ways to apply for work experience placements:

- *Contacts through family and friends*
- *Internet – Google, LinkedIn, Facebook*
- *Telephone*
- *Email*
- *In person*

To start with you need to decide what you want to do and then begin to investigate where you might be able to do your placement.

Do I get paid for work experience?
Work experience is part of your education and therefore employers will make no payment to either yourself or to the school.

What sort of work experience will I be expected to do?
The type of work experience will vary depending on which industry you decide to take your placement in. Although you should be treated as any other employee would whilst on placement, there may be certain areas of work that you will not be allowed to do. The hours you are expected to work will vary depending on the placement and the nature of the business.

What should I do if I have concerns about my placement?
In the first instance you should make your workplace Supervisor aware of any problems. You should also contact the Sixth Form office immediately and let them know.

What should I wear?
You will need to dress appropriately for the work you will be doing during your placement. Make sure you ask your work Supervisor about what you need to wear, as you may need appropriate clothing for health and safety reasons.

What do I do about lunch?
You are in charge of your own lunch – find out if you need to bring a packed lunch, money for the canteen or if there is a shop nearby.

Health & Safety:



Health and Safety is a very important aspect of work. Whatever your job, area of work or position within the company – the law states that every company must look after its employees and provide a safe and healthy environment to work in. Any new starters in a company must be given a health and safety induction.

Your safety is as much as your responsibility as the company's, so you need to make sure you act in a mature and responsible manner, listen to any advice you are given, wear appropriate protective clothing and use the correct equipment sensibly.

Below are some questions you may wish to ask:

- What are the main health and safety hazards in your workplace?
- What precautions need to be taken?
- What machines/tools am I allowed to use without training?
- What machines/tools am I allowed to use with training?
- Are there any areas or equipment that I am prohibited from using?
- Are there any other health and safety issues that I need to be aware of?

It is important that you identify any medical condition(s) that you have on your Work Experience Confidential Health Form. This ensures that the Health and Safety assessment takes into account any health issues you may have. We are obligated to notify your employer of any medical issues you may have or if you are on any medication, in order that they are aware of any procedure they may have to follow for your safety and well-being. Please make sure your work experience placement form is updated to include any new medical information prior to your placement taking place.

Once you have completed your Work Experience Placement Form on Unifrog, the school will arrange for your placement to be checked. All organisations which participate in the scheme must have Employers Liability Insurance and meet with the DfE Safeguarding requirements.

Please note that placements may not be authorised by the school if they do not have the above Insurance and safeguarding requirements in place.

If at any time you are on your placement and are concerned, worried or unhappy with any aspect of your placement, you should speak to your supervisor in the first instance. If you are not comfortable discussing any such issue with your placement supervisor, contact the Sixth Form team and make them aware of any problems or issues that you are having.

Useful Links:

www.hse.gov.uk (Health and Safety Executive)
www.rospa.com (Health and Safety guidelines)
www.kidscape.org.uk/ (Child Protection)

If you need to contact the school during your work experience placement please telephone:, 01732 840995 ext 261. Email: lisa.alexander@themallingschool.kent.sch.uk