



Where would like to go? Somewhere fun? Somewhere interesting? A particular type of workplace? Somewhere you know? Something adventurous? Remember that **all experiences** have the power to help. It doesn't have to be a job you know you want to do in the future.



Create a list of possibles. Ask your family for opportunities and support. Talk to family friends. Use Collsys for inspiration (See the Finding your placement Guide) Explore local companies on foot or on google. Remember you can create a positive experience **anywhere** and you may need a plan B or even a plan C!



Approach employers. Use e-mails, letters or direct introductions. Check the examples in the 'Finding your placement' guide. Introduce yourself and ask them if they will host you for the four days.



Use the checklist on the other side of this *quick ideas guide* to get your placement submitted for approval before 14th November. Being out of school that week is going to be brilliant and whatever you do will enhance your thinking towards your future ideas. It does not have to be a dream job.

# Placement Checklist – Tick off each stage as you go

Durrington High School · Year 10 · 2<sup>nd</sup> to 5<sup>th</sup> February 2026



## ☐ Step 1 - Log in to Collsys

- ▶ Go to **www.collsys.co.uk/login**.
- ▶ To login use your school email and the temporary password **Durrington2026**.
  - ▶ Change your password to something memorable and keep it safe

## ☐ Step 2 - Find a placement

- ▶ Ask family, friends, or neighbors. Look around you and enquire.
- ▶ Think about clubs, groups, local shops, cafés, gyms, garages, offices.
  - ▶ Use **Collsys** to explore employers you could contact.
- ▶ For more guidance and ideas check the *Finding a Placement Guide* in the pack.

## ☐ Step 3 - Agree the details

- ▶ Ask the employer if they can host you **Mon 2 - Thu 5 February 2026** (4 days).
  - ▶ Confirm they are happy to support your placement.

## ☐ Step 4 - Gather information

- ▶ Use the **Placement Information Form** to collect details from the employer:
  - Employer contact name, email, phone number
  - Placement address, job title, dress code, hours, lunch arrangements

## ☐ Step 5 - Submit your placement by Friday 14<sup>th</sup> November

- ▶ Log in to **Collsys** → Choose *Create Placement*.
- ▶ Enter the details you have gathered from the employer.
- ▶ Follow the instructions to sign and submit your placement.

## ☐ Step 6 - Parent/Carer action

- ▶ **Parents/carers should pay the £30 registration contribution via Arbor.**
  - ▶ This allows EBP South to **start checks and approve your placement**.
  - ▶ Refunds are given if a placement cannot be approved.

## ☐ Step 7 - Check your status

- ▶ Log in to **Collsys** any time to see the progress of your placement. This may take some time

- ☒ Once all boxes are ticked, your placement will be processed and confirmed. The approval process may take some time, and you should receive an email when it is complete. The careers team will be in touch if there are any problems.

For help, email **careers@durring.com** or visit the **Careers Library**.