



Year 10

Work Experience

Student Information Booklet

Monday 10th July — Friday 14th July 2023

Key Dates

November

Students will receive a work experience introductory assembly along with this 'Information Booklet' and will be encouraged to start looking for a placement.

December

Once you have been offered a placement make sure you thank your employer for their offer so that they know you intend to spend your work experience week with them.

January

You now need to upload details of your Work Experience Placement to Unifrog, see section '*Once You Have Been Offered a Placement*' for more information.

20th February

Final deadline for finding a placement and uploading the details to Unifrog.

March

In order for us to approve your placement we need to ensure that the correct Health and Safety checks have been completed. These checks are to ensure that you will be safe when working with your employer. Once the employer has completed their form, your parent/carer will need to agree for the placement to go ahead.

April

May

Contact your employer to confirm details like; start and finish time, where to report to, dress code etc. so you know what to do when you arrive and that they will be expecting you.

June

July

Make sure you have received your Student Workbook and you have completed as much of it as you can before you start your work experience.

Enjoy your placement—try to complete a bit of your workbook everyday!

At the end of the week get your employer to complete their section in your workbook.

Afterwards, don't forget to send a thank you to your placement contact. You will receive, via your school email a short questionnaire to complete about your placement.

Welcome to the Year 10 Work Experience Programme for 2023!

Please read this booklet carefully as it contains important information about the process.

Why do we do Work Experience?

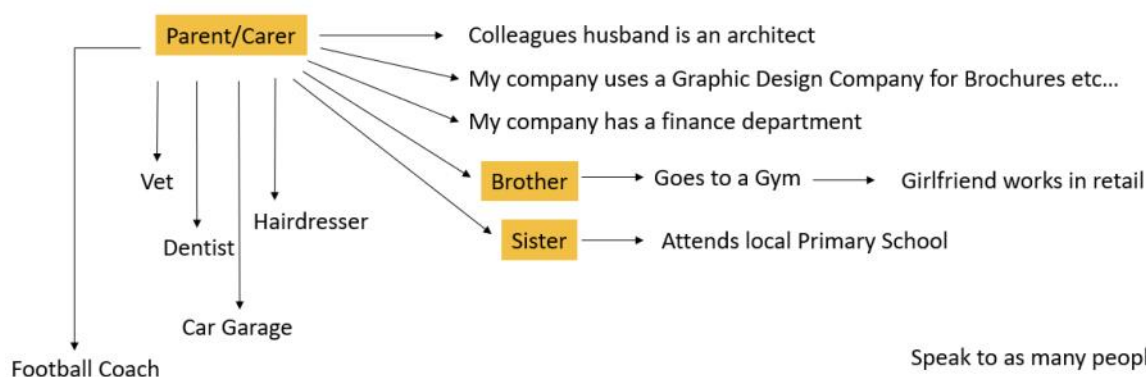
Work experience forms an important and interesting part of your year 10 education. It is an opportunity to learn valuable skills which cannot be taught in school.

- You will gain experience of how recruitment and job searching works.
- It is an opportunity to see how the working world relates to your school studies.
- It may be your first step into the adult world and wider community.
- You will develop your communication skills, independence and team working.
- You will be exposed to working environments, different work patterns and workplace etiquette, dress code, time-keeping, regulations and responsibilities.
- It may be an opportunity to gain a better understanding of possible future career pathways.
- And it is a valuable experience to be able to put on your CV, improving your employability.

How do I Find a Placement?

Students are required to find their own placements. This can be a challenge, but it is important to see this as an opportunity to learn about job seeking and the recruitment and employment process. Please do not rely on your parents to sort out your work experience, students who make contact in person are more likely to be given the placement than if a parent makes contact on your behalf.

Most placements can be obtained through family and friends.



Speak to as many people as possible...

Things to Think About When Looking for a Placement.

If you have a specific industry, company or role in mind for your placement it is important to start looking as early as possible. Placements are in demand and our work experience week often coincide with other schools or colleges. There can be a lot of competition.

If you don't already have a placement in mind then think about what you could imagine doing as a future career; which subjects do you enjoy most at school; or hobbies that you enjoy, and how these might link to a career.

But remember whilst it is great if you can find a placement that matches your career aspirations, work experience is not necessarily meant to be a career taster and valuable experience can be gained in all placements.

Think about who you know. Talk to friends, family, neighbours and older siblings. They may know someone who can help you with a suitable placement or provide advice.

Think about where you live and what forms of transport you have to get to your placement.

Some organisations offer more formal work experience schemes which may involve filling out an application form and attending an interview. These are all valuable learning experiences.

Placement companies/organisations will require Employer Liability Insurance in order to be eligible for inclusion in the Stratton Upper School Work Experience Scheme.

Students who have a placement in horticulture/agriculture or with animals will need to have an up to date tetanus immunisation.

What is the Best Way to Contact an Employer?

You will need to think about what the best way to approach an employer will be; in person, by telephone, email, or letter? This may differ depending on their industry, but typically the best approach maybe to call the company and find out the name of the person who deals with work experience, and ask what the best way of making contact with them would be.

If you are wanting to work in retail, food or an animal related industry it would be best to go into the establishment and ask to speak to someone about work experience.

It is important that when you are communicating with employers that you do not use slang or text type language, first impressions count!!!

Preparing to Contact an Employer.

Before making contact with an Employer you should make sure you are prepared.

- Shortlist a few companies who you are going to contact.
- Prepare notes and be clear about what you are asking for, how long the placement will be and what the dates are.
- Make sure you know about the company and can explain why you have chosen to contact them.
- Share any experience that you have that might be relevant to the placement.
- Think about what skills you have that maybe useful: problem solving, good team player, eager to learn.
- And be prepared to answer any questions!
- You may be asked to attend an interview, so give some thought to when you are available—discuss this with parents/carers BEFORE you make the call to avoid transport issues.
- Use the Unifrog CV tool to update your CV.

Final Things to Consider.

Telephone

- If making contact by telephone use a land line to ensure a good conversation—a poor mobile signal can cause confusion and appear unprofessional.

In Person

- If you are visiting in person, choose a time when the employer is not busy and be prepared to come back at a time that is more convenient for them.
- Think about your language and clothing. You could wear your school uniform.
- Take a copy of your CV with you.

Email or Letter

- Think about the title you give your email, choose something professional that also makes your email stand out.
- Take time to check your email /letter for spelling and grammar mistakes.
- Ask someone to proof read it for you.
- Attach a copy of your CV.
- Employers receive large numbers of emails every day so this can be the least effective way to find a work experience placement.

Keep a list of who you have contacted and If you don't hear back, follow up with a telephone call. You can refer to your email or letter which can be a good opening to the conversation.

How to Get Your Placement Approved.

Once you have been offered a placement make sure you inform the employer that you wish to accept it. You can then start the process of getting your placement approved:

1. You need to upload the details of your placement to Unifrog. Information on how to do this is provided below.
2. A form will then be emailed to your employer for them to complete.
3. Once your employer has completed their form details will be emailed to your parent or guardian for their approval.
4. Finally we will carry out Health and Safety checks. Once these have been completed your placement will be approved.

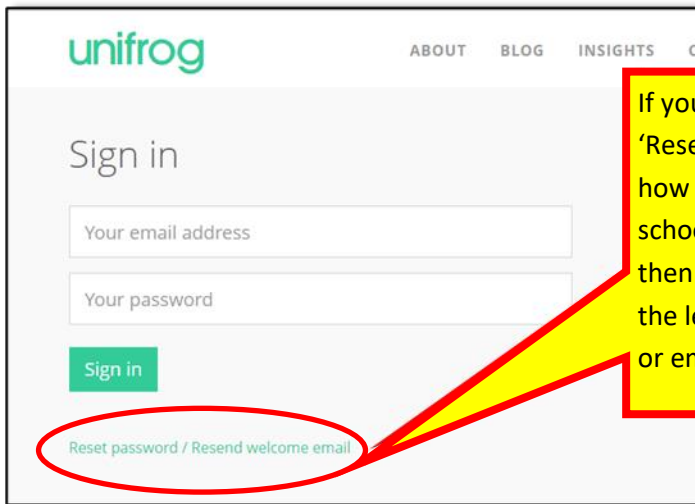
We are not able to authorise a placement until all of these steps have been completed. The deadline for submitting the details of your placement to Unifrog is (Step 1): **Monday 20th February 2023.**

Uploading Your Placement Details to Unifrog.

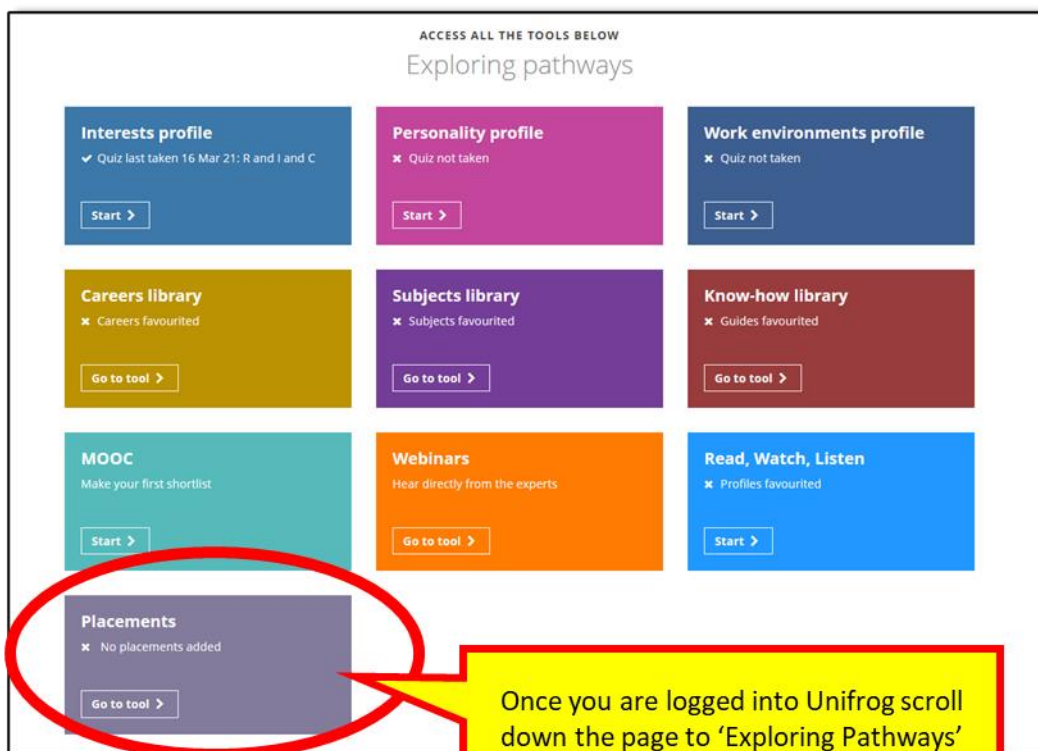
Before you start the process of uploading your placement to Unifrog you will need to make sure that you have the following information:

- Name of the placement business -The name of the company where you will be doing your placement.
- Employer placement lead name -The name of the person who has offered you the placement.
- Email address of the person who has offered you the placement.
- Company address and postcode.
- Your parent or guardian's email address.

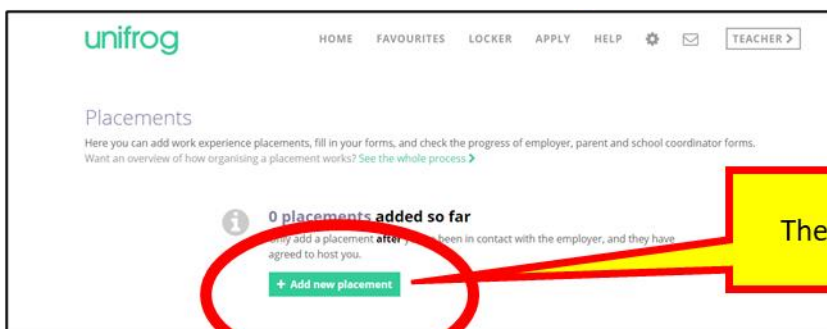
You can then log into Unifrog at www.unifrog.org/sign-in



If you can't remember your password, click on 'Reset Password' and an email with instructions on how to reset your password will be sent to your school email address. If this still doesn't work, then contact Mrs Manley in the Careers Office (on the left hand side as you enter the sixth form hub) or email AManley@stratton.school



Once you are logged into Unifrog scroll down the page to 'Exploring Pathways' and select the 'Placements' option.



Then select 'Add new placement.'

Important! - Make Sure you Select your House Senior Tutor as your Placement Coordinator!

1 Student initial 2 Employer initial

Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished'. Afterwards we'll ask the placement lead at the employer to fill in the next form.

* In person or Virtual

* Placement coordinator

This is the school / college staff member who will be coordinating the placement from your school / college's side

* Name of placement business / organisation

* Placement start date

- Adlam – Mr Crisford
- Chandler – Ms Hunstone
- Franklin – Ms McKendrick
- King – Mrs Vincent
- Turing – Mr York

Vicki's Photo Shop

Scheduled for: 29 September 22 - 29 September 22 Type: In person

- 1 Student initial form Completed on 28 September 2022 [more v](#)
- 2 Employer initial form Completed on 28 September 2022 [more v](#)
- 3 Parent / Guardian agreement [more ^](#)

The next stages are for: your parent / guardian needs to agree for it to happen, and lastly the school placement coordinator needs to give permission for it to happen.
We have sent an email to your parent / guardian, but they have not yet completed their agreement form.

Email sent to:

Email sent: 28 September 2022 10:26:23
- 4 School permission [more v](#)
- 5 School during-placement check-in [more v](#)
- 6 Employer review form [more v](#)
- 7 Student reflection form [more v](#)

You can track the progress of your placement approval in the placement tool summary view.

If you have any problems uploading the details of your placement please contact Mrs Manley in the Careers Office (on the left hand side as you enter the sixth form hub) or email AManley@stratton.school