



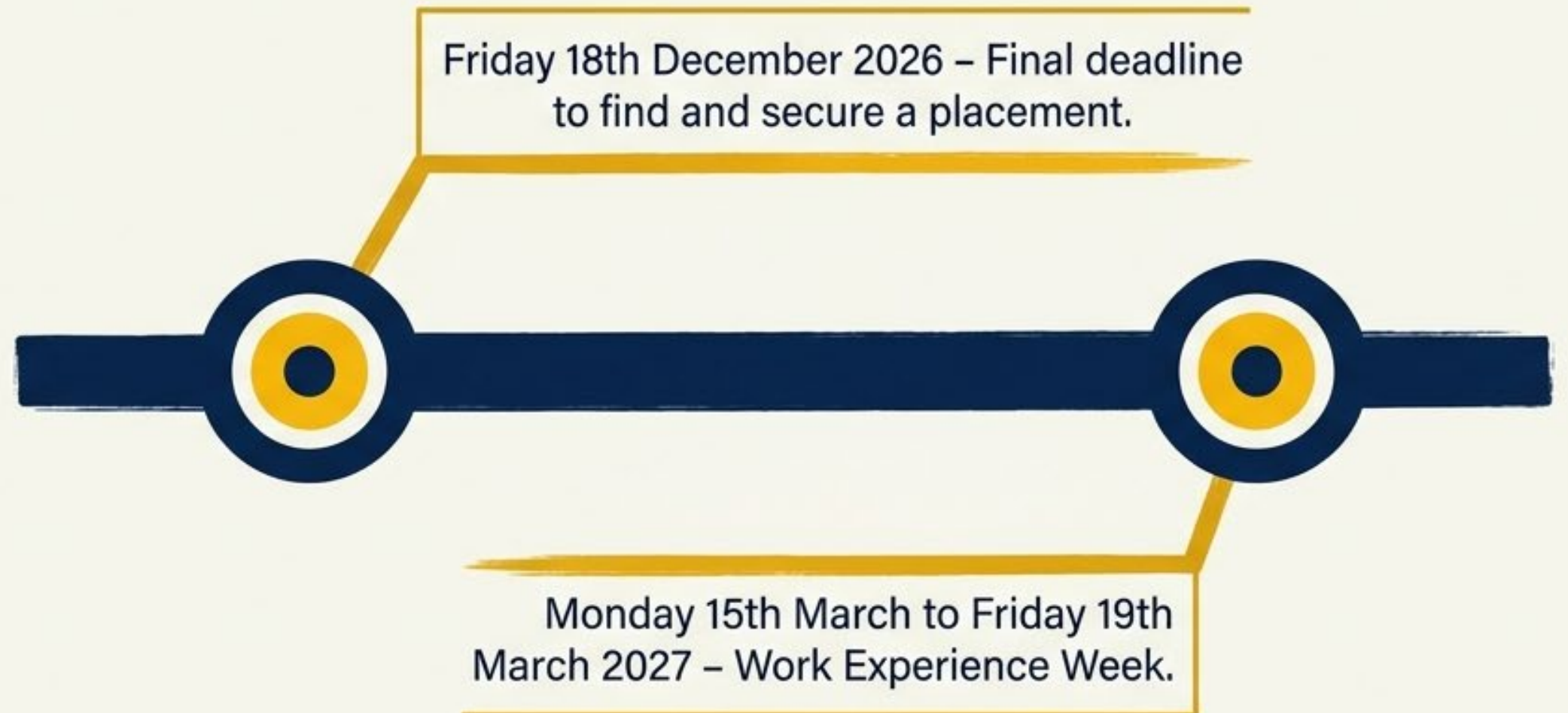
Launchpad to Your Future

Year 10 Work Experience 2027

A guided field manual for students and parents

The Mission Parameters

A hands-on placement in a real working environment, prioritizing active learning over simple observation.



The ROI of Work Experience



The Future Skills Matrix



PERSONAL DRIVE

- Using initiative & self-motivation
- Superior organizational skills
- Performing under pressure and meeting deadlines.



PEOPLE POWER

- Clear communication & interpersonal skills
- Collaborative teamwork
- Negotiation tactics
- Valuing diversity and difference.



AGILE THINKING

- Critical problem-solving
- Rapid learning and adaptability
- Applied numeracy & IT skills.

Your 5-Step Flight Path

[Student]

Discover

Identify career interests and research local businesses. Start now.

1

[Student/Employer]

Secure

Get formal employer agreement and complete the Self-Placement Form.

3

[All]

Launch

Attend the placement in March 2027.

5

[Student]

Connect

Reach out via phone, email, CV, or in-person visits.

2

[School/MPloy]

Verify

Safety and risk assessments are conducted in the background.

4

Tactics for Securing Your Placement



Map Your World

Leverage your existing network. Speak to family, friends, and teachers to uncover hidden opportunities.



Align with Passion

Consider your current school hobbies and future career ideas to ensure the placement is genuinely interesting.



Multi-Channel Outreach

Don't just send emails. Phoning, writing a letter, sending a tailored CV, or visiting in person shows initiative.



Reality Check

Ensure the placement is logistically realistic. How will you commute there every day?

Anatomy of the Self-Placement Form



Critical Alert Box

DO NOT submit this form to Mr. Hall until you have secured **Employer approval** and **all three signatures**.

Must be signed by the **Student**.

Must be signed by the **Parent/Carer**.

Student Details

Name	
First name	
Phone	
City	
Comments	
Phone	

Student Declaration

I am agree for first semester in college and opportunity to work for the placement agency. I am agree for the placement agency to provide me with the opportunity to work for the placement agency.

Must be signed by the Student, and signed the Student.

Signature _____

Parent/Carer Details

Name	
Email	
Parent/Carer	
City	
Phone	

Parent/Carer Consent

I am agree to consent parent for the signed parent, my, and the placement agency to provide me with the opportunity to work for the placement agency.

Must be signed by the Parent/Carer by the Parent/Carer.

Signature _____

Employer Details

Name	
Email name	
Address	
Address	
City	
Employer no	
Phone no	
Email	

Employer Agreement & Insurance

This insurance agreement is the employer agreement to provide me with the opportunity to work for the placement agency.

Must be signed by the Employer Agreement & Insurance.

Signature _____

Student Details

Name	
First name	
Phone	
City	
Comments	
Phone	

Student Declaration

I am agree for first semester in college and opportunity to work for the placement agency. I am agree for the placement agency to provide me with the opportunity to work for the placement agency.

Must be signed by the Student, and signed the Student.

Signature _____

Parent/Carer Details

Name	
Email	
Parent/Carer	
City	
Phone	

Parent/Carer Consent

I am agree to consent parent for the signed parent, my, and the placement agency to provide me with the opportunity to work for the placement agency.

Must be signed by the Parent/Carer by the Parent/Carer.

Signature _____

Employer Details

Name	
Email name	
Address	
Address	
City	
Employer no	
Phone no	
Email	

Employer Agreement & Insurance

The Employer agreement is the employer agreement to provide me with the opportunity to work for the placement agency.

Must be signed by the Employer Agreement Insurance.

Signature _____

Must be signed by the **Employer** (including Insurance details).

The Safety Shield: MPloy Solutions

Coordinating thousands of safe placements annually



Mandatory Insurance

Verifying that every single employer holds valid Employer Liability Insurance. Placements cannot proceed without it.

Rigorous Vetting

Checking working environments for significant risks and formally notifying the school.

Student Responsibility

Students must follow instructions, use protective clothing, and never put themselves or others in danger.

The Shared Success Matrix

Student's Mission

- ✓ Find and secure the initial placement.
- ✓ Represent the academy with impeccable behavior at all times.
- ✓ Strictly adhere to all Health & Safety rules and use required PPE.

Parent's Mission

- ✓ Arrange transport, daily work hours, and refreshment/lunch logistics.
- ✓ Provide any required PPE (e.g., safety boots, overalls).
- ✓ Disclose all medical needs to the employer (GDPR compliant).
- ✓ Cover additional costs for Health & Safety validation on out-of-area placements.

Ground Control: Supporting Your Child

Habit Building

Help instill professional punctuality and appropriate dress standards.

Resilience

Encourage a positive approach, even if the daily tasks are different than they expected.

Professionalism

Help the student appreciate the goodwill of the employer hosting them.

Open Dialogue

Discuss the placement daily. Ensure they know how to raise concerns if they feel unsafe or unsure.



URGENT ACTION REQUIRED

Critical System Setup

Portal: Pathways to Work for the Youth Sector (via MPloy Solutions)

Username: Your full school email address

Temporary Password: ErasmusDarwin27

The Directive: Students MUST log in to the website and change this temporary password BEFORE it expires on 18/11/26.

RESPECT
COURAGE
EQUALITY
FRIENDSHIP
EXCELLENCE
INSPIRATION
DETERMINATION

RESPECT
COURAGE
EQUALITY
FRIENDSHIP
EXCELLENCE
INSPIRATION
DETERMINATION

RESPECT
COURAGE
EQUALITY
FRIENDSHIP
EXCELLENCE
INSPIRATION
DETERMINATION

Please be aware of the following

- It is the parents'/students' responsibility to arrange the days to be worked during this week as well as the start and finish times for each day.
- It is the parents'/students' responsibility to arrange the transport to and from the placements well as the refreshment arrangements
- It is the parents'/students' responsibility to provide any personal protective equipment which may be required e.g. safety boots, overalls etc.
- Due to GDPR, please ensure you inform the company of any additional needs and any medical conditions your child may have which may affect the placement in addition to completing the details on the attached form.
- As your child is representing the academy, we expect students to be on their best behaviour at all times and any inappropriate behaviour will be dealt with back in school according to our normal procedures.
- Unless the employers have the correct insurance, your child may not be able to go on the placement.
- Please note that there will be additional cost, payable by parents, for Health and Safety validation for out of borough/area placement companies.

Mission Control

Ready for Launch.

 **Mr. A Hall, Careers Leader**

 **01543 685828**

 **a.hall@eda.staffs.sch.uk**

Start searching today. The future is yours to navigate.