



**Ivybridge
Community College**

Work Experience Booklet

Year 10 and Year 12

Work Experience Week

Year 10 and 12 Work Experience

While a large proportion of Ivybridge Community College students' time is spent on ensuring their academic success, we also believe in helping students develop their characters; find out more about their interests and passions; and invest in their social, moral and cultural life skills.

The activities offered in the Enrichment Programme throughout the year helps improve our students' future employability, boost self-confidence, develop leadership skills, instil self-motivation, overcome fears and help them succeed in society. They are also a fantastic way to increase students' enjoyment of College life, creating an inclusive spirit and helping build life-long memories and friendships.

When is it?

Monday, 13 July to Friday, 17 July 2026

Overview of the Week

The Ivybridge Community College Careers Curriculum strives to provide all students with aspirational, achievable and current information, advice, guidance and experiences to allow them to make informed choices about their futures.

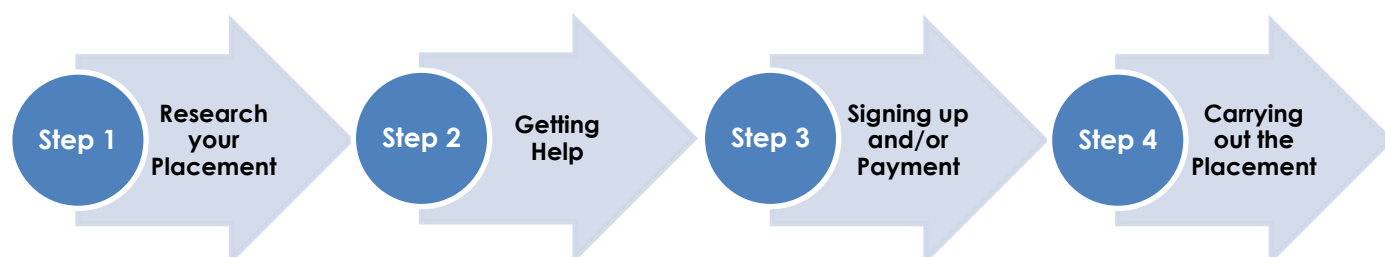
The focus of the week for Year 10 and Year 12 students is helping them to develop an insight into their future careers and learning more about professional working environments. We therefore encourage our students to identify, secure and complete a Work Experience placement.

Work Experience provides students with an insight into the working world, teaches them more about what to expect of life after College, and provides a valuable addition to their CV. For some, it will also provide an exciting opportunity to gain an insight into a specific career in which they are interested. A work placement is an opportunity to spend a period of time outside the classroom, learning about a particular job or area of work. It is also a valuable opportunity for students to understand the ways in which their classroom education is adaptable and utilised in the workplace.

Students will get the chance to develop and show evidence of vital skills such as self-confidence, communication, independence and a variety of other skills, depending on what kind of placement they do.

Year 10 and Year 12 Work Experience

In conjunction with **Unifrog** students can access vocational experiences via a choice of twelve different packages including Work Experience, courses, trips, careers advice and speakers from different professions. This booklet is designed to guide our students through **four steps** to ensure Work Experience is organised.



Step 1: Research Your Placement

Students must attend one week of work experience from **Monday, 13 July – Friday, 17 July 2026**.

Students need to think about what they would like to achieve during Work Experience Week and what placement would enable them to achieve this. Please find below the expectations of work experience.

- Students must take part in a one week of Work Experience (to be fully organised by a parent/carer, not organised by the College)
- The Work Experience must be of an interest to the student
- There are no geographical restrictions to placements
- Students must obtain parent/carer consent confirming the week's absence from College and agreement for the student to attend Work Experience
- Please see the 'how to sign up to Unifrog' section below to sign up to Work Experience
- Please complete Unifrog and add the placement
- All digital paperwork needs to be completed on Unifrog by **Friday, 27 February 2026**

Step 2: Getting Help in Choosing a Work Experience

How the College helps

Tutors, Mrs Hughes (Careers Officer), Mr Elliot-Smith (Year 10 College Director), Mrs Newcombe (Year 10 Pastoral Leader) and Mrs Martin (Assistant Principal responsible for Work Experience) are available for students to talk to, and can make suggestions for suitable placements based on students' interests and aspirations. In addition, subject teachers have insights into careers around their subject areas.

How Parents/Carers can help

- Talking to your child and helping them to think about what they would like/would not like in a placement. Good questions include:
 - What are their interests, and what careers link to those interests?
 - Would they prefer to stay local, go to Plymouth/Exeter or further afield?
 - Would they like to experience a potential career, or do they want a placement that might lead to a part-time job?
- Talking to friends and family for inspiration and potential leads.

How to apply for Work Experience

Students should always check an organisation's website first, in case there is information on there as to how to apply for Work Experience at that organisation. If there is no information on the website, we advise students to phone to get the correct details for the individual responsible for managing Work Experience placements and ask to arrange a time to talk or for an email address to send a letter to.

The letter from the College will ask your potential Work Experience provider for their:

1. Name
2. Address
3. Contact Details

This information is required for Step 3 and completing Unifrog.

Inspiration for Work Experience Placements

1. Search a local business directory

Devon Live maintains a local business directory, which is searchable by industry type. See <https://directory.devonlive.com>

2. Ivybridge Community College Website Page

We have enclosed useful contacts for Work Experience placements. This is a great starting place for all students. The contact list will be updated on the College website on a regular basis. Please visit

<https://www.ivybridge.devon.sch.uk/workexperience>

Step 3: How to Sign Up

A Work Experience placement is not confirmed until the College has received a fully completed digital copy of the Work Experience Forms via Unifrog.

The Work Experience Tool on Unifrog aims to help manage the administration behind the placements process, making it easy:

- For students to get the ball rolling, then reflect on the placement afterwards.
- For the employer to follow and confirm that they follow best practices in:
 - Health and safety
 - Any additional safety guidelines
 - Risk Assessment
 - Insurance GDPR
- For the parent/carers to stay informed of what is happening
- For the teacher to have an overview of the whole process, including knowing at any time the status of each student's placement

Some important logistics:

- Students need to agree the placement with the employer **first**, and then add the placement to their Unifrog account (they will find the Work Experience Tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent/carers, and the College, to collect the necessary information and permissions. For the process to work, **it is essential that students add the initial information about the placement accurately.**

Finding out more and next steps:

- Unifrog has a set of guides and FAQ found here - <https://www.unifrog.org/help/unifrogs-placements-tool-faqs>

Please complete Unifrog which will inform the College of your choice for Work Experience.

All digital paperwork needs to be completed on Unifrog by Friday, 27 February 2026

Step 4: Carrying Out the Work Placement

Once the student has secured their placement, the attention can turn to preparing them for the reality of work. In the final few weeks leading up to Work Experience, we will:

- Hand students a Work Experience Written Report to complete
- Deliver a Health and Safety in the Work Place and the Expectations of all Employee's presentation to all students
- Schedule a time to visit or call the student during the placement
- Upon return, students will be asked to evaluate their placement through the Unifrog platform
- Ask students to pass thank you cards and College letters to their placements to show appreciation for the placement opportunity

Please ensure your child is:

- Prepared for the type of job they will be carrying out
- Able to get to the placement
- Has the correct uniform or clothing
- Has a realistic expectation of the placement
- Prepared with lunch and drinks

Questions or Emergency Contact

Please ensure your child speaks to their Tutor to discuss any questions or concerns regarding Work Experience Week.

I hope your child enjoys their Work Experience placement.

If there is an **emergency** or you have any **questions** regarding Work Experience please contact me via imartin@ivybridge.devon.sch.uk

Yours faithfully

Imogen Martin
Assistant Principal

External Opportunities for Work Experience

There are additional Work Experience placements available to our students **outside** of the College provision. Please read the following information and complete the relevant application forms that can be found on our College website.

All students must make direct contact with the organisations below and complete the applications embedded into the tables or directly email the organisation in order to obtain a work experience placement.

Year 10 only – Babcock Work Experience – Future Engineer Programme	
	<p>Students have the opportunity to apply for The Future Engineer Programme with Babcock. Over the course of the week, you will be working in teams to design a humanitarian vessel, experience tours of Devonport Royal Dockyard, attend presentations and talks given by members of staff and partner organisations, as well as taking part in many more fun activities. This unique five-day programme will give participants first-hand experience of the workplace.</p> <p>The application forms and information are not currently available. Babcock will be sending out invites to all schools shortly. In the meantime, please visit www.babcockinternational.com for information.</p> <p>If your child is successful in the application process, please complete Unifrog when a placement has been secured.</p> <p>Please email Mrs Newcombe (lnewcombe@ivybridge.devon.sch.uk) if you have applied for the Babcock Work Experience as this will fall outside the internal College deadline. Adjustments will be made to students' internal deadlines for this package.</p> <p>All digital paperwork needs to be completed on Unifrog by Friday, 27 February 2026</p>
Year Group:	Year 10 only

School of Engineering, Computing and Mathematics	
	<p>Students have the opportunity to apply for a work placement at the School of Engineering, Computing and Mathematics. If students have a specific interest in Mathematics please email SECAM@plymouth.ac.uk</p> <p>If your child is successful in the application process, please complete Unifrog when a placement has been secured. All digital paperwork needs to be completed on Unifrog by Friday, 27 February 2026</p>
Year Group:	Year 10 and Year 12

Work Experience Contacts

Please see the contact list below to start you off on your journey of searching for a Work Experience placement. These contacts are examples of local opportunities and provision.

Schools - Work Experience			
Organisation	Address	Contact Number	Email Address
The Erme Primary School	Station Rd, Ivybridge PL21 0AJ	01752 892247	theerme@moorsway.devon.sch.uk
Millswood Nursery School	26-10 Woodland Rd, Woodlands, Ivybridge PL21 9HQ	01752 698224	rachel@millswoodnurseries.co.uk
University of Westminster	4-12 Little Titchfield St, Fitzrovia, London W1W 7BY	020 7911 5000	course-enquiries@westminster.ac.uk
Cornwood C of E Primary School	Fore St, Cornwood, Ivybridge PL21 9PZ	01752 837375	cornwood@moorsway.devon.sch.uk
Widey Court Primary School	Widey Lane, Crownhill, Plymouth PL6 5JS	01752 773909	widey.court.primary.school@plymouth.gov.uk
Ladybirds Day Nursery	Steer Point Rd, Brixton, Plymouth PL8 2BN	01752 881161	ladybirds0101@gmail.com
Little Orchard Montessori Nursery - Ivy Town	The Youth Venue, Leonards Rd, Ivybridge PL21 0SL	01752 893498	littleorchard123@btinternet.com
Anglo-Spanish Language School	35 Brent Hill, Holbeton, Plymouth PL8 1LW	07551 006590	info@anglospanishschool.com
Newton Ferrers C of E Primary School	Dillons, The Green, Newton Ferrers, PL8 1AS	01752 872630	admin@newton-ferrers.devon.sch.uk
Dame Hannah Rogers Trust	Woodland Road, Ivybridge PL21 9HQ	01752 892461	enquiries@discoverhannahs.org
Courtlands School	Widey Ln, Plymouth PL6 5JS	01752 776848	courtlands.school@courtlands.acemat.uk

Schools - Work Experience

Organisation	Address	Contact Number	Email Address
St Christopher's Prep School and Nursery	Mount Barton, Staverton, Totnes TQ9 6PF	01803 762202	office@st-christophers.devon.sch.uk
Cheam High School	Chatsworth Rd, Cheam, Sutton SM3 8PW	020 8644 5790	secretary@cheam.sutton.sch.uk
Oak Green School	Oak Green, Aylesbury HP21 8LJ	01296 423895	office@oakgreen.bucks.sch.uk
Stowford School	Exeter Rd, Ivybridge PL21 0BG	01752 894163	admin@stowford.devon.sch.uk
St Matthew's Primary and Nursery Academy	1 Peregrine Road, Plymouth PL6 5FN	01752 395969	SMPA.office@stcmat.org
Mary Dean's Church of England Primary School	43 Mary Dean Ave, Tamerton Foliot, Plymouth PL5 4LS	01752 773521	office@marydeans.plymouth.sch.uk
Woodlands Park Primary School	Abbot Rd, Woodlands, Ivybridge PL21 9TF	01752 690046	admin@woodlandspark.devon.sch.uk
Ballaré School of Performing Arts	3 Treby Terrace, Sparkwell, Plymouth PL7 5DD	07982 637914	ballareschoolofperformingarts@gmail.com
Manor Primary School	Manor Way, Ivybridge, PL21 9BG	01752 893182	admin@manor.devon.sch.uk
Ermington Primary School	School Road, Ivybridge, PL21 9NJ	01548 830459	admin@ermington.devon.sch.uk
Ugborough Primary School	Ugborough, Ivybridge PL21 0NJ	01752 892489	admin@ugborough-primary.devon.sch.uk
Montpelier Primary School	North Down Road, Plymouth PL2 3HN	01752 216160	admin@mpsplymouth.net
Bambinos Childcare Centres	4 School Dr, Woolwell, Plymouth PL6 7TH	01752 696616	enquiries@bambinosdaynursery.co.uk
Compton Preschool	Higher Compton Road, Higher Compton, Plymouth, PL3 5JB	01752 769355	Compton.preschoolplym@gmail.com

Retail/Restaurants/Catering - Work Experience

Organisation	Address	Contact Number	Email Address
Endsleigh Garden Centre	A38, Ivybridge, Plymouth PL21 9JL	01752 914110	Jonathan.juleff@bluediamond.gg
The ioutlet	Unit 37 Sisna Park, Plymouth PL6 7FH	01752 696844	the_ioutlet@live.co.uk For attention of : Russell Jones
Lawson Plymouth	76 Hyde Park Rd, Peverell, Plymouth PL3 4RG Hours: Open · Closes 5.00pm	01752 229292	plymouth@lawsonproperty.co.uk
The Ship Inn	Ugborough, Ivybridge PL21 0NS	01752 892565	info@shipinnugborough.com
South Brent Flowers	6 Church St, South Brent TQ10 9AB	01364 72751	brentflowers40@gmail.com
St Austell Brewery	63 Trevarthian Road, St. Austell, Cornwall PL25 4BY	0345 2411122	info@staustellbrewery.co.uk
Warrens Bakery	Glanvilles Mill, 9, Glanvilles Rd, Ivybridge PL21 9PS	01752 690370	Beki.Knight@provenancebrands.co.uk
The Leading Edge Picture Frame Shop Ivybridge	Chapel Place, 56 Fore St, Ivybridge PL21 9AE	01752 691352	N/A

Mechanic/Engineering/Building/Construction – Work Experience

Organisation	Address	Contact Number	Email Address
Classic Builders	Estover Close, Plymouth PL6 7PL	01752 696640	enquiries@classic-builders.co.uk
Applied Automation (UK) Ltd	Concept House, Eastern Wood Road, Langage Industrial Estate, Plymouth PL7 5ET	01752 349920	hr@appliedautomation.co.uk

Mechanic/Engineering/Building/Construction/ Surveying and Project Management – Work Experience

Organisation	Address	Contact Number	Email Address
Bandvulc Tyres	Lee Mill Industrial Estate, Gillard Way, Lee Mill Industrial Estate, Ivybridge PL21 9LN	01752 893257	sales@bandvulc.co.uk
PTG Precision Engineers Ltd	Langage Industrial Estate, Meadow Cl, Plymouth PL7 5EX	01752 344379	Mike.stevens@ptgltd.co.uk
Gibbs Suspension	Unit 21, Forge Lane Moorlands Trading Estate, Business Park, Saltash PL12 6LX	01752 846888	gibbssuspension@gmail.com
Surveying and Project Management Ward Williams Associates LLP	wwa.uk.com	07938 486 338	vanessachannings@wwa.uk.com
Andrew Kirby Architects Ltd	Discovery House Dart Marine Park, Steamer Quay, Totnes TQ9 5AL	01803 867377	greg@akirbyarchitects.com
Sibelco UK Ltd	Headon China Clay Works, Cornwood, PL21 9PW	01752 837900	Graham.hole@sibelco.com
Masons Kings	Rixey Park, Kingsteignton Rd, Newton Abbot TQ13 0BY	01626 852140	Peter.Brennan@masonskings.co.uk

Theatre/Performing Arts – Work Experience

Organisation	Address	Contact Number	Email Address
The Minack Theatre	The Minack Theatre, Porthcurno, Penzance TR19 6JU	01736 810181	info@minack.com
The Soapbox Children's Theatre	Devonport Park, The Corner of Milne Place and Exmouth Road, Plymouth, PL1 4RD	07754 177678	info@stiltskin.org.uk

Veterinary and Animal Care/Healthcare/Hair and Beauty

Organisation	Address	Contact Number	Email Address
A Salon Called Fish	Westbeer House, Fore St, Ivybridge PL21 9AE	01752 691696	info@asaloncalledfish.co.uk
The Barber Shop/BarberElles	Alison Hammonds, 5 Costly Street, Ivybridge, PL21 0DB	01752 691120	-
Spellbound Hair And Beauty	5 Clare St, Ivybridge PL21 9DL	01752691166	N/A

Veterinary and Animal Care/Healthcare/Hair and Beauty

Organisation	Address	Contact Number	Email Address
Dart Vale Dental Care	24 Bridgetown, Totnes TQ9 5AD	01803 840200	reception.dartvale@portmanhealthcare.co.uk
Newsome Opticians	10 Glanvilles Rd, Ivybridge PL21 9PS	01752 691107	newsomeopticians@gmail.com
University Hospitals Plymouth NHS Trust			Plh-tr.workexperience@nhs.net
Filham Park Veterinary Clinic - Ivybridge branch	Godwell Lane, Ivybridge PL21 0LE	01752 892700	N/A
Brompton Veterinary Clinic	90 Fulham Rd, South Kensington, London SW3 6HR	020 7225 2915	N/A
Fitzworthy Equestrian Centre	Corntown, Ivybridge PL21 9PH	01752 837000	info@fitzworthyequestrian.co.uk
Erme Valley RDA	The Brook, Yolland Brook, Ugborough Road, PL21 0HG	01752 691629	peggydouglasrda@gmail.com
Totnes Rare Breeds Farm	TQ9 5XW	01803 840387	contact@totnesrarebreeds.co.uk

Finance/Solicitors

Organisation	Address	Contact Number	Email Address
Exeter Diocesan Board of Finance	The Old Deanery, The Cloisters, Cathedral Close, Exeter EX1 1HS	01392 272686	communications@exeter.anglican.org

Other Work Experience

Organisation	Address	Contact Number	Email Address
EE	Langage Business Park, Plympton, Plymouth PL7 5JX	N/A	Darren.c.jones@ee.co.uk
Condy Mathias	Park House, 28 Outland Rd, Milehouse, Plymouth PL2 3DE	01752 562605	info@cmcfp.co.uk
Windy Ridge Farm	Toby Cross, Ugborough, Ivybridge PL21 0HQ	01752 895344	dcchoope@aol.com

Other Work Experience

Organisation	Address	Contact Number	Email Address
Gramafilm	80 Paul Street, London EC2A 4NE	020 3051 8619	info@gramafilm.com
Vispring Ltd	Ernesettle Ln, Plymouth PL5 2TT	01752 366311	info@vispring.com
Ribeye Boats	Collingwood Rd, Dartmouth TQ6 9JY	01803 832060	hello@ribeye.co.uk
Cornwall Glass Manufacturing	3 Beechwood Way, Langage, Plymouth PL7 5HH	01752 756580	HR@cornwallgroup.co.uk
M S T - P I S Ltd	3 East Way, Lee Mill Industrial Estate, Ivybridge PL21 9GP	01752 690390	N/A
Burke Rickhards - BRL Architects	91 North Hill, Mutley, Plymouth PL4 8JT	01752 266111	mail@burkerickhards.co.uk
Community Photographic Studios Cic	Unit 19, 8 Bell Cl, Plymouth PL7 4FE	01752 658070	N/A
Stride Treglown Plymouth	Norbury Court, The Millfields, Stonehouse, Plymouth PL1 3LL	01752 202088	davidbayliss@stridetreglown.com
Howard and Over	Plym House, 3 Longbridge Rd, Plymouth PL6 8LT	01752 556606	plymouth@howard-over.co.uk
Heltor LTD	Heltor Maxwell Road, Cattedown, Plymouth, PL4 0SN	01752 425135	admin@heltor.co.uk
Health Care Community	https://devontraininghub.co.uk/?s=Work+Experience		
Home Instead	22 Glanvilles Mill, Ivybridge, Devon, PL21 9PS	01752 938220	martin.allison@homeinstead.co.uk
Hollins Murray Group	St John's House, Barrington Road, Altrincham Cheshire WA14 1TJ	0161 929 5666	info@hollinsmurray.co.uk

Other Work Experience

Organisation	Address	Contact Number	Email Address
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Kingsbridge Museum	108 Fore St, Kingsbridge, TQ7 1AW	01548 853235	hello@kingsbridgemuseum.org.uk
Sharon Stone Soft Furnishings	Ernebridge Works, Ermington Rd, Ivybridge PL21 9DE	01752 691141	sharonstone405@btinternet.com
Prime Skatepark	21-23 Commercial Rd, Plymouth PL4 0LE	01752 224360	N/A
Moorwood Joinery	Westover Industrial Estate, 24, Ivybridge PL21 9ES	01752 893737	moorwoodjoinery@gmail.com
Kumon North Plymouth Centre	Lancaster Gardens, Plymouth PL5 4AA		plymouthnorth@kumoncentre.co.uk
Plymouth Hospital	www.plymouthhospitals.nhs.uk/work-experience		
Sound Diving	Yacht Haven Quay, Breakwater Rd, Plymstock, Plymouth PL9 7HJ	01752 405007	info@sounddivingplymouth.co.uk
Wolferstans Solicitors	www.wolferstans.com/careers/work-experience		