

# Work Experience at Reigate College >>

## Frequently Asked Questions

All students are expected to complete at least one day of in-person work experience during their lower sixth year.

This must be linked to a career goal that is being explored and must be logged on to your student portal.

This, if possible, should be arranged during half term or during the college holidays.

>> **Q:** I have a part time job, do I still need to arrange other work experience?

**A:** Yes, whilst students gain valuable skills from part-time jobs, work experience should be aligned to your potential career interests. This would ideally include interactions with a few different people within the organisation and an opportunity to carry out a task and then receive feedback.

>> **Q:** When does each student need to complete their work experience?

**A:** All students need to have completed at least one period of work experience before they start the Upper Sixth year as it provides useful preparation for university and employment applications.

>> **Q:** When should the work experience be planned for?

**A:** Students should arrange work experience around their timetable. October, February and May half terms are good options and the College also has a work experience week: Monday 6 July 2026 – Friday 10 July 2026.

» Q: How long does the work experience need to be?

A: It doesn't need to last for a whole week. A day or two or work shadowing can be really insightful and if you aren't sure what you want to do, perhaps try two or three different things. Please note that certain careers, such as health care and teaching, require you to undertake a longer period of work experience.

» Q: What happens if I am not able to arrange my work experience during work experience week in July or during in the holidays?

A: Although it is not College policy to grant permission for absences during term time we may make an exception where a particularly valuable piece of work experience cannot be completed outside of College time. We require at least 5 days notice to be requested via [attendance@reigate.ac.uk](mailto:attendance@reigate.ac.uk). Authorised absence requests are confirmed in writing.

» Q: I have arranged work experience in the summer after I finish my GCSEs - does this mean I don't have to arrange work experience whilst I am at College?

A: All experience gained before starting at College will be beneficial, but you will still need to complete work experience whilst you are a student at Reigate College.

» Q: How do I log and gain approval for my work experience?

A: This is done via your portal – in the Work Experience section in My PD.

» If you have further questions, please contact us via [workexperience@reigate.ac.uk](mailto:workexperience@reigate.ac.uk) or come and see us in P007