

A Guide to Finding Your Work Experience Placement

Durrington High School – Year 10 Work Experience (2–5 February 2026)

Work experience is about trying something new, learning skills, and getting a taste of the workplace. The placement you choose doesn't have to be your "dream job" — any experience can help you build confidence, develop skills, and give you something to talk about in interviews or applications.

1. Start by looking around you

- **Family & friends** – Ask relatives, neighbors, or family friends where they work and if they can host you or know people who might.
- **Clubs & groups** – Sports, music, church, youth groups or hobbies often lead to contacts.
- **Local area** – Think about the shops, cafés, gyms, garages, offices, and businesses you pass every day.

Many students secure placements this way - don't underestimate the people you already know.

2. Using Collsys to explore ideas – Get logged in early and set a password

Collsys is the online system you'll use for work experience. It allows you to browse local employers who have hosted students before - these are "work experience friendly."

- Go to www.collsys.co.uk/login - **IGNORE THE COLLEGE ACCOUNT LOGIN BUTTON**
- Username: **your school email** (e.g. 22jbloggs@durrington.com)
- Password (first login): **Durrington2026** – You will be asked to change your password

You can:

- **View Companies** – Search for employers you could research & approach (use the postcode filter)
- **Create Placement** – use when an employer has agreed to host you and you're ready to submit details.

Tip: Use Collsys not just to submit, but also to spark ideas of places you could approach.

3. If you have no idea what to do – What might you like?

Think about what you enjoy in or out of school, and link it to possible workplaces:

I enjoy...	Possible placements
Animals	Vet, animal charity, pet shop
Sport / PE	Leisure centre, football club, gym
Creativity / Art	Studio, arts centre, architects, games studio
Helping people	Care home, café, retail shop, tourist attraction
Computers	IT support, web developer, games studio
Practical work	Building firm, warehouse, car garage, garden centre



Still unsure? Use **Xello** (on the school website) to explore careers and generate ideas.

4. Approaching employers independently

How to find contacts

- Look on company websites (Often found in the “Contact Us” or “Careers” page).
- Use Google or social media.
- Phone reception and ask who to email.

How to ask

- **If you know the person** – Simply explain your dates (2–5 Feb 2026) and why you’d like to work with them.
- **If you don’t know them** – Write a short email or letter, or visit in person. Keep it polite and to the point.

Example short email:

Subject: Work Experience Enquiry

Hello, my name is [Your Name] and I am a Year 10 student at Durrington High School. I am interested in [industry/role] and would love the chance to gain some work experience with you from **2–5 February 2026** (4 days). Please let me know if this is possible or if you would like to ask me any questions.

> Thank you for your time,

> [Your Name] – [Your contact details]

Top tips:

- It helps to add a bit to say why you chose them and what interests you about their workplace
 - Be polite and positive.
 - Don’t worry if one place says no — keep trying.
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5. When an employer says yes – How to submit your placement online

- **Gather details from your employer** using the Placement Information Form in this pack.
- **With a parent or Careers, Create your Placement online through Collsys. (See section 2)**
- **Please pay the £30 registration contribution in Arbor so EBP South can begin the process of registering and approving the placement.**

You can log in to Collsys at **any time** to check the status of your placement.

♦ **Remember:** Work experience isn’t about finding your career for life. It’s about gaining skills, building confidence, and learning how workplaces operate.

Some Final Tips

You are not limited to Worthing – If you can travel there, you can do work experience there

It’s fine to choose something that might be fun and exciting – It doesn’t have to be your dream job

VISIT THE CAREERS LIBRARY ANY TIME TO GET SUPPORT