



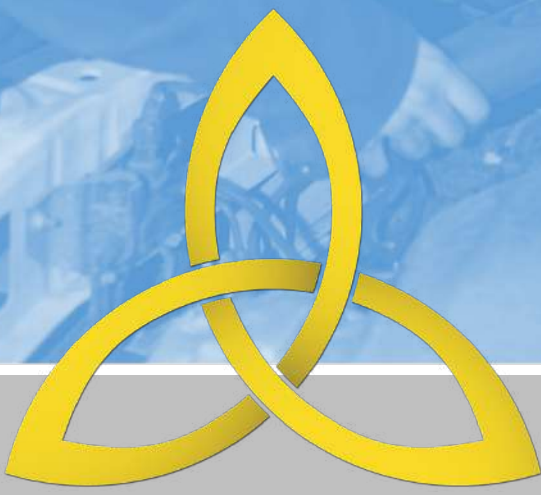
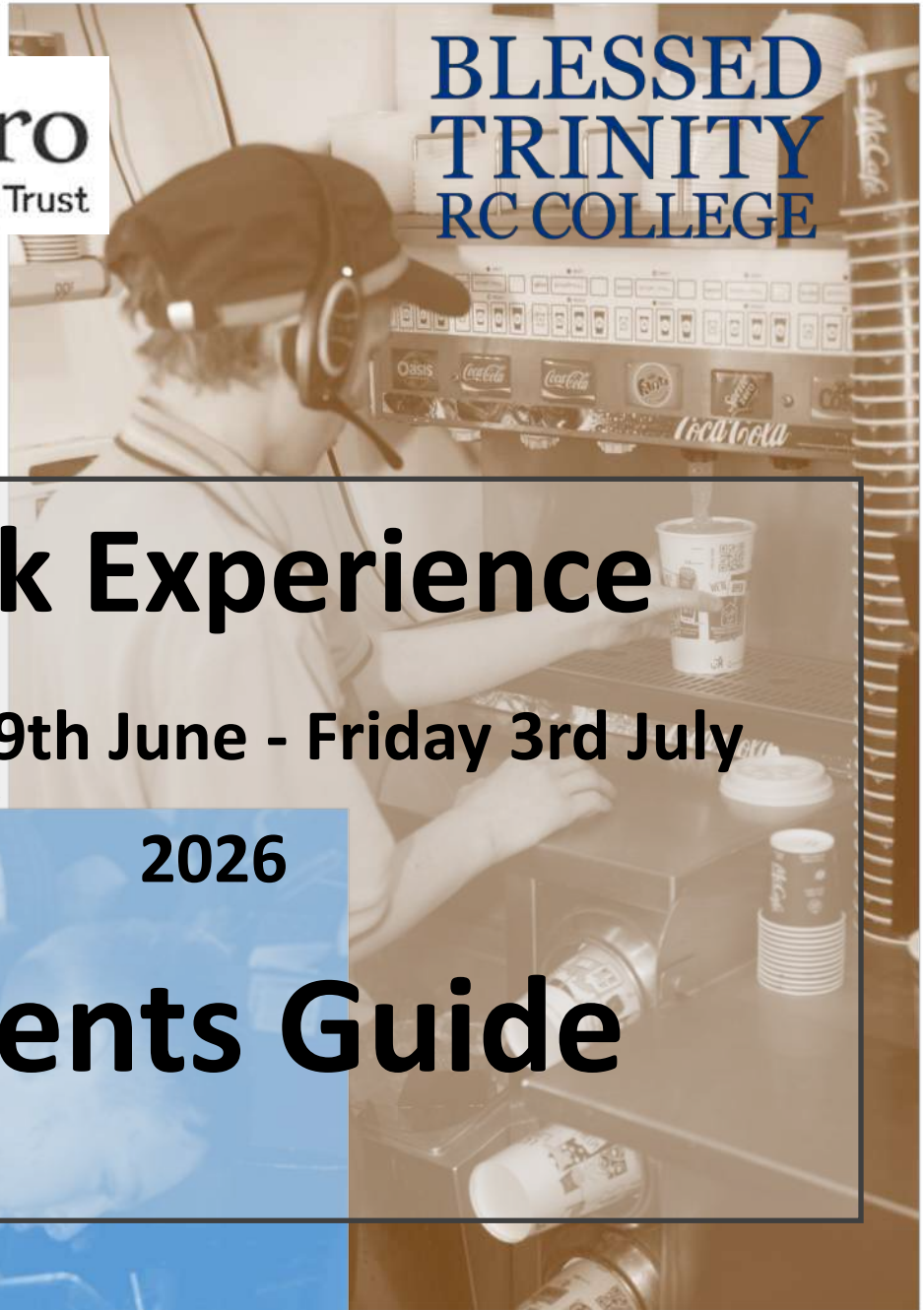
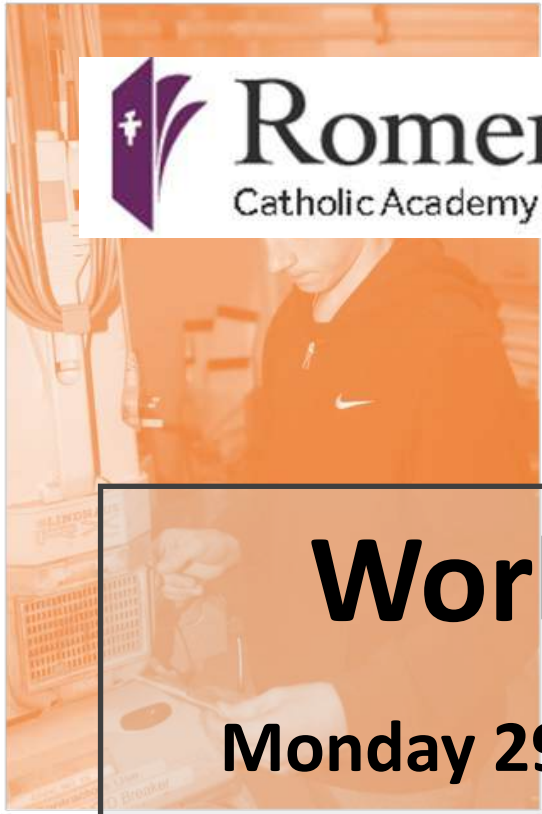
**BLESSED
TRINITY
RC COLLEGE**

Work Experience

Monday 29th June - Friday 3rd July

2026

Parents Guide



Work Experience Monday 29th June - Friday 3rd July 2026

This is an exciting opportunity and will enable all of our pupils to have a meaningful experience of the world of work. Furthermore, with the current economic environment, employers place a high value on relevant work experience and an opportunity to demonstrate good employability skills.

Parent and Pupil Information

Work experience is when pupils spend time in an adult working environment carrying out tasks and duties more or less as an employee. The placement will not necessarily reflect the eventual career choice of the pupil but should allow a broad experience of the workplace and an opportunity to develop skills for the future.

The Benefits of work Experience

Work experience helps pupils to:

- Understand the world of work
- Improve and appreciate their skills and talents
- Gain confidence
- Accept the importance of school work and achieving good qualifications
- Gain knowledge of particular jobs or careers

North West Education Business Partnership

We will be working alongside the North West EBP and they will support the work experience process. They will also complete all of the health and safety checks and will supply all pupils with a job description prior to their work experience taking place.

Medical Information (Yellow form)

You will be asked to provide information on any relevant medical conditions that may affect the choice of placement or that the placement provider should be aware of. This form must be completed no later than **Friday 30th January 2026**.

Finding a Placement

We would like all of our pupils where possible to find their own work placement. In the spring term they will be encouraged to write letters and send emails to prospective employers. Once they have received an offer they will need to complete the **self placement form (green)** and ask the employer to sign it. They will also need to obtain a copy of the **employers liability insurance**. All of this information must be returned to school no later than **Friday 27th February 2026**. This then allows us time to arrange the health and safety visits.

Parents can help their son/daughter by:

- Discussing types of placement that would be of interest
- Ensuring the self placement form is completed and returned promptly to school.



Any pupil that is unable to self place will select six job placements from a database of selected companies by the Education Business Partnership. They are not guaranteed their first choice and could be allocated any of the six selections they make. More details of this will follow. Please assist your child in arranging a self placement where possible.

Health and Safety

All employers providing work experience placements must be approved with a health and safety check to ensure that employers have the necessary insurance to cover pupils and that appropriate health and safety arrangements are in place. Once the employer has been approved we will then issue your son/daughter with a copy of their **job description** and the **placement agreement form** . This will contain all of the following information:

- Name and address of placement provider
- Contact name and telephone number/email
- Dates and hours of work
- Brief details of the tasks and learning objectives
- Other special requirements e.g. clothing, dress code, vaccinations etc.



Placement Agreement Form

This must be signed by parents, pupils and the employer. Once complete this **MUST** be returned to school before work experience can take place.

During the Placement

Work experience can be a challenge. Parents can help by:

- Checking the placement is going well
- Encouraging a mature response to any difficulties
- Encouraging your son/daughter to persevere even if the placement is not what they expected
- Letting school know if there is a problem or concern
- Informing the school and employer if your son/daughter is sick
- Encouraging the completion of the work experience log book

After the Placement

Many pupils find work experience is a key influence in developing their self esteem and enjoy the time spent in an adult environment. Pupils will get a chance to discuss their experiences with their tutors but as a parent you can also talk over what your son/daughter has gained from the experience and relate it to your own experience of work.

Dates to remember

Online Information available web-site from - Monday 24th November 2025.

Year 10 Parents Evening - Wednesday 22nd April 2026.

Mrs Hart and representatives from the North West Education Business Partnership will be available to answer any questions that you might have.



General Information

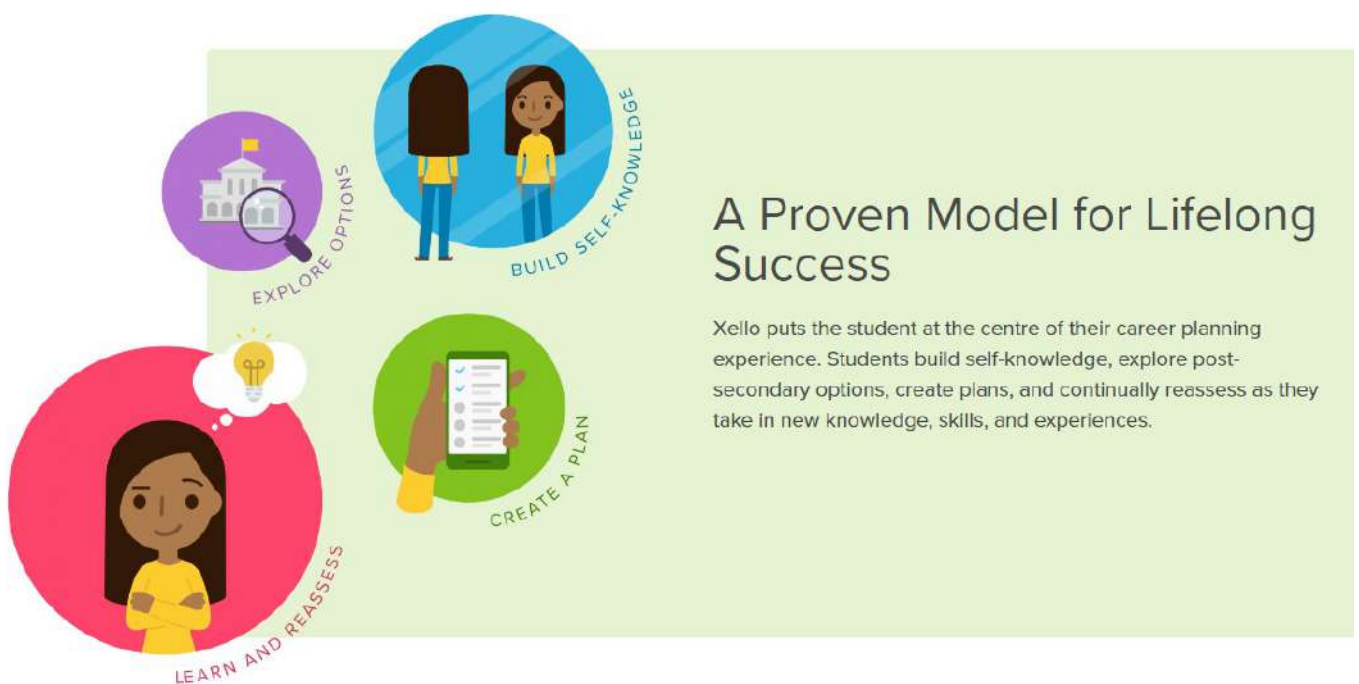
Hours of Work will usually be the hours worked by young employees of the organisation and will normally be longer than school hours. The hours worked by pupils will vary according to their placement.

Parents must assume their normal responsibilities for their child's safety and associated costs when travelling **to** and **from** a work placement. If you have any concerns regarding this then please speak to Mrs Hart.

Work experience is part of the school curriculum and therefore pupils are not paid. A few employers may give expenses for lunch or travel, but as employers offer placements free of charge, expenses must not be expected.

Reporting Accidents - Placement providers are required to report any accident or incident involving a pupil to school. If you have any concerns with regard to accidents, please contact the Mrs Hart in school.

Pupils are expected to hold in confidence any information about the employing organisation that they may obtain during work experience.



XELLO—Careers Software

As part of the careers guidance and education programme we deliver at Blessed Trinity your child has access to XELLO. Pupils should make use of XELLO if they are unsure of where to begin when thinking about work experience.

XELLO is accessible online and we are encouraging the use of it at home to involve parents with the important decisions your child has to make about their future options.

XELLO will help your child to assess their interests and skills, as well as letting them explore and research different education and career options, enabling them to make informed decisions about their future.

Pupils will be accessing XELLO via their form tutors and can access via the pupil intranet in school or by this link

<https://login.xello.co.uk/>

They will also need to be logged into their school Microsoft 365 account.





W/c 8th November 2025	Year 10 Introduction to Work Experience Work Experience Letters Sent out to parents
w/c 15th November 2025 Monday 24th November 2025	Work Experience Packs and Forms Issued Information Live on Blessed Trinity website
Friday 30h January 2026	Deadline for Medical Forms Pupils to complete forms electronically.
Friday 27th February 2026	Deadline for Self Placement Forms (Green form)
April onwards	Job descriptions and placement agreements (Blue form) to be issued to pupils Pupils to attend interviews and obtain relevant signatures Placement agreement forms to be returned to school ASAP
Monday 29th June - Friday 3rd July 2026	Pupils out on work experience



If you have any questions then please contact:

Mrs Hart

Careers Leader

Blessed Trinity RC College

Ormerod Road

Burnley

BB10 3AA

Tel: 01282 506200

Email: khart@btrcc.lancs.sch.uk







Romero
Catholic Academy Trust

**BLESSED
TRINITY
RC COLLEGE**



**Future
Steps**
At **BTRCC**



EBP (NW) Ltd

