



Finding a Work Experience Placement

Monday 1 to Thursday 4 February 2027

Work experience is about trying something new, learning skills and getting a taste of the workplace. Your placement does not have to be your dream job - any experience can build confidence, develop skills and give you something useful to discuss in future applications and interviews.

1 Start by looking around you

- **Family and friends** - Ask relatives, neighbours or family friends where they work and whether they can host you or know somebody who might.
- **Clubs and groups** - Sports, music, church, youth groups and hobbies often lead to useful contacts.
- **Your local area** - Think about the shops, cafes, gyms, garages, offices and other businesses you pass every day.

Many students secure placements this way, so do not underestimate the people you already know.

2 Use Collsys to explore ideas

Collsys is the online system used for work experience. It allows you to browse local employers who have hosted students before and may be useful to approach.

Website	www.collsys.co.uk/login - ignore the College Account Login button
Username	Your school email, for example 23jbloggs@durring.com
First password	Durrington2027 - you will be asked to change it

What you can do on Collsys

- **View Companies** - Search for employers to research and approach. Search Worthing, Brighton or Littlehampton, or use the first part of a postcode such as BN12 BN13 etc
- **Create Placement** - Use this once an employer has agreed to host you and you are ready to submit the details.

3 Match your interests to workplaces

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 or PE	Leisure centre, football club, gym, college
Creativity or art	Studio, arts centre, architects, graphic designers
Helping people	Care home, cafe, retail shop, tourist attraction
Computers	IT support, web developer, any company with an IT dept
Practical work	Building firm, warehouse, car garage, garden centre

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



4 Approach employers

How to find the right contact

- Use Collsys for inspiration and to browse potential employers.
- Look on company websites, especially the Contact Us or Careers pages.
- Use Google or official company social-media pages with an adult's support.

How to ask

- **If you know the person** - Explain the dates, 1-4 February 2027, and why you would like to work with them.
- **If you do not know them** - Write a short email or letter, or visit in person. Keep it polite and to the point. Visit employers with family support.

Example email – You can use your own wording

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 or role] and would love the opportunity to complete work experience with you from 1-4 February 2027. 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]

Top tips

- Add a sentence explaining why you chose that organisation and what interests you about its work.
- Be polite and positive.
- Contact several businesses. If one says no or does not get back to you, keep trying.

5 When an employer says yes

Submit your placement by Friday 13 November 2026

1	Gather the employer details	Use the Placement Information Form in this pack.
2	Submit through Collsys	Ask a parent, carer or the Careers team for support if needed.
3	Pay the registration contribution	The £30 contribution is paid through Arbor so EBP can begin registering and checking the placement.
4	Check the status	Log in to Collsys at any time to see the progress of your placement.

Remember: work experience is not about choosing your career for life. It is about gaining skills, building confidence and learning how workplaces operate.

Final tips

- You are not limited to Worthing. If you can travel safely, consider Brighton, Hove, Littlehampton and other nearby areas. We have had students go as far as London and Norfolk if they have family there.
- It is fine to choose something different or simply interesting. It does not have to be your dream job.

VISIT THE CAREERS LIBRARY ANY TIME FOR SUPPORT