



|WOOD GREEN|
ACADEMY|

Work Experience 2025

Year 10

Population 1



Monday 16th to Friday 20th June 2025

Population 2

Monday 23rd to Friday 27th June 2025

What placement can I do?

- Firstly, start to think, “**What do I want to do?**”. The whole experience should be something **you** would like to do.
- You need to start thinking of a career that you may like to do in the future that you would like to try out.
- Think of things **you** are interested in, not what your friends are doing or what people are telling you to do.

Why WEX?

- To get a taste of 'your intended/chosen career'
- Gain valuable employability skills.
- Find out what Employers are looking for.
- Experience for your future Apprenticeship/Job.
- Experience towards your CV. (Curriculum Vitae)
- Entry to University courses.
- Helps you to start your career plan.
- You can talk about this in interviews.
- Possibility of a Saturday job/part time job, if you impress.

Why WEX?

- it will improve your social skills, including communication skills and listening skills.
- It will improve your emotional wellbeing and confidence.
- It will provide evidence of your skills and knowledge for Sixth form/College/Training applications, Higher Education applications for job application forms and interviews

Where have some year 10s gone in the past?

- Baches' Solicitors – West Bromwich
- Geopost (DPD) - Oldbury
- Exol Lubricants - Wednesbury
- Orchard Veterinary Centre –Wednesbury/Oldbury
- Pets At Home - Walsall
- Ackers Adventure – Birmingham
- Midland Metro Network - Birmingham
- Qamar dental – Wednesbury
- Scope Charity Shop - Wednesbury
- E&S Motors – Walsall
- The Entertainer – Walsall / West Bromwich (toys shop)



- Sandwell Hospital / Walsall Manor Hospital
- Simply Gym - Walsall
- The Albion Foundation – West Bromwich
- University of Wolverhampton – Sports and Leisure
- Walsall Football Club – assisting with Football in primary schools
- Wonder years Day Nursery –Wednesbury

You have the opportunity to go anywhere in the UK, (as long as the Risk Assessment and Health and Safety are done and approved by SIPS). The quicker you get your paperwork completed and handed in, the better chance you have of these checks being done.

How do I find out about different careers?

<https://nationalcareers.service.gov.uk/explore-careers>

the next step

National Careers Service

**HERE
FOR YOU**

Advice online,
over the
phone,
face-to-face



- Help to choose or change career
- Skills tests, course search, job search advice
- Personalised help from careers advisers

Find out more about us >

Lifelong Learning Account

Open an account / Log in >

Want to talk?

 0800 100 900

 Chat online



Check out our apps

Nationalcareersservice.co.uk

EXCELLENCE AS STANDARD

How do I find a company to do WEX?



[Previously Used Employers for WEX 2025.xlsx](#)

Click on the link to open the spreadsheet and research companies you are interested in.

[Su4L Y9 Day 6: all the resources you need on SU4L day 6 are here](#)



Requesting an email address to be whitelisted /unblocked

- <https://forms.office.com/e/29uFZBPZ7c>



Work Experience email template:

Dear (Mr/ Mrs/ Miss + NAME),

Subject: Work Experience Placement (16th -20th June 2025) or (23rd to 27th June 2025)

- I am a 14/15 year old student at Wood Green Academy , Wednesbury.
- I will be completing my work experience(dates). I am hoping that you are able to offer me a placement within your company/organisation, as it would give me the opportunity to find out what this field of work is really like and what it involves.
- The reason why I would like to complete my placement at [Company name] is [explain why you have chosen to write to them e.g. I am interested in finding out more about..... or I would like to gain experience in.....]
- **[You can also use this section to show what you know about the company:]** At school I am studying.... Or my hobbies and interests are.....] [Tell the company a bit about yourself; include any responsibilities that you have, both in and out of school or any previous work experience]
- If you have any queries please contact me on this email: (SCHOOL EMAIL ADDRESS)
- / (Alternatively, please email (name of teacher) at my school at:
- (amanda.birch@woodgreenacademy.co.uk) who is co-ordinating my placement.
- I look forward to hearing from you. Thank you,
- (YOUR NAME)



Applying to Sandwell Council

Sandwell council are committed to helping pupils find a work experience placement and now have a new **ON LINE** procedure.

Log onto www.sandwell.gov.uk/workexperience -

Application form print off and complete

[https://www.sandwell.gov.uk/downloads/file/22142/education based application form](https://www.sandwell.gov.uk/downloads/file/22142/education-based-application-form)

There are no guarantees of a placement. As the council will receive requests from pupils in other schools, so you must get your application form in as soon as possible, so that you can be processed. You must hand in your completed Application form to Miss Birch, who will email your application to Sandwell Council.

Be Aware: there is no guarantee of a placement and so you should always find a back up placement, just in case your application is not successful.

Work experience

Work Experience and Placements

Learn ■ Discover ■ Achieve



The Work Experience Scheme is only open to young people aged 14 to 24 who live or study in Sandwell.

What can we do for you?

Sandwell Council provides more than 300 work experience opportunities every year, right across the organisation including marketing, ICT, finance, legal, construction, architecture, working outdoors, general admin and much more.

What we offer?

We can offer a range of jobs and career choices to help you develop new skills, help you decide on a career or even to try something different. **Please note:- work experience placements are subject to availability.**

- [Construction](#)
- [Design/Maintenance](#)
- [Communications](#)
- [ICT](#)
- [Hospitality](#)
- [Cultural Services](#)
- [Administration](#)
- [Human Resources](#)
- [Operational](#)
- [Environmental Health, Trading Standards and Housing](#)
- [Legal and Governance](#)
- [Working within social care](#)
- [Health and wellbeing](#)
- [Childrens - Learning Services](#)



Please note: - most school placements will take place in June/July. Placements for 16-24 year olds generally take place March to June and September to December.



Birmingham Children's hospital

Work Experience at Birmingham Women's and Children's NHS Foundation Trust (BWC) is a fantastic way of enhancing your knowledge about the different career opportunities available in the NHS and gaining valuable experience that can help you to make informed decisions about career choices.

At BWC, we can support individuals to undertake work experience in both clinical and non-clinical departments, and we ensure that individuals and departmental risk assessments and initial training needs if required are met prior to the commencement of the work experience placement.

Please be aware that completion of the application form for work experience placement does not guarantee a place on the programme, and we might not be able to match your requirements to the placements we have on offer.

Please contact bwc.workexperience@nhs.net for any information or work experience queries.

We offer work experience placements across the Trust for students from local schools and colleges who are considering a career within a health and social care setting for a maximum of one block week, Monday - Friday only. The aims of our placements are to provide students with an opportunity to gain experience of working within a healthcare environment, giving them a valuable introduction to the 'world of work' including expected behaviours and attitudes. Please note we are **unable to offer work experience shadowing doctors**. Work experience is unpaid and is subject to eligibility and relevant clearances prior to any placement commencing.

The numbers of placements we can accommodate are limited and are offered on a first come, first served basis. When all placements are full the work experience programme for that area will be closed until the following academic year.

Notification of placement will be sent 6 weeks prior to placement.

Due to the nature of the placements, there are some restrictions based on age:

Years 10 and 11: Clerical placements only

Years 12 and 13: Clerical and some clinical shadowing placements

We cannot offer clinical placements to applicants under the age of 16.

- Please note during your placement you will not be giving direct patient care.
- Placements may be changed at short notice wherever possible we will offer you an alternative date / placement however this cannot be guaranteed
- You may be asked to leave the work experience programme at any time if your behaviour is considered to be unsuitable.
- Failure to provide evidence of immunisation will result in any placement offer being withdrawn.

Sandwell and West Birmingham NHS Trust Work Experience

- **Our Work Experience offer is closed**
- We will open again in **early February 2025** for placement offers in **June and July 2025**.
- Thank you for taking the time to look into our Work Experience offer.

Did you know there are over 350 different job roles within the NHS!

Many people consider the NHS as a clinical setting, with doctors and nurses and forget the “behind the scenes” people who all play an important role towards the functioning of the hospital and the care given to the patients.

We also offer placements within Allied Health Professionals roles. These are jobs within physiotherapy, occupational therapy, dietetics, speech and language therapy, orthotics, orthoptists, podiatry, the operating department or radiotherapy.

- Clinical Placements can be offered to students aged 16+
- Non-clinical placements (such as admin/IT) can be offered to students aged 14 & 15

Work experience is vital for young people from our local community giving them the opportunity to experience what it is like in a healthcare working environment.

This experience can help individuals decide on their future career pathway and assist with:

- Broadening awareness of the numerous careers available within the NHS.
- Developing an understanding of a chosen career.
- Gaining transferable skills, such as communicating with others, that will be used within a wide range of job roles.
- Experiencing how working roles within the NHS are often much more complex
- Strengthening college, university or job applications by allowing an individual to discuss work experiences on application forms and at interview

Please note at this Trust, we prioritise applications from individuals who live in and/or attend an educational setting within the Sandwell and West Birmingham catchment area.



Risk Assessments and Health and Safety checks

- **Every place** must be Health and Safety Checked and have a risk assessment.
- Employers Liability Insurance. (why is this important?)
- **Every employer** MUST have Employers Liability Insurance for you to do WEX.



West Midlands
WS10 9QU
Website: www.woodgreenacademy.co.uk
E-mail: admin@woodgreenacademy.co.uk
Headteacher: Mr J.Topham B.Sc.(Hons), M.Sc., NPO

Company Name:		Contact Full Name: Mr/ Mrs/ Ms	
Address of placement:			
Contact Number: *please give a direct line to the Mentor/supervisor			
Email:			
<i>For Health & Safety Verification of this placement please complete the <u>Employers Liability Insurance (ELI)</u> details below. Without ELI the placement cannot be approved. Please contact the <u>Work Related Learning Coordinator Miss A Birch</u> at the school office, if you have any questions.</i>			
Insurance Company			
Policy Number			
Expiry Date			
<i>As a representative of the above <u>employer</u> I agree to the student named above working on my premises and acknowledge my responsibilities under the Health & Safety at Work Act and Work Experience Guidelines.</i>			
Signed _____		Date _____	
Name (Printed) _____		Position in Company _____	
Job Title and Duties: Please use this space to give a brief description of duties the student will perform on their placement.			
Working Hours: (pupils cannot work before 7am or after 7pm) * please list days to be worked plus timings			
Lunch Arrangements: packed lunch / canteen facilities / off site			
Clothing Requirements: (does the pupil need any PPE) * please be specific			



Company Name:		Contact Full Name: Mr/ Mrs/ Ms	
Address of placement:			
Contact Number: *please give a direct line to the Mentor/supervisor			
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For Health & Safety Verification of this placement please complete the Employers Liability Insurance (ELI) details below. Without ELI the placement cannot be approved. Please contact the <u>Work Related Learning Coordinator Miss A Birch</u> at the school office, if you have any questions.			
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Clothing Requirements: (does the pupil need any PPE) * please be specific			



Deadlines for Paperwork

- Deadline for completed (yellow) company details forms to be handed in to form tutors.
- Friday 13th December 2024



WEX support in school

- WEX support will be offered in school with Miss Birch in N108 at lunchtime.
- Week 1: TBC
- Week 2: TBC