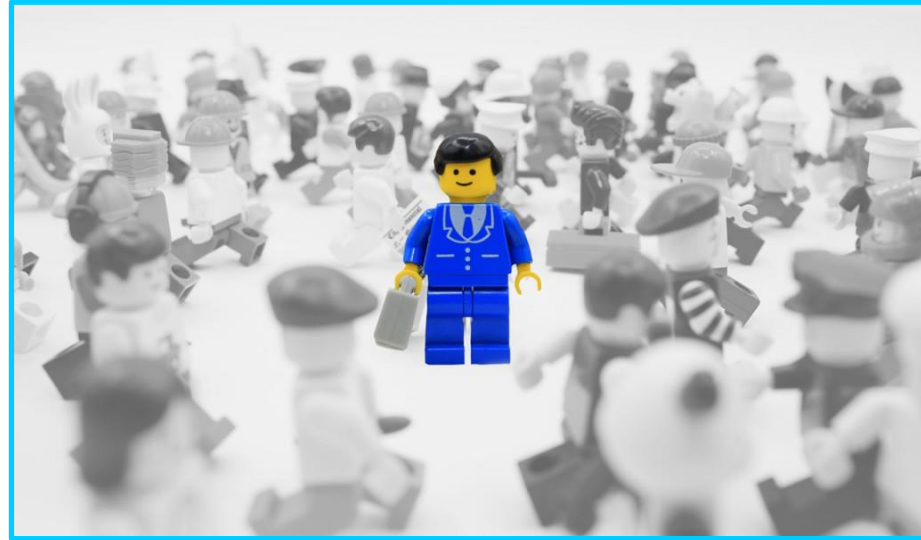


# Work Experience Week



Monday 10 July – Friday 14 July 2023



# Benefits of Work Experience

1. An improved understanding of how business and industry operate.
2. Relevance of school subjects to the world of work.
3. Greater self-confidence, self-reliance, maturity.
4. The different job areas within the world of work. (Human Resources, Finance, Sales and Marketing)
5. The skills which are developed. (Communication, Problem Solving, Team Work)
6. The different businesses and organisations that exist.
7. Work experience **really helps** in any letter of application for college, an apprenticeship, in a CV to a future employer or for a University application.
8. Possible job at the end of it!

UCAS



# A requirement for all pathways

- University, Apprenticeships and all Job Applications will **require** evidence of the skills you acquire on work experience.
- More and more universities offering work experience as **part of the course** – e.g. **Year 3 out in industry**



Stand Out From The Crowd = The Edge

Please note:

Medics/Dentists/ Vets/ Oxbridge need multiple experience placements, starting NOW.



Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Student finance	<input checked="" type="checkbox"/>
Choices	<input checked="" type="checkbox"/>
Education	<input checked="" type="checkbox"/>
<b>Employment</b>	<input checked="" type="checkbox"/>
References	<input checked="" type="checkbox"/>
View all details	<input checked="" type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

**Your personal details**  
They need to know who you are after address and phone number.

**Your education history**  
This part of the form will ask you for your education history as well as what qualifications and exam results you have achieved.

**Your employment history**  
This part of the form will ask you for your employment history, including a fairly straightforward list of things like the job title, company name and dates of employment.

Don't sweat it if you have got too much to say about your employment history, we're expecting loads of high-flying jobs here.

**Your skills**  
If a section like this is included, you'll be asked to describe your skills in an apprenticeship or school leaver programme and any other relevant activities.

You may also be asked to fill in some of the questions which case you may be given a word of advice.

**Career motivations**

**Professional Profile**  
\*Motivated young professional with an exemplary academic record and financial independence.

Having achieved excellent grades at GCSE level maths, English and science, and involvement in a number of clubs and societies, I am keen to demonstrate a proven aptitude for mathematics which and have made a positive contribution to my department. My part-time roles and volunteer work have allowed me to develop skills such as relationship building, communication and team work.

**Core skills & achievements**

- 8 A-C GCSE grades
- Mathematical aptitude
- Customer facing experience
- Team work

**Education**

**GCSES – Secondary School – 2015**

- Maths, science, English **A**
- Geography, Media, French **B**
- History, Religious studies **C**

**Work experience**

**Sep 2014 - Present** Joe's cafe  
Part time dish washer

Working in a busy café supporting the kitchen and front of house in a healthy environment.

**Responsibilities**

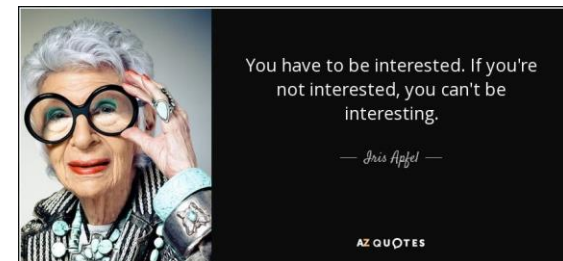
- Interacting with kitchen and waiting staff to collect orders and provide excellent customer service
- Loading and unloading dishwasher efficiently to dishes and cutlery
- Supporting events and busy periods by providing excellent customer service
- Checking cutlery, kitchen and tables in line with standards
- Supporting kitchen preparations during opening

**References available on request**

# All skills and achievements

- School council
- Clubs and activities
- Fund-raising
- D of E
- Taster courses
- Workshop Conferences
- Research Project (Nuffield Placement)
- Pledges
- Part-time work
- Teach younger children / mentoring
- Volunteering opportunities outside school
- Gap year plans
- National Citizen Service
- Rotary Competitions
- World Challenge
- Future Learn Courses
- and .....**Work Experience**

## Be interesting...



# Preparing & planning your placement

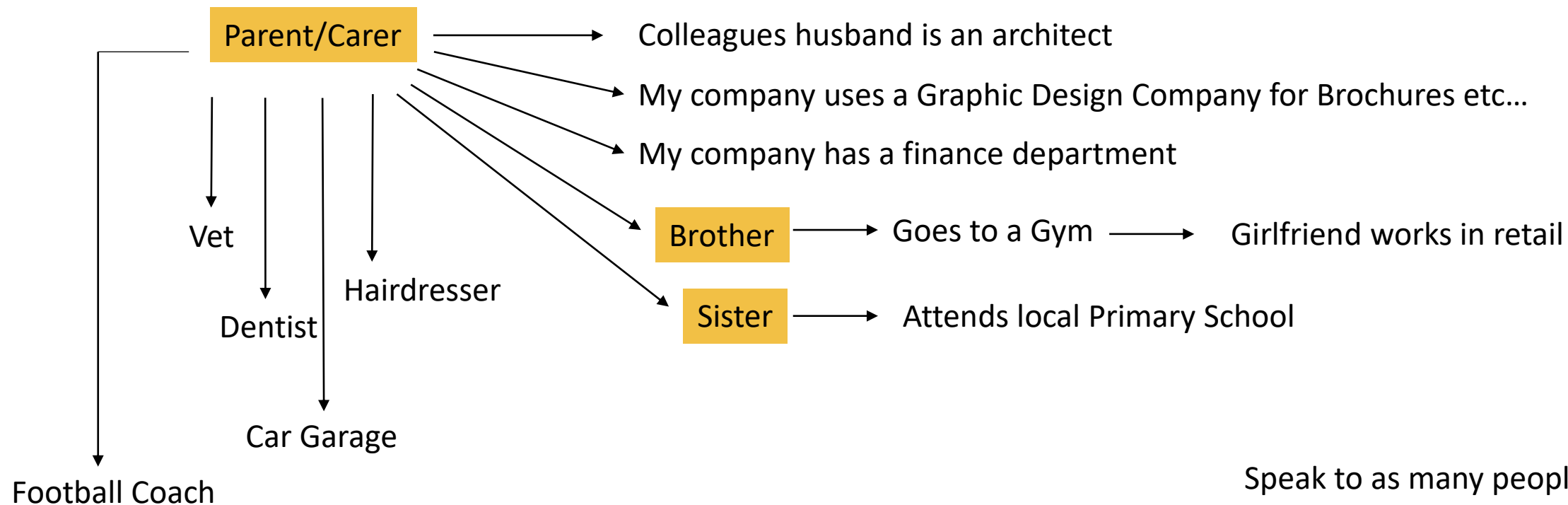
- 5 Days – Monday 10<sup>th</sup> – Friday 14<sup>th</sup> July
- It doesn't need to be the school hours
- Must have Employers Liability Insurance
- Be pro-active / use your initiative
- Apply early (email template available and cv template available via Unifrog)
- Use contacts / family / friends / neighbours / teachers
- Can be anywhere

YOU  
create  
YOUR OWN  
OPPORTUNITIES



# Think about your network

Most placements can be obtained through family and friends.



Speak to as many people as possible...



# Research companies online



Rating ▾ Hours ▾ Sort by ▾

**Levitt Partnership**  
No reviews · Architect  
10+ years in business · 57 London Rd · 01767 312808  
Open · Closes 5PM [Directions](#)

**R J Larman Architectural Services**  
5.0 ★★★★★ (1) · Architect  
10+ years in business · 88 Church St · 01462 701289  
Open · Closes 6PM [Directions](#)

**Atelier Brown**  
5.0 ★★★★★ (9) · Architect  
3+ years in business · 01933 350912  
Open · Closes 6PM  
Online appointments [Website](#)



# Make contact

- Contact a wide range of employers for placements. Many won't even reply. Don't give up!
- Send chaser emails / phone-calls / letters.
- No one else will do this for you.

## Email



## Phone



## Letter



## In Person



# Sell yourself - emails

- What are your strengths, skills or achievements
- What sets you apart from other young people
- Address to a specific person
- Keep it short
- Why are you writing? All about you? Include your contact details
- Have a sensible email address – watch out what you have put or are putting on social media – they may check you out – keep it private
- Follow up your email one week later with a phone call



# Email template

Dear Sir/Madam [or name],

I am a year 10 student from Stratton Upper School, studying [list of subjects].

I'd like to enquire about a potential work experience placement at [company name], from Monday 10<sup>th</sup> July – Friday 14<sup>th</sup> July 2023.

I'm keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

I'm a [relevant skills and attributes], which can be shown in my [real-life examples that demonstrate your skills].

In my spare time, I like to [list relevant hobbies and interests], and I've also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours [sincerely/faithfully]

[Your name]

# Email template

**To:** hello@StarkIndustries.com

**Subject:** Work experience

Dear Mr Stark,

My name is Peter Parker and I am a student at Midtown High School.

My interest in work experience with the Avengers was sparked when I visited your laboratory in Malibu, where I got to see your inventions. I have worked very hard to develop my teamwork skills and spider sense. I feel that with some guidance, I would be a great addition to the Avengers team.

I am looking to do some work experience between the dates of 10-14th July 2023, to help develop my skills and start to learn how to protect Earth. Do you have any spaces for work experience students at that time? I have attached a copy of my CV for your records.

Yours sincerely,  
Peter Parker

# Email top tips

- Use a straight-to-the-point subject.
- Use the employer's name if you know it, or Sir/Madam if you don't.
- Paragraph 1: Introduce yourself and the school or college you go to.
- Paragraph 2: Say a little about why you are interested in the industry; a couple of sentences is enough. This shows that you've done research and have thought carefully about where you'd like to do work experience.
- Paragraph 3: Politely ask about work experience opportunities on dates you are able to attend. You can also ask for a meeting/phone call here too.
- If you know the name of the employer, use 'Yours sincerely' and if not, use 'Yours faithfully'.
- Remember to proof read the email so there aren't any mistakes.

# Stuck for ideas



# Careers Website



unifrog HOME SHORTLISTS LOCKER APPLY HELP TEACHER >

Hello Angela, here's a summary of your progress so far...

2% complete

37th in year group

Want to move things forward? We recommend you...

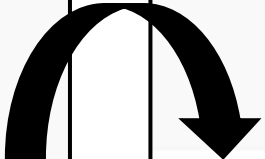
Start a UK uni, app or college search 1.8%

See all your tasks >

ACCESS ALL THE TOOLS BELOW

Exploring pathways

- Careers library**  
x Careers favoured  
Go to tool >
- Subjects library**  
x Subjects favoured  
Go to tool >
- Know-how library**  
v Guides favoured  
Go to tool >
- MOOC**  
Make your first shortlist  
Start >
- Personality profile**  
x Quiz not taken  
Start >



Search by keyword  
Search for university subjects using a keyword

eg Computers  
Go >

Search by school subjects  
Search for university subjects using the subjects you're studying at school that you like the most

Subject 1 eg Biology  
Subject 2 (optional)  
Subject 3 (optional)  
Go >

By area

- Animals and agriculture (5) >
- Arts (10) >
- Business (13) >
- Engineering and buildings (12) >
- Health (8) >
- Humanities and social sciences (38) >
- Mathematical sciences (6) >
- Sciences (9) >
- All >

By characteristics

- Fewest students (22) >
- Least competitive (24) >
- Least study (37) >
- Most competitive (28) >
- Most students (16) >
- Most study (31) >

By interests

- Arguing (11) >
- Computers (8) >
- Food (12) >
- Helping people (24) >
- Making things (16) >
- Numbers (23) >
- Sports (10) >
- Travelling (30) >
- Words (27) >

Featured guides  
Here are some of the most popular subjects

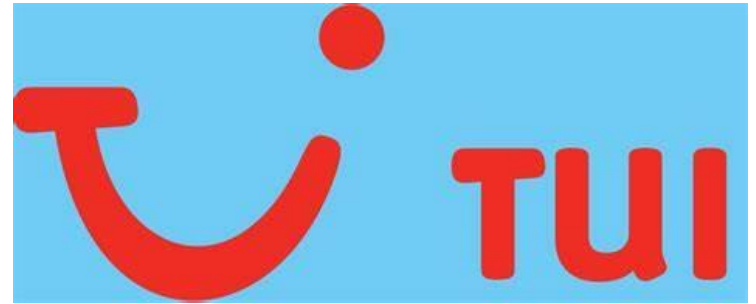
- Agriculture**  
The cultivation of animals, plants and fungi for food, fibre, biofuel, medicinal plants and other products to sustain human life.  
Read the guide >
- Civil engineering**  
The design, construction and maintenance the infrastructures that hold our physical world together.  
Read the guide >
- Film and Photography**  
Acquire a theoretical knowledge of film and photography, as well as the practical skills to create your own works.  
Read the guide >



# Working in Bedfordshire



EAT SLEEP & DRINK  
WHITBREAD





# Companies in Biggleswade



iCandy



# Expectations

- Students (with parental help) find their own work placements. You are in charge.
- This encourages you to take personal responsibility for finding the placement. It will provide you with confidence, a sense of achievement and first hand knowledge of how to approach searching/finding and securing a job.
- Huge benefits to researching your further education and career path options. Everybody only knows a little – their surroundings and what they are exposed to.
- We will provide support and inspiration in school to help.
- Deadline – Monday 20<sup>th</sup> February 2023

# Stage 1



## Find a Placement

# Stage 2



Unifrog is a one-stop-shop where students can easily explore their interests, identify their skills and what career paths they can take to reach their goals!

Our students are already familiar with Unifrog; therefore, it made sense for us to use this platform to manage the administration of our work experience programme.

Unifrog have created a short video to explain how their Placement Tool works:

<https://cdn.unifrog.org/video/hfxcu5f6a6/360.mp4>

# Stage 2



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.

You now need to upload details of your Work Experience Placement to Unifrog. (How to do this is on the next slide)

1. You need to upload the details of your placement to Unifrog.
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 (if required). Once these have been completed your placement will be approved.

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

[Deadline – Monday 20<sup>th</sup> February 2023](#)

# Stage 2



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](http://www.unifrog.org/sign-in)

<b>Interests profile</b> ✗ Quiz not taken <a href="#">Start &gt;</a>	<b>Personality profile</b> ✗ Quiz not taken <a href="#">Start &gt;</a>	<b>Work environments profile</b> ✗ Quiz not taken <a href="#">Start &gt;</a>
<b>Skills profile</b> ✗ Quiz not taken <a href="#">Start &gt;</a>	<b>Careers library</b> ✓ Careers favourited <a href="#">Go to tool &gt;</a>	<b>Subjects library</b> ✗ Subjects favourited <a href="#">Go to tool &gt;</a>
<b>Know-how library</b> ✓ Guides favourited <a href="#">Go to tool &gt;</a>	<b>MOOC</b> Make your first shortlist <a href="#">Start &gt;</a>	<b>Webinars</b> Hear directly from the experts <a href="#">Go to tool &gt;</a>
<b>Read, Watch, Listen</b> ✗ Profiles favourited <a href="#">Start &gt;</a>	<b>Placements</b> ✓ 1 placement added, 0 completed <a href="#">Go to tool &gt;</a>	

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

# Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms. Want an overview of how organising a placement works? [See the whole process >](#)



## 1 placement added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

+ Add new placement

Then select 'Add new placement'.



## 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' at the bottom of the form.  
Afterwards we'll ask the placement lead or the employer to fill in the next form.

\* In person or Virtual

In person

Make sure that you select  
'In person'.

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

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

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

## Simran's Placements

Simran has added the following 1 placement.

So far 0 general comments have been added. [Add / View comments?](#)

### Bakery

Scheduled for: **10 January 22 - 10 February 22** Type: **In person**

[Comment +](#)

[Convert to Interaction >](#) (disabled until Employer review form complete)

- 1 **Student initial form** Completed on 7 January 2022
- 2 **Employer initial form** Completed on 7 January 2022
- 3 **Parent / Guardian agreement** Completed on 7 January 2022

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

The employer will need to respond to the form.

Parent/carers will need to access the form.