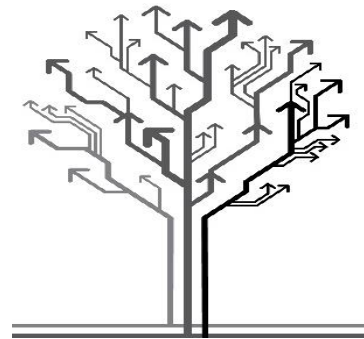




# YEAR 10 WORK EXPERIENCE





# Why undertake work experience?



Top reasons for doing work experience:

1. Real job hunting is more successful if you've got some experience
2. It's a good way of exploring career options without committing
3. Getting experience shows you have been motivated
4. You get to learn the do's and don'ts of working
5. You may understand your own skill set better
6. It could lead to a job
7. You build up contacts
8. You can put it on your CV



# Work experience: 24<sup>th</sup> – 28<sup>th</sup> June

All Year 10 students will do a 5 day work experience placement. The purpose is to:

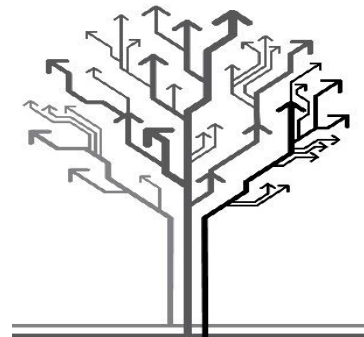
- To learn about work
- To experience the world of work
- To learn about and develop personal qualities and skills

Key points:

- **It's not optional;** normal lessons will not be taking place
- **You need to find a placement**
- The earlier you secure a placement the better
- You cannot go abroad!
- A letter will be sent home giving details of the application process and where to get more information and support



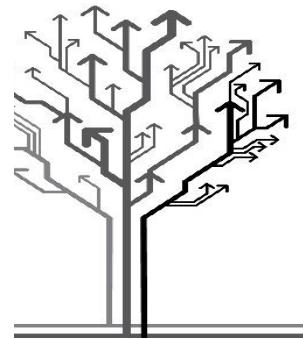
# HOW TO FIND WORK EXPERIENCE





# HOW TO FIND WORK EXPERIENCE

- See the **Backwell School Careers Bulletin** on the Careers page on Frog for any opportunities advertised to us.
- **Be Proactive!** Find employers in your local area by looking on [www.yell.com](http://www.yell.com) or [www.thomsonlocal.com](http://www.thomsonlocal.com). Just type in your postcode and the kind of company you're looking for
- Think about the workplaces of 'friends of your family' or 'family of your friends'. Could they help?
- Use the Apprenticeship tool on UNIFROG and also go to the Know How guides to get more support



# Apprenticeships Tool

Watch the video below to learn about using the Apprenticeships tool to research work experience opportunities!

The screenshot displays the Unifrog Apprenticeships Tool interface. At the top, a progress indicator shows '2/7/20 complete'. Below this, a recommendation box suggests completing a Shortlist in more than one pathway (UK uni, app, or college) with a 'Link' button and a 'See all your tasks' link. The main section, titled 'What's coming up...', lists several upcoming events:

- 23 Jun 2021**: Read, Watch & Listen. Includes a 'Read, Watch, Listen >' button.
- 24 Jun 2021**: VWEX Employability Day. Includes a 'Careers Library >' button.
- 30 Jun 2021**: UCL Talk on Personal Statements. Includes a 'Go to talk >' button.
- 8 Jul 2021**: LJMU Talk on Personal Statements. Includes a 'Go to talk >' button.
- 31 Jul 2021**: Apprenticeship talk. Includes a 'Knowledge Library >' button.

A 'See all interactions (2 more)' link is located below the event list. At the bottom, a section titled 'ACCESS ALL THE TOOLS BELOW' and 'Exploring pathways' features three tool cards:

- Interests profile**: 'Quiz completed: E and C'. Includes a 'Start >' button.
- Personality profile**: 'Quiz completed: EBP'. Includes a 'Start >' button.
- Careers library**: 'Careers forecasted'. Includes a 'Go to list >' button.

The Unifrog logo is visible in the bottom left corner of the interface.



# HELP APPLYING FOR WORK EXPERIENCE

unifrog

HOME FAVOURITES LOCKER APPLY |

1 Start 2 Longlist 3 Profile

Keywords: work experience

Watch, favourite or read more...

Filter ▾

work experience



**For students: a guide to placements / work experience** ❤️

Students: how to find it and how to be successful on it

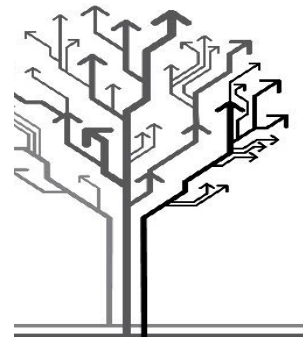
[Read the guide >](#)



**Work experience: busting myths** ❤️

What is work experience really all about?

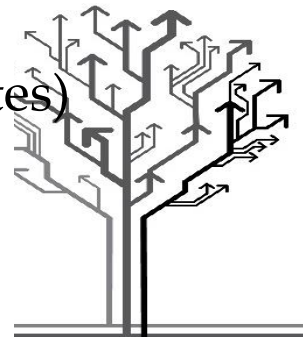
[Read the guide >](#)





# HOW TO APPROACH EMPLOYERS

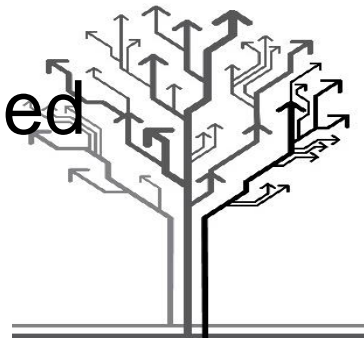
- Approach businesses in person (take someone supportive with you if needed)
- Contact companies via email. You could include a CV (Check Unifrog for guidance on CV writing or speak to Mrs Ball). Be prepared to contact several places. You might not hear back and you might need to contact them more than once (after 2 weeks).
- Emailing companies:
  - Find a named person and a direct email address (Check the website)
  - Para 1: why you would like to do work experience with that company
  - Para 2: why you'd be suitable for that placement (your skills and personal attributes)
  - Request a contact name and email address that you can use





Imagine I've just walked into a pet shop on the High Street. This is how I might ask about work experience:

- Hi. My name's Miss Haywood and I'm a student at Backwell. I was wondering if I could talk to someone about work experience?
- I have to do 5 days of work experience at the end of June and I'm really interested in doing it here because I really love animals. It's the 24<sup>th</sup> to 28<sup>th</sup> June.
- *I'm good with animals and I like talking to people. I can send you a CV if you like?*
- Are you happy for me to put you down as my placement? Please can I have an email address and contact name?
- Thanks so much. You should get an email from a company called Unifrog asking for the placement details.



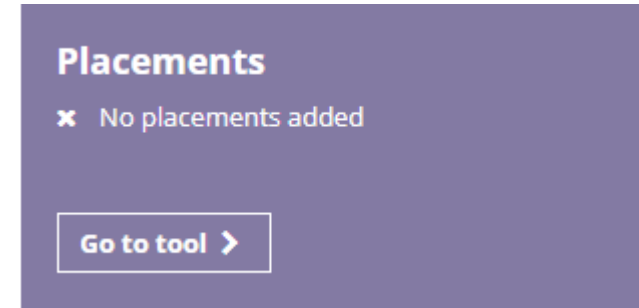


**ONCE YOU HAVE FOUND THE  
PLACEMENT YOU NEED TO  
SUBMIT IT ON UNIFROG**





1. Agree the placement with the employer
2. Sign into Unifrog
3. Scroll down to the **Exploring Pathways** section
4. Select the **Placements** box
5. Click on **Add New Placement**
6. This takes you to a **Student Initial Form**
5. Fill in all the details and submit.



**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 end of the form. Afterwards we'll ask the placement lead at the employer to fill in the next form.

\* In person or Virtual

**Placements tool or Activities tool?** The Placement tool is used to record work experience, where - whether it's in person or virtual - is decided by the employer. If you're instead looking to record a placement which has a work theme, use the [Activities tool](#) instead.

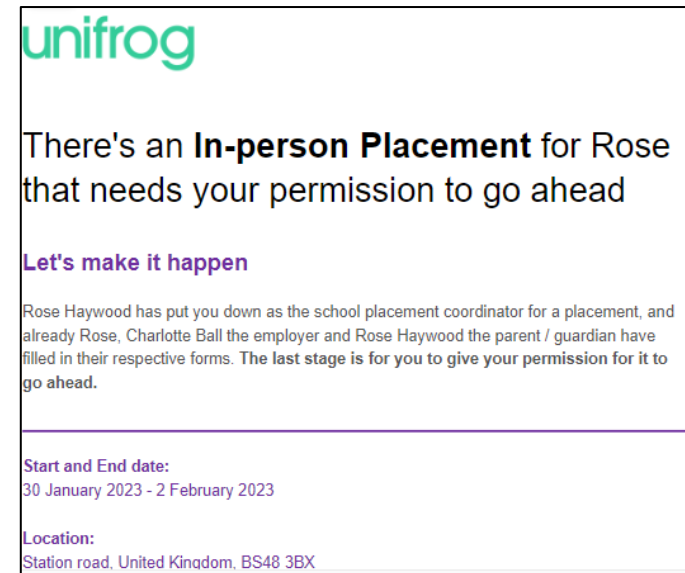
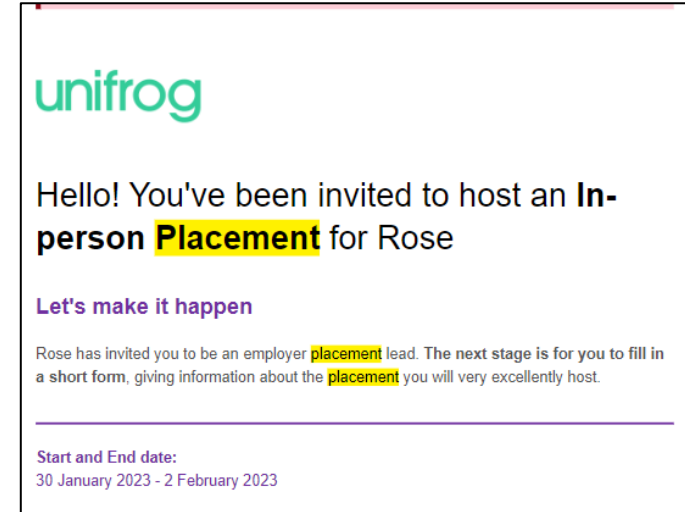
**Virtual or In person?** If the experience you are adding is virtual, add it as 'virtual'. If it's in person, add it as 'in person' and not 'virtual'.

\* Placement coordinator

This is the **school / college** staff member who will be responsible for the school's / college's side.



1. A form will then sent to the employer to fill in. Key documents such as a risk assessments and employer liability insurance will be requested.
2. A form will then be sent to your parent/carer to fill in.
3. The placement will be approved by the school (Mrs Robinson is the placement coordinator)
4. The placement takes place.
5. The employer will complete a short review and you will complete a reflection on your experience





# Work experience: 24<sup>th</sup> – 28<sup>th</sup> June



## DO

- Start looking early for placements (ideally have things confirmed close to Christmas)
- Use the CV tool on Unifrog to create a CV that you can send to potential employers along with a short email requesting work experience
- Complete the application as soon as possible so that placements can be approved and confirmed by employers, parents and school
- Use your contacts – friends; families; current employers
- **Use tutors;** Heads of House; Mrs Robinson, Miss Haywood, **Mrs Ball** (Careers Advisor) for support
- Be open to placements in any kind of setting – not just your dream job!

## DON'T

- Be afraid to ask – many employers don't advertise but still accept students
- Book experience abroad – we're not insured and cannot limit our liability
- Assume all employers will be H&S approved or have the right insurance
- Wait until June – to arrange or ask questions!
- Give up if you don't hear back – you have to keep contacting employers



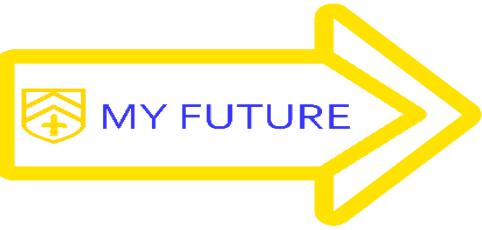
# Discussion



- Do you have any ideas about where you'd like to go for work experience?
- What job sectors/industries are you interested in?
- Can you think of 3 people that you know that you could ask about work experience opportunities where they work?
- If you can't get work experience related to your ideal job/future plans, what other options might you consider?

## ***Can you remember how to start the application process?***

1. Agree your placement with an employer and get a contact name and correct email address. Tell them to expect an email from Unifrog
2. Go to the Placement tool on Unifrog and select new placement
3. Complete the Student Initial Form (Mrs Robinson is the coordinator)



# CAREERS

## Year 10 Work Experience

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

Sign in

Your email address

|

Sign in

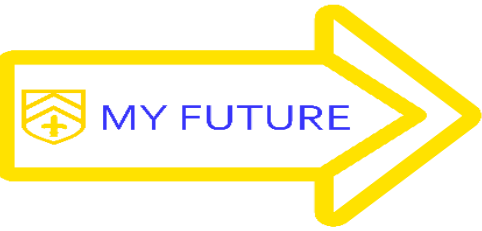
Forgotten your password?

If you have already signed in do so again with your school email address and your original password.

Been given a Form Code?  
> Sign in for the first time

Ignore this

If you have never signed in, or forgotten your password, click on 'Forgotten your password?' and follow the instructions. A password reset email will be sent to your school email address.



# CAREERS

## Year 10 Work Experience

Exploring pathways

**Careers library**  
✓ Careers favourited

Go to tool >

**Subjects library**  
✓ Subjects favourited

Go to tool >

**Know-how library**  
✓ Guides favourited

Go to tool >

**MOOC**  
Make your first shortlist

Start >

**Webinars**  
Hear directly from the experts

Go to tool >

**Read, Watch, Listen**  
✗ Profiles favourited

Start >

**Placements**  
✓ 1 placement added, 0 completed

Go to tool >

Click here for further guidance such as tips on how to approach employers and how to complete the initial student form (videoclips might need to be watched at home if you don't have compatible headphones)

Click here to add placement information





# CAREERS

## Year 10 Work Experience

### Know-how library

Use our guides to find out what you need to know



#### How to... use the Placements tool

Here's how our Placements tool works

[Read the guide >](#)



#### For students: a guide to placements / work experience

Students: how to find it and how to be successful on it

[Read the guide >](#)



#### Your favourite guides

Click the heart buttons to add guides here!

[Read the guide >](#)




Search by keyword

work experience

[Go >](#)



Type this in the search bar of the Know How library to get all the guides that are relevant to work experience. By clicking on the  you can shortlist guides for easier access later