



2<sup>nd</sup> December 2025

Dear Parents and Carers

Work experience is an important part of your child's education. It provides insight into working life, helps them develop employability skills, and supports their preparation for future pathways. All Year 10 students are expected to take part in work experience in Term 6 from **Monday 1<sup>st</sup> June – Friday 5<sup>th</sup> June 2026**.

Students are encouraged to plan and secure their own placements. This builds confidence, initiative and the job-hunting skills that employers expect. We advise that students contact potential employers as early as possible because other schools across Medway and Kent will also be completing work experience during this period. We recommend that you discuss possible options with your child to help them identify the type of experience they would benefit from.

All placements are subject to compulsory health and safety checks carried out by Medway Education Business Partnership (MEBP). Employers must have valid Employers' Liability Insurance unless the employer is the owner and a close relative of the student, which includes parents, grandparents or siblings. This requirement ensures your child's safety and welfare during their placement.

If students secure their own placement, they must complete an Own Placement Request Form. The form will be provided by Miss Wilson. Students who do not secure their own placement will be able to choose from a list of pre-approved employers in Medway and Kent. They will have one week to select from the options available, and placements will be allocated on a first-come-first-served and suitability basis.

### Key Dates

- Own placement cut-off date: 23/01/2026
- Link2 database opens for students without a placement on: 13/03/2026
- Final booking cut-off date for all placements: 27/03/2026

To meet our GDPR and safeguarding requirements, we must share any relevant health or other essential information about your child with MEBP and the placement provider. This ensures that appropriate support and risk assessments can be put in place.

A list of frequently asked questions provided by MEBP is included below. If you have any further questions, please contact me.

Yours sincerely

Miss L Wilson  
Careers and Alternative Provision Coordinator



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## Frequently Asked Questions

### **Why is work experience important?**

Work experience helps students:

- understand the world of work and future career options
- develop employability and personal skills
- gain confidence and motivation
- show the behaviours that employers value
- gather evidence for future applications or interviews

### **Can students find their own placement?**

- Yes, they are encouraged to do so. They must provide employer details on the form provided. All placements must pass MEBP health and safety checks and must have Employers' Liability Insurance.

### **Can they complete work experience abroad?**

- No, we cannot approve placements outside the UK due to health, safety, safeguarding and insurance limitations.

### **What if the employer does not have Employers' Liability Insurance?**

- The law requires all employers to hold Employers' Liability Insurance unless the business owner is a close relative of the student (parent, grandparent or sibling).
- Family friends, uncles and aunts do not qualify.

### **How long do students have to find a placement?**

- Students can search for their own placement until the own placement cut-off date. After this date, they must use Link2 to choose from available pre-approved options.

### **How do students use Link2?**

- Students will receive a unique PIN. On the Go Live date they will select up to four choices in order of preference. The school will then allocate one suitable placement. Options are allocated on a first-come-first-served basis. Please ensure you check travel arrangements with your child before they make their selections.



### **Other Useful Information**

#### **Work Experience Log Book**

Students will receive a log book and guidance in school. They must complete the Personal Details section, including emergency contacts, before starting their placement. They must take the log book with them every day. A certificate is awarded for full attendance and completion.

#### **Contacting the Supervisor**

All students must contact their placement supervisor around two weeks before the placement begins. Employers expect this introduction. Failure to make contact may result in the placement being withdrawn. Guidance on how to do this is provided in the log book.