YEAR 10 WORK EXPERIENCE JULY 14TH - 18TH 2025





OPTION A - CHOOSE YOUR OWN PLACEMENT

OPTION B - ASSISTANCE IN CHOOSING YOUR PLACEMENT

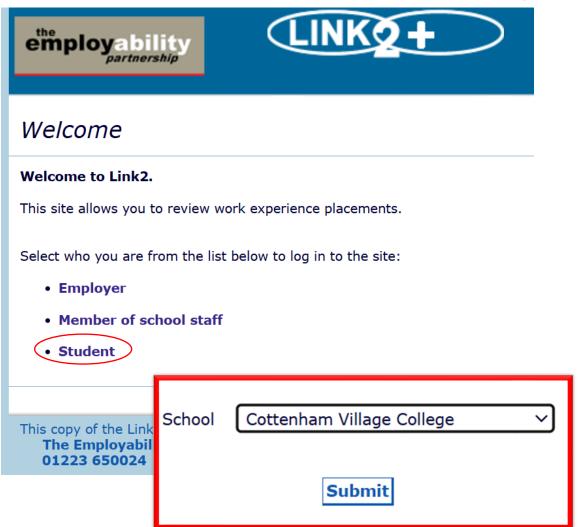
Work Experience Deadlines

Start looking for placements Friday 30th January

All paperwork in Wedne

Wednesday 25th April

Option A: Choosing a placement using the Employability

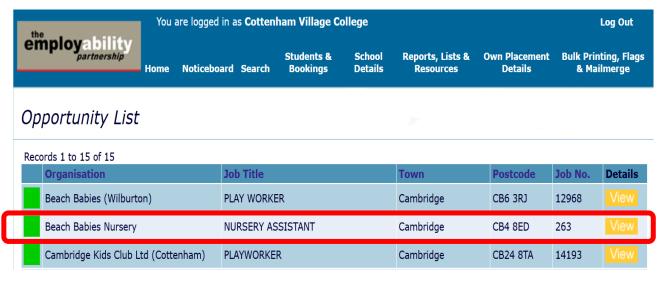


How to login:

- Enter the web address for the Employability website: https://tep.learnaboutwork.net/
- Select 'Cottenham Village College'
- Each student their unique pin which will then to be entered. They are not to share their unique pin with any other student.

How To Search For A Placement





Click on 'search' at the top of the page and you will then see a screen which has different employment sectors. You can either look through each sector individually, or you can click on 'browse all' at the bottom which will enable you to look through all of the available placements.

Choosing A Placement

Job Description	
	Places 2 Booked 0 Places left 2
Employer	Beach Babies Nursery CB4 8ED
Job Title	NURSERY ASSISTANT
Job Number	263
Classification	Education and Training
Activities Involved	Helping to prepare activities and materials. Tid Assisting staff with the social integration and in Assisting with reading, number work, storytelli

- Read the job description thoroughly and ensure that you are able to travel to the placement.
- Once you have chosen a job that interests you, make a note of the job reference number.
- Email Mrs Roth with the reference number.

Interview

	Modile phones should be switched off during working hours unless otherwise adv
Meals	Student to arrange own lunches.
Days & Times	Monday to Friday 9am to 3.30pm Subject to travel.
Clothing	Students to dress casually, flat shoes must be worn. Jeans and trainers allowed.
Travel	Student to arrange own transport
Interview	Yes - student to organise

- Once Mrs Roth has confirmed the placement, please look very carefully at the job description.
- At the bottom of the job description, it will state whether the student should be approaching the employer for an interview.
- It is the student's responsibility to arrange the interview.

Confirmation

STUDENT / PARENT / GUARDIAN WORK EXPERIENCE AGREEMENT

STUDENT AGREEMENT PARENT/GUARDIAN AGREEMENT As the student named below I agree to take part in this work experience scheme. I agree to hold in confidence any information about the As parent/guardian of the student named I confirm that I agree to his/her taking part in this scheme. I confirm that he/she does not suffer from any Employer's business which I may obtain during my placement and not to medical condition which could result in an unnecessary risk to his/her health or to the health or safety of another person. (Should you be in doubt, please disclose such information to another person without the Employer's ermission. I also agree to observe all safety, security and other consult the school work experience co-ordinator before signing). regulations laid down by the Employer's representatives or by displayed DATE STUDENT NAME: Halle Padwick TUTOR GROUP 10R COMPANY NAME: Peterhouse URGENT PLEASE SIGN AND RETURN TO SCHOOL/COLLEGE

- If the placement is available, Mrs Roth will write to the student and confirm the placement.
- Mrs Roth will send the parent a copy of the job description and a parental agreement form. This form needs to be signed by the parent and returned to Mrs Roth.
- Mrs Roth will send an 'Employer Agreement' to the place of work, which will be signed and returned to her.

Option B: Choosing Your Own Placement

Waterbeach Cambridge CB25 9NF	oyability en	Tel: 01223 650024 quiries@employabilityps.co.uk www.employabilityps.co.uk		To be completed by the employer				
Student Placement Form 2025								
Student Details				Duties:				
School: Insert School Name	Work Experience Dates:	Insert block dates						
Student Name:								
Date of Birth:	Length of Placement:							
Tear Group: For Targeted Placements only Start Date & days attending:		•		Student's personal qualities required:				
Student Agreement								
As the student named above, I agree to take	part in the work experience	programme and follow all the	1					
agreed health and safety rules and security re								
sensitive information whilst at work and I agree to treat all information as confidential unless told otherwise by my supervisor. KEY CONSIDERATIONS When completing the placement description please take into account the following:								
Student Signature:	Date:		The young person's age, inexperience, immaturity and lack of awareness or risks The need for adequate supervision and, where necessary, suitability checks for child protection The need for any personal protective equipment					
Employer Details: Please complete all emp	olover sections and in car	nital letters			nstruction and training for the young person			
Company Name: Placement Title:		nui roccors			s relating to tasks, areas and work equipment			
Company Address: Type of Business:		:		Employers E. Lility Insurance: Yes / No	Name of insurer:			
				Policy No:	Expiry Date:			
No of Employees:				Public Liability Insurance: Yes / No				
Company Contact:			Faralances of Bubble Linkling Tananana	ver are both required for work experience. Please				
Post Code: Position:					ability Insurance certificate. We will be unable to			
Direct Tel No: Email:								
				Do you have a Health & Safety Policy: Yes	/ No Written Risk Assessments: Yes/ No (if more than 5 employees)			
I agree to the named student attending work experience with this company as detailed overleaf. Signed on behalf of the company:				If the student is to be based in a different locati	on to the company address please give details:			
Print Name: Date:								
Parent/ Carer Agreement				Personal data will not be used for any othe	r purpose than for work experience.			

- If choosing your own placement, please fill in the 'Student Own Placement' (SOP) form and return it to Mrs Roth.
- Mrs Roth will forward the form to Employability who then have the responsibility for ensuring that all correct insurances are in place.
- Employability will then confirm the placement if everything is in place.

Out of area (Cambridge) placements

Please be aware that if a placement is arranged by the student and it is outside of Cambridge, then the equivalent of TEP will undertake the necessary checks to ensure that the necessary Health and Safety and insurances are in place.

If the company requires a visit, the cost can be in the region of £65-£100 + VAT, however, if the placement is on the database the cost will be £30-60 + VAT.

This additional cost would have to met by the parents/guardians of the student.

Contact

Mrs Roth — Catherine.roth@astreacottenham.org

Careers Lead
Cottenham Village College