



Quick List for Finding a Placement

Monday 1 to Thursday 4 February 2027

Your placement does not have to match your future career. The aim is to try something new, build confidence and learn about a workplace.

1

Think broadly

Where would you like to go? Somewhere interesting, active, creative or adventurous? Think about workplaces you already know as well as **completely new possibilities**.

2

Build a list of possibilities

Ask family, friends and neighbours about opportunities. Think about clubs and groups, explore local businesses, and use Collsys and the **Finding a Placement Guide** for inspiration.

3

Approach several employers

With family support. Email, write or introduce yourself in person. Explain that you are a Year 10 student looking for a **four-day placement**. Ask the Careers team for support if you need it.

4

Keep going and have a backup

You may need a **plan B** or even a **plan C**. Any positive workplace experience can develop useful skills, even if it is **not your dream job**.

Some students like to find places that may be able to offer part time jobs moving forward. This is fine with the placement acting as an audition. Volunteering roles are also an option.

TURN OVER FOR YOUR PLACEMENT CHECKLIST



Placement Checklist

Tick off each stage as you go

☐	1 Log in to Collsys	• Go to www.collsys.co.uk/login. • Use your school email and the temporary password Durrington2027. • Change your password to something memorable and keep it safe.
☐	2 Search for and secure a placement	• Ask family, friends or neighbours and enquire locally. • Use Collsys and the Finding a Placement Guide to explore employers.
☐	3 Agree the details with the employer	• Confirm that they can host you for all four days. Fewer days are possible. Speak to careers.
☐	4 Gather the required information	• Use the Placement Information Form to collect the contact name, email, phone number, address, job title, dress code, hours and lunch arrangements from the employer.
☐	5 Submit by Friday 13 November	• In Collsys, choose Create Placement and enter the employer details. • Follow the instructions to sign and submit. Visit Careers if you need help.
☐	6 Parent or carer action	• Pay the £30 registration contribution through Arbor under Trips. This allows EBP South to begin registration. • For support with the contribution, email careers@durring.com.
☐	7 Check your status	• Log in to Collsys to follow the progress of your placement. Checks may take some time.

Once submitted, EBP South will register and check your placement. Keep checking Collsys; the Careers team will contact you if there is a problem. For help, email careers@durring.com or visit the Careers Library.