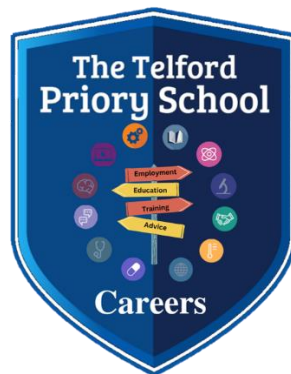


Work Experience Booklet



4th – 8th March 2024

Deadline for placement agreement: 9th Feb 2024



Name:	
Tutor:	

Work Experience Co-ordinator: Ms L Burke	Laura.burke1@taw.org.uk
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[Contents Page: Key pages](#)

P3	Tutor session 1 – understanding work experience
P5	Tutor session 2 – what are you good at? How to find a placement.
P6	The buzz quiz
P7	Top Tips
P8	Tutor session 3 – using Unifrog
P10	Tutor session 4 – researching placements
P11	Home learning task
P12	Tutor session 5 – email templates and contacting placements

[TPS Careers Website page:](#)

https://www.telfordpriorschool.co.uk/students/careers/work-experience	A one-stop-shop for all Work Experience related information: <ul style="list-style-type: none">• CV and Personal Statement writing help• FAQ• EBL database information• Links to Buzz quiz and Careers Planner quiz• Letters to parents• Student booklet copies
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Tutor Session 1

Objective: To understand the importance of a work experience placement and know how find a placement.

This booklet is designed to guide you through how to get a work experience placement and how to make the most out of your placement whilst you are there. It is a working document, so there will be videos to watch, quizzes to answer and activities to be completed. These booklets will need to be kept somewhere safe and can be annotated at any time. Feel free to add sheets to the booklet as this will be great evidence for when you apply to colleges/sixth form etc. An electronic copy of this booklet can be found on the school website (Work Experience Page).

There will be regular meetings with your tutor to show them the progress you are making with getting a placement. They are also there to support you, so if you have any questions regarding work experience please ask them or Ms Burke in the Careers Hub.

Drop-in sessions for Y10 are Monday / Wednesday / Friday at break and lunch time in the Careers Hub. Please use these sessions for any queries.

What is work experience?

It is an opportunity to carry out real work tasks on employers' premises and experience the hours, working conditions and disciplines you will encounter as employees. Depending on your placement, it can also provide an opportunity to find out more about a career path that you may be interested in.

Why is work experience important?

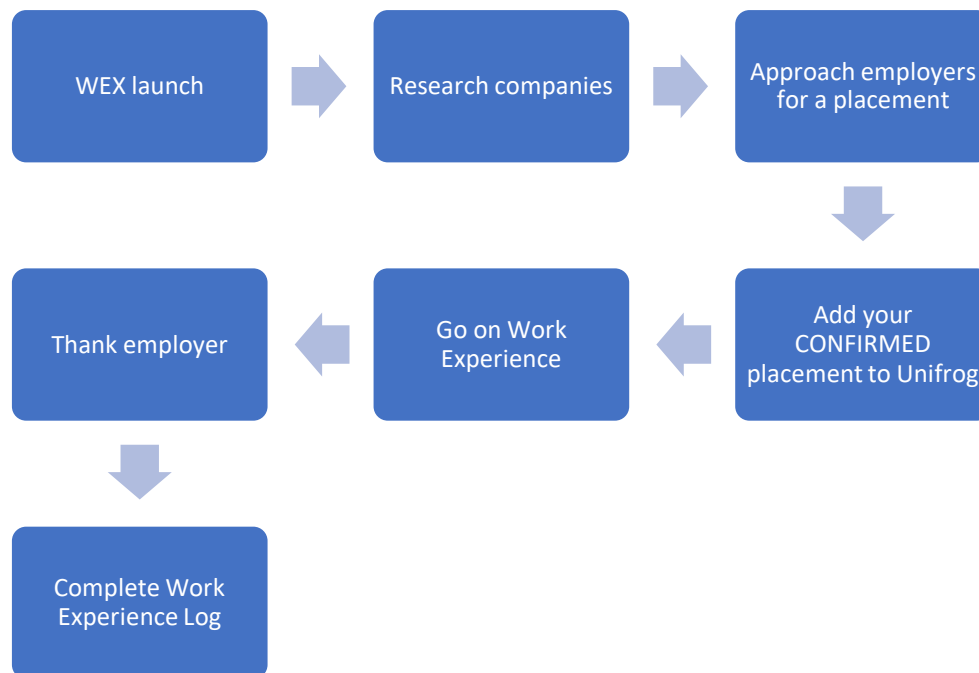
It is a unique opportunity for you to find out about the world of work and to meet people of various age groups.

- **Decisions:** You will have the chance to gain experience of typical working conditions in commerce, industry, retail or other types of workplace and see if it a career you want to pursue.
- **Self Confidence:** Being part of a team and completing tasks can build your confidence.
- **It looks good:** It will help you to see the links between schoolwork and the skills you need in working life. It will help you to understand why services, industry and commerce are so important in our society.
- **New Skills:** You will discover more about your own skills, talents and interests and be able to identify and develop your own employability skills.

- **Networking:** You will meet people doing various types of jobs and find out more about the work they do, and the skills and qualifications required by talking to them and working with them.

What to expect during the process

Below is a graphic that outlines the process of Work Experience. Your tutors and Ms Burke will support you through the process, but **the responsibility to search for a placement is YOURS.**



Key web resources for students and parents

- Unifrog placement tool: <https://www.unifrog.org/student/placement>
- Unifrog CV writing: <https://www.unifrog.org/student/cv>
- Unifrog Work Experience resources: <https://www.unifrog.org/student/know-how/keywords/a-guide-to-work-experience>
- Buzz Quiz for finding your skills: <https://www.ucas.com/careers/buzz-quiz>
- Tips for arranging your placement: <https://www.groundwork.org.uk/improving-your-employability/arranging-your-own-work-experience-placement/>

Reflection

How are you feeling about going on Work Experience? Write below.

Tutor Session 2

Objective: To understand how to find a WEX placement

Before Your Placement:

Your work placement is probably your first real step into the world of work. So, it is understandable that you might feel a little nervous before you start.

The key to combating those nerves is preparation. Here is a step-by-step guide to help you get out of the starting blocks and get the most from your experience.

Knowing where to go for your placement:

Do not worry if you are still not sure about the kind of career you want. Work experience is a great way of trying out a career to see if it is for you.

Before you start to investigate what specific careers it can be helpful to think about what you like to do and where you feel your strengths lie. Ask yourself the following questions:

☐ What are my favourite subjects at school or college?

☐ What subjects am I good at and which ones do I find more difficult?

☐ What do I enjoy doing outside school or college? Could I turn my hobby into a career?

☐ What jobs have I heard about or seen other people doing? Could I see myself doing any of these jobs?

☐ What transferable skills do I have that could be useful in lots of job? E.g. confidence, computer skills, research



Buzz Quiz

If you are struggling to think of where to go on your placement, then the **Prospects career planner quiz** or the **Buzz Quiz** will be able to help you. These quizzes look at your strengths and areas of interests which then summarises potential careers that you might be interested in.

Prospects Career Planner - <https://www.prospects.ac.uk/planner>: click on the link or copy into the browser. You will need to register but use your school email address. Then complete the quiz to find your career matches.

Take the Buzz Quiz - <https://www.ucas.com/careers/buzz-quiz>

Click on the link or copy into your browser. Then complete the quiz to find your career matches.

What character are you?

What job roles have been suggested?

1.

2.

3.

What are your strengths?

Remember! **Any work experience is good work experience!** It gives you vital skills no matter what you end up doing and will look fantastic on your CV and job applications. It may even get you a part time job.

My top tips:

- Ask friends and family whether you can join them at their workplace or if they know of anyone who can offer a placement.
- Don't just email employers... this is easy for them to ignore. Go and visit the employer and ask them face to face.
- Primary schools are notoriously difficult placements. I only suggest these if you actually want to teach. They are not easy!
- A great source of placements is on Telford and Wrekin website:
https://www.telford.gov.uk/info/21832/work_based_learning/65/work_experience_opportunities_before_gcse **these must be applied for online.**
- You will not be allowed to do a placement in a hospital or at a vets as you must be 16. Think outside the box for these jobs... opticians, pet shop, stables all offer good experience.
- Unless you want to be a vet or a doctor, you generally don't have to have work experience in the industry you want a job in. For example: any admin or reception role would be a suitable placement for a future lawyer. Many trades won't take you on a construction site, so try the local builder's merchant instead.
- You will not be allowed to work at night, but I will allow an early morning or late evening in exceptional cases.
- Previously, some students have worked a Saturday instead of a Monday due to the business being closed. Please ask before agreeing to this.
- Use the drop-in sessions in the Careers Hub and come and ask for advice!

Every employer offering work experience must have Employers Liability Insurance or the placement will not be approved. Please check this with the company when you arrange the placement.

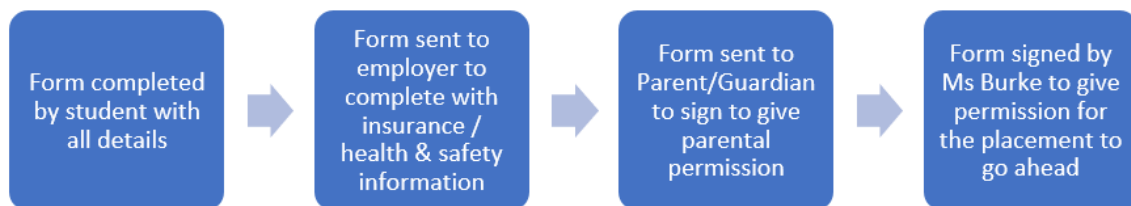
Tutor Session 3

Objective: To understand how to record your placement on Unifrog

Once you have **confirmed** your placement with your employer, you **must** input it onto Unifrog. This ensures we know where you are and we can do the Health and Safety checks necessary for you to go on placement.

You can watch the process video here: <https://www.unifrog.org/student/know-how/direct/how-to-use-the-placements-tool>

Once you have added your placement to Unifrog, a chain of events happens:

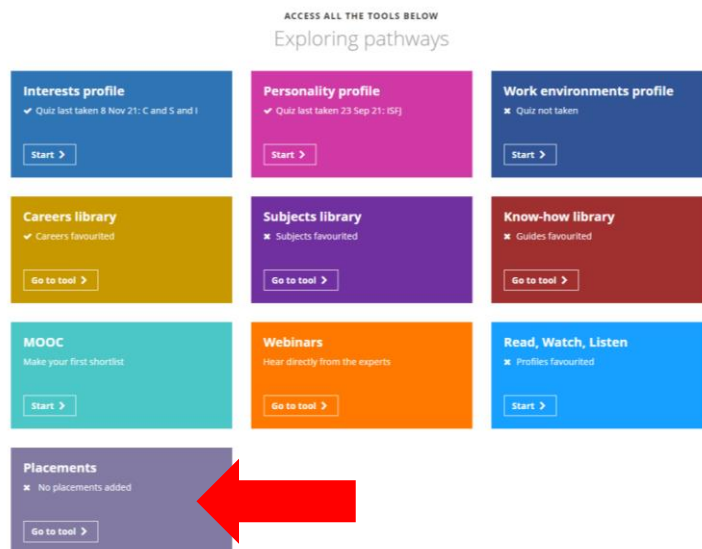


In order for your placement to go ahead, all steps above must be completed.

How to register your confirmed placement

Step 1: Log into Unifrog using your school email


Step 2: Go to the placement tool on the Home Page




Step 3: Click “Add new placement”

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](#) >

 **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](#) 

Step 4: Complete the form **fully**.

- It is an **in-person** placement
- The placement co-ordinator is **Ms Burke** NOT your tutor / Head of Year
- Placement start date is: 4th March 2023
- Placement finish date is: 8th March 2023
- Time commitment: put what you have agreed with the employer. For most people this is Mon-Fri 9am-5pm. It may be different for some.
- Employer placement lead is often the Owner of the business, but in schools and larger companies they may appoint a Manager. Put who has been communicating with you about your placement here.
- Parent/guardian contact: this is to give permission, so ensure the email address is correct.

When the form is fully filled out, double check the email addresses are correct then click **both** agreement boxes before you "add placement".




Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

* Agree Yes, I agree to **all four points** above.

Finished? mark as finished and notify employer to fill in their initial form?

or cancel changes

If you are unsure how to complete the form, make an appointment with Ms Burke (via your tutor) or use a drop-in session at lunch time.

Activity

Either as a tutor group, or individually, log into Unifrog and find the placements tool.

Remember, you need to use your school email to log in. If you can't remember your password, click "resend" on the log in screen.

Tutor Session 4

Researching a placement:

By now, you will hopefully know which industry you would like to try and find a placement in.

I am interested in...

It's worth thinking about travel, too. Could you get a lift? Are you happy to take the bus? Or will you have to walk. The further you can travel, the wider your search net.

I will probably travel by...

Thinking about these two factors, note down anywhere you can think of that might be suitable:

No idea? Don't worry! There are lots of ways to try and find a placement:

1. Use the school database. Every tutor will have a copy of the list of previous placements from students at TPS. Have a look and see if anything suits you.
2. Ask friends and family
3. Google! You can pull up a map of the local area and make a note of the local businesses that look interesting
4. Check out the Telford and Wrekin page (the link is above)
5. Use social media – I often post opportunities on my Instagram (**telfordprioritycareers**) or you may follow local businesses you can contact

Be prepared! You may not be able to find your 'ideal' placement (e.g. a nurse), so think of things that use the same skillset (pharmacy, opticians, care home, school).

Home learning

Spend some time researching local businesses. We would like 3-5 businesses written below with their contact information.

Work Experience List:

<u>Name of company:</u>	<u>Contact Information: Name/number/email</u>	<u>Industry or job roles</u>

Be prepared! You may not be able to find your "ideal" placement (e.g. a nurse), so think of things that use the same skillset (pharmacy, opticians, care home, school).

Tutor Session 5

Objective: To learn how to contact work experience and the use of formal language

Once you have chosen which placement you would like, use Google or our list of previous placements to make contact. **I suggest you try and do this in person– it is much harder to say no to a friendly face!**

It is incredibly important to use the right type of language when talking to potential employers. Your initial contact with them will set the impression for the rest of your interactions.

Tips for enquiring about a placement

1. Use formal language: “Dear Mr Smith”, “Dear Sir/Madam”
2. Introduce yourself and give a bit of information about who you are and why you want the placement
3. Do not use slang of any kind
4. Include a CV if you have one
5. Add a way to contact you: email, phone number
6. Thank them for their time and consideration

Be prepared for lots of rejections. This is not your fault, we are coming out of COVID and many companies are now hybrid-working and not in the office. Keep trying and keep an open mind.

You may use the templates below to help structure your conversation / email / phone call. Double check your spelling!

WORK EXPERIENCE EMAIL TEMPLATE

Dear Sir/Madam [or name],

I am a [X year old] [year group] student from Telford Priory School studying [list of subjects]. I am enquiring about a potential work experience placement at [company name], from [start date] to [end date].

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 if writing to a named person/faithfully if you started with Sir or Madam]

[Your name]

WORK EXPERIENCE TELEPHONE TEMPLATE

Hello, my name is [X] and I am a Year 10 student from Telford Priory School. I'm ringing up regarding a possible work experience placement on [dates].

Would it be possible to speak to the person responsible for this?

Thank the person for their time (even if they cannot offer you a placement)

- If you are told they are out / busy, ask politely for their name and contact number so that you can ring back another time, and write these details down.
- You probably will not get an answer straightaway so be ready to give your contact details.
- Ask how you should go about arranging the placement. Explain that there is some paperwork that must be completed. Ask if you can bring this in / send it in.
- If you do not get a reply within 5 working days, phone up the company and ask again.

You may need to include a CV with your letter of application, or the employer might request one.

You can use Unifrog to help you: www.unifrog.org/student/cv or you can attend a drop-in session with Ms Burke.

Once you have confirmed your placement

You must complete the form on Unifrog as soon as the employer has confirmed your placement. Inform the employer they will be receiving an email from Unifrog and to check their junk email.

There is a deadline for the placement to be submitted: **9th Feb 2024**

If you miss this deadline, there is a chance you will not be able to complete Work Experience.

Anything else?

We are here to help! Ask your tutors or Ms Burke for help and we will happily spend some time with you.