



Work Experience Guide.

Preparing for work experience is an exciting activity and is most effective if it is planned in advance.

It does not need to be hard work, but it's worth spending time getting advice and guidance from your school, parents, guardians, friends and contacts so the experience is easy and valuable for everyone involved.

Why is work experience important?

You might think that the only point to doing work experience is to enhance your C.V. You may be wondering what tasks you may be given and if these will be meaningful and beneficial to you.

Although some work experience does involve doing menial tasks, like all jobs, it is still an important way to develop the very important employability skills that all employers are looking for in their employees.



Still need convincing?

- Young people are more likely to be successful in their job hunt if they have had some work experience. In a recent study, over half of the recruitment agencies reported that; “[applicants who have had no previous work experience at all are unlikely to be successful in the selection process](#)”.
- If you haven’t a clue what career you might like to follow, it is an ideal way to sample a career option. You may find something you are passionate about or identify something that you really don’t like.
- Work experience shows an employer that you are motivated to work and develop business skills.
- It will give you an idea of the employability skills you will need to thrive in the workplace.
- It will help you identify your own skills and perhaps some areas that you need to improve on – your strengths and weaknesses.
- You might impress the company so much that they offer you part-time work, or even an apprenticeship when you finish your academic studies.
- It is important to NETWORK. This allows you to build contacts which are always useful in the working environment.
- Your work experience may well be able to give you a reference in the future if you have built a good strong business partnership with them.
- Of course, it will always give you a crucial detail to put on your C.V. and personal statement when applying for university.



How do I choose what I want to do?

For many students choosing what they want to do for their work experience is the hardest part. Remember, work experience is not about choosing a career for the rest of your life. It is ultimately about gaining experience in the world of work. The decision should be led by you, but ask your parents, guardians and careers leader for support and guidance.

When applying for placements you may get rejections, this is not personal, the employer just may not be in a position to help at this time.

WORK EXPERIENCE TIPS

- **START EARLY.** Some employers recruit for work placements up to a year in advance. Check out the websites of large employers in your area.
- **IDEAS.** If you have an idea, tell your parents/guardian/contacts, they may be able to help you.
- **DECIDE.** What kind of work experience you want to do if you can. Come up with a list of the different industries you want to explore. Think about your interests and favourite subjects. Is there a local employer linked to these that you could approach?
- **RESEARCH.** The school has a database of employers who have taken students previously. This does not guarantee they will this year but is worth an enquiry.
- **PRACTICE.** The letter/email that you will be sending to employers requesting a placement. Don't rely on your own proof-reading skills, get a fresh pair of eyes to check everything. Remember you never get a second chance to make a first impression.
- **DOUBLE CHECK.** Follow up all placement applications with a phone call or visit but don't pester them. This can be daunting so practice what you might say, write it down, let your parents hear what you might say.
- **EXPLORE.** The placement doesn't have to be local but you need to be able to travel to and from it on a daily basis or stay with family in another town.
- **INTERVIEW.** You may be asked to attend an interview or site visit before the work placement is offered. Go prepared and practice some questions about your strengths and weaknesses and some questions about the company your work placement is with.
- **CONSENT FORMS.** Make sure all data and paperwork is submitted by the deadlines set by school, also any actions requested by the employer are completed on time.
- **SUCCESS.** This is your work experience, the more you put into it the more you will get out of it.

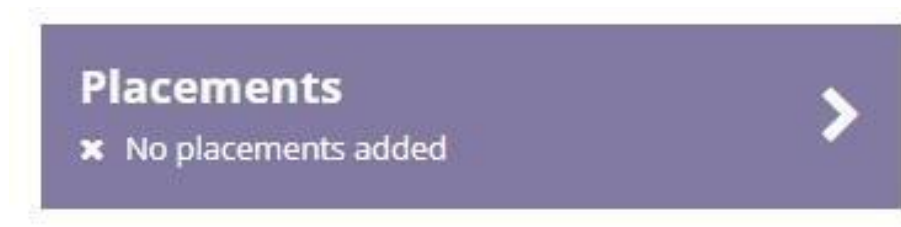
SO, YOU'VE FOUND A PLACEMENT – WHAT NOW?

All work experience documentation is completed using your Unifrog platform and available in your personal account.

Ensure you know your login and password. Forms

can be found in – Placements (a purple box)

<https://www.unifrog.org/student/placement>



1. Complete the form on Unifrog in this placements tab then click Add new placements and complete the form with all the correct details listed below.

0 placements 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

**Year 10 Work Experience dates are
Monday – Friday March 15th- 19th 2027**

Information Needed

- In person or Virtual = In person
 - Placements co-ordinator = Mr Lockett ● Name of placement business or organisation =?
 - Placement start date =?
 - Placement end date =?
 - Describe the time commitment = Full time
 - What are your objectives for this placement = E.G. To develop my employability skills.
 - Employer placement lead; Name = **Ensure this is spelt correctly**
 - Employer placement lead; Email = **Ensure this is spelt correctly**
 - Repeat Employer placement lead; Email = **Ensure this is spelt correctly** ● Employers Phone number = **Double check it's correct** ● Placement country =? ● Placement address =?
 - Placement postcode =?
 - Is the workplace where you will be based throughout the placement? =?
 - Will you live at home as normal during your placement? =?
 - How will you travel to and from your placement? = E.G. Bus-Car-Walk?
 - Your date of birth? =?
 - Do you have any special needs? E.G. Medical, allergies? =?
 - Parent or Guardian (who must be your emergency contact) =?
 - Parent / Guardian Email = **Ensure this is spelt correctly**
 - Retype your Parent / Guardian Email = **Ensure this is spelt correctly** ● Tick the box agreeing to the four statements ● Tick the box Form finished.
 - Click the green box ADD PLACEMENT
-
2. This will then generate an email chain for the employer to complete. We can only proceed with a placement if your work experience employer has the correct insurance cover and all forms have been completed.
 3. Once this is complete your parents will need to complete the form sent to them using the email you entered on the first form.
 4. The school will then get an email to authorise your placement.

Things to think about



Transport – How are you going to get there? Think about the cost, what is the most affordable method? Check timetables if using public transport.

Contact – There will be a contact name and number on your confirmation form with the person to ask for on the first day. If you have any problems, you must contact this person (DON'T be late or not show up, let them know).



What to Take – Remember to take a packed lunch or money to purchase some food from a local shop.

What to wear – A clear dress code should be on the form from your employer on Unifrog. Know what the expectations are? Ensure your overall appearance is good and you are giving the best impression of yourself.



Working hours – Confirmation of your working hours will be on the confirmation form from your employer on Unifrog. If your working hours are earlier or later than your normal school hours make sure you have appropriate transport in place.

Important information when you are on your placement.

Attitude – Throw yourself into your placements, be open minded and inquisitive, take every opportunity that comes your way.

Be Flexible – It's a chance to learn as much as you can. Ask sensible questions, that way you will gain a lot of understanding about the organisation. You are representing your school so ensure your attitude will be a good reflection on everyone.

Safety – On your first day your employer should provide you with an induction giving you details about first aid, fire safety, toilets, breaks and general health and safety information you must follow during your placement.

Mobile Phones – Most companies have a mobile phone policy. Keep them in your bag on silent mode. If the company gives you permission you may be able to use them when you are on a break. Like school out of sight and not heard!

Social Media – Be careful what you say on social media - always seek permission before you tweet or put anything on Facebook, Snap Chat or Instagram. Remember it is easy for people to get the wrong impression about posts. Your post could harm the employer's reputation and don't share usernames with other staff. Check with your employer before taking any photos while on placement.

Sickness – If you are ill, make sure you call your employer first thing in the morning and let them know why you cannot attend.

Record – Make sure you record what you have learnt and the challenges you have faced in your booklet or online in Unifrog. This way you will be able to look back and use the information for your C.V. when applying to 6th form, College, University or employment.

Don't like it!! – If you feel you can't talk to your employer you can contact school and we can discuss any issues. Don't give up on the first day!

AND WHEN ITS OVER...

Try to get written feedback from your employer. They will be sent an email to respond to and let school and you know how well you did on placement.

MOST IMPORTANT – Thank your employer. They have put a lot of time and resources into your visit to make it as useful as it can be. Please ensure you recognise this.



Example Letter/Email

[Your name]

[Address]

[Postcode]

[Date]

[Employer's name]

[Full address]

[Postcode]

Dear Sir/Madam [or name]

I am a Year 10 student from Holmleigh Park High School.

I would like to enquire about a potential work experience placement at [company name], which I will be available to carry out from

Monday 15th to Friday 19th March 2027 between 8.30-15.00 or longer if required.

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

In my spare time, I like [list relevant hobbies and interests], and I have also had some experience in/I 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 [faithfully/sincerely]

[Your name]

