

A Guide to



Year 10

2023 - 2024

What is Work Experience?

Work Experience is your opportunity to spend a period of time outside the classroom and learn about a particular job or area of work. Work experience can help you decide on your options for after year 11 and beyond. You will also get the chance to develop and show evidence of vital skills such as self-confidence, communication, independence and a variety of others, depending on what kind placement you do.

Work experience will take place from **Monday 1st of July to Friday 5th July.**

In order to confirm the placement you must have sourced a placement and completed the forms on Unifrog by **Friday February 9th 2024.**

Finding placements

Thinking of ideas for work experience can be a challenge and it can feel like there are very limited options. Rather than trying to find the 'perfect' opportunity, look for a placement that ticks as many boxes as possible.

Instead of focusing on one specific job role, consider the wider career industry. For example, it may not be possible to shadow an anaesthetist, but you could explore other roles in the healthcare industry like working in a dental practice, nursing home, or GP clinic. These will all give you relevant experience that you can still learn from and reflect on in your applications. For ideas on work placements specific to each industry, take a look at our *Get on the ladder* series of Know-how guides, such as *Get on the ladder: science*, *Get on the ladder: writing, editing, and publishing*, and *Get on the ladder: financial services* on the Unifrog website.

You could also think about the transferable skills that are relevant across industries to help you find a placement. For example, it's unlikely that you'll be able to find work experience as an air steward, but you could reach out to customer services departments as the staff will use very similar skills in their day to day jobs.

Or you can think about experiences that are relevant to the school subject that is most related to the job or industry you'd like to go into.

For example:

- History and Classics: museums, archive offices, National Trust sites, and archaeological digs
- Art and Design: galleries, workshops, branding departments, and architectural firms
- Drama and Performing Arts: talent agencies, local theatres, local events spaces, and drama departments in schools
- English and Modern Languages: foreign language classes, translating companies, local newspapers and radio stations, broadcasting companies, libraries, publishing houses, advertising agencies, blogs, and local councils
- Physics, Astronomy, Chemistry, and Engineering: water works, research and development departments at a local factory, energy/oil/gas companies, local pharmacies, local airports or aerodromes, local astronomy observation centres, automobile and aviation manufacturers, and science museums
- Medical Sciences and Human Biology: pharmaceutical companies, dental practices, nursing homes, local hospitals, GP or walk in clinics, opticians, chiropractors, and podiatrists
- Computer Sciences: app development companies, IT security companies, programming companies, tech start-ups, and school IT departments

- Maths: finance departments, accounting firms, insurance firms, tax firms, HR departments, and banks
- All subjects: primary schools, local blogs and magazines, local societies or study groups, supermarkets, department stores, libraries, and local councils

Finding contacts and how to message them

When organising work experience, try to be realistic. You are unlikely to be allowed access into the head office of a national organisation with no prior experience. Look for local businesses or people with whom you already have a connection - like the parent/carer of a fellow pupil, a family member, a friend, etc.

If you don't have any contacts, or aren't sure where to start, speak to Mr Sabbagh or Ms Dunn; they may be able to suggest organisations where pupils from have previously worked and made such a good impression that they're keen to have another student.

Once you've decided where you want to work and have a contact, you actually need to contact them. Don't rely on a parent or the school to contact them for you! You need to show that you can be confident and professional, even if you are nervous!

Write either a formal email or letter - even if you know the person you are contacting - and have someone else read it before you send it to check it for errors. Make sure you include:

- the days or dates on which you would like to complete your work experience - *make sure to give them plenty of time; you can't ask for your experience to start tomorrow!*
- why you would like to complete your experience at this organisation- *what do you want to learn? What do you want to experience? Some research would help here - maybe they have great customer reviews or are among the top ranked businesses locally? Maybe they have created a new way of doing something and you want to learn how managed this?*
- what you can offer them - *that's right: you can't get something for nothing, so bowl them over with your skills and how your time with them will benefit them, even if that is admin support or helping out busy employees with their workload*

Remember to use an appropriate email address if you have chosen to write an email over a letter. If you don't want to create a new account, your school email address is a good alternative.

Preparing for your placement

Once you've been accepted, it's time to prepare! You may want to check any finer details like what you need to wear, where to go on your first day, and who to ask for at reception if there is one. Be aware that some placements require extra preparation that you need to be responsible for - for example, a copy of your ID documents, a DBS check, etc.

Work experience is about learning new things, so you don't need to know everything before you arrive. You should, however, do some research to find out exactly what the organisation does and the purpose of the department you'll be working in. Have a look on the company website and check out its aims, values and founding story to give you some background information before you arrive.

You should also have some questions prepared - not only will this help you get the most out of your work experience, but it will also show the employees you are shadowing or working with that you really want to be there. Think about exactly what you want to learn from this experience and who you want to talk to.

You might ask, for example:

- What made you want to work in this field?
- What is the best part of your day?
- What is your biggest challenge in this role?
- Was there a particular reason you chose this organisation? How does it compare to other places you have worked in?
- What route did you take into this profession?
- Do you have any advice for someone wishing to enter this field?

If you work through the placements journal (link below) you'll cover some basic questions, but think about what you yourself really want to know.

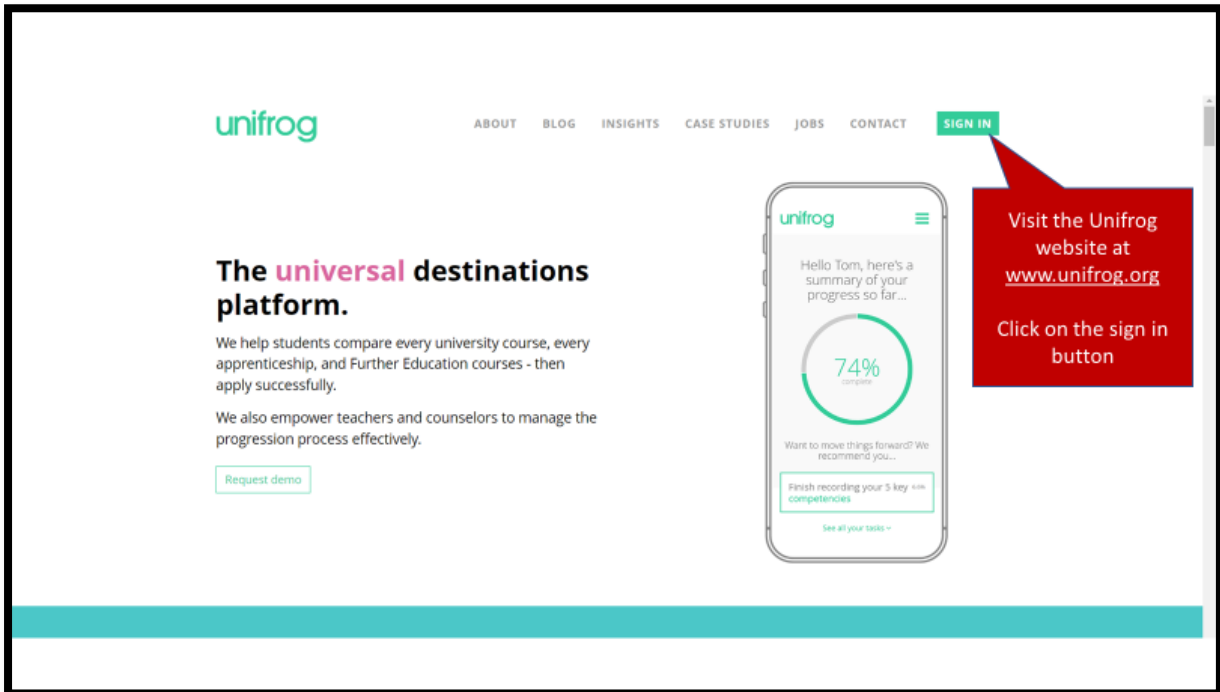
Starting your placement

Make a good impression by arriving on-time and dressing appropriately. Be friendly and polite to everyone you meet and remember to thank anyone who offers their time or assistance. Complete any task you are given willingly and to the best of your ability. If you can show you are a committed and professional individual, you may be invited back for more work experience or possibly even a future job.

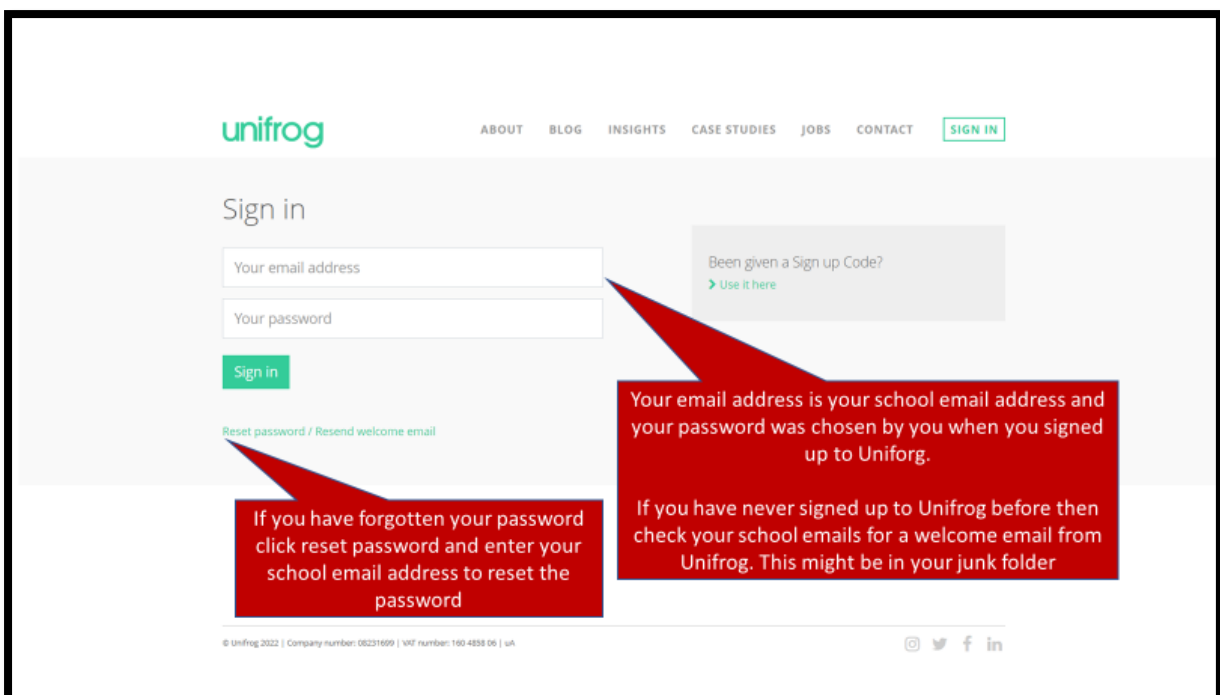
Even if you are a naturally shy person, be brave and try to talk to the employees you are working with, and the ones you aren't! You have all your questions to ask - make sure you get your answers! You can also use any interesting conversation you have as material for a discussion in an interview or in your future personal statement or applications. You might also find that someone you speak to is a valuable contact for the future - again, be brave and ask if they're happy for you to contact them in the future. Networking is so important and that person you stay in contact with could be a future colleague or employer!

How do I complete the forms for work experience? A step by step guide

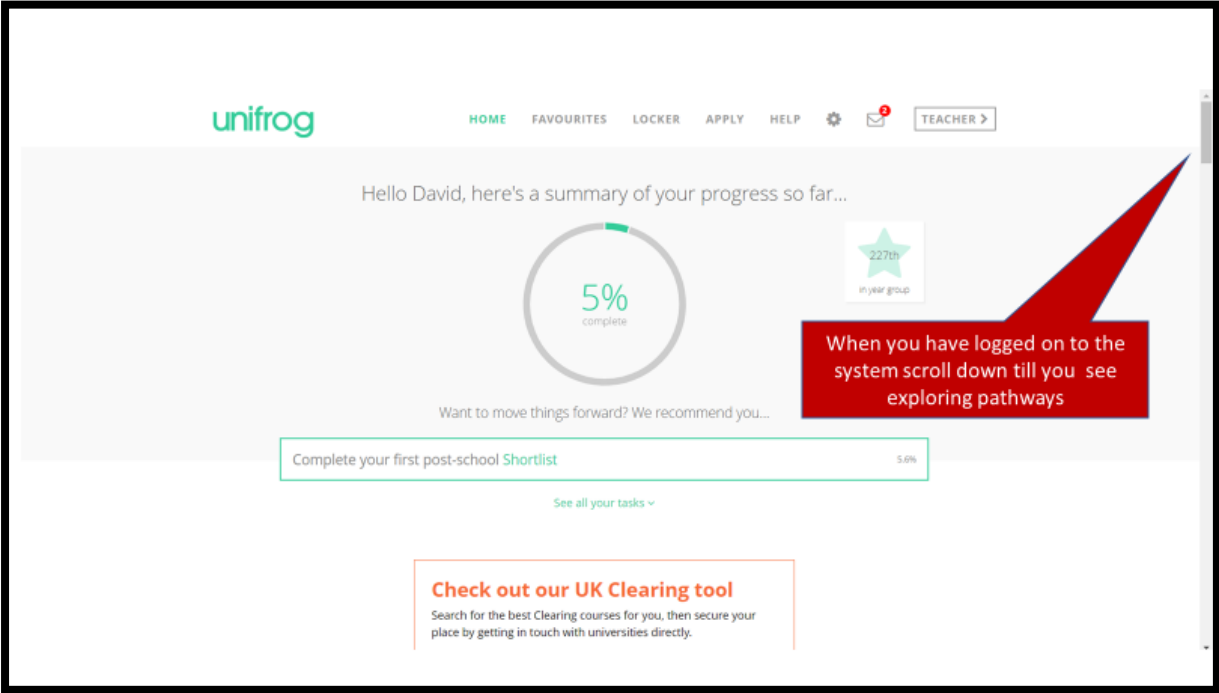
Step 1:



Step 2:



Step 3:



Step 4:



Step 5:

unifrog HOME FAVOURITES LOCKER APPLY HELP TEACHER >

Placements

Here you can add work experience placements, RE in your forms, and check the progress of employer, parent and school coordinator forms.
Want an overview of how organizing 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](#)

Some inspiration from the Know-how library

How to... use the Placements tool
Here's how our Placements tool works.

A guide to placements / work experience
Students: how to find it and how to be successful at it

For employers: how to run a successful placement
Top tips for employers on how to run a placement that makes everyone happy

Click on the add placement button

Step 6:

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 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's / college's side.

* Name of placement business / organisation

* Placement start date

Placement end date

* Describe the time commitment

* Employer placement lead: name

* Employer placement lead: email
Important: this must be correct, or we won't be able to progress the placement.

* Employer placement lead: email (again)

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.

Complete the form filling in all your details and the details of the placement

Step 7:

The screenshot shows a web form for adding a placement. It includes fields for placement start and end dates, time commitment, employer lead name, and email. A 'Do you agree to:' section lists terms and conditions, followed by an 'Agree' checkbox. A 'Finished?' checkbox is also present. At the bottom, there is a green 'Add placement' button with a red callout box pointing to it. The callout box contains the text: 'Once all the information is completed click add placement'. The footer of the page contains copyright information: '© Unifrog 2022 | Company number: 06231694 | VAT number: 102 4838 36 | UK'.

* Placement start date: -- day -- -- month -- -- year --

Placement end date: -- leave blank if -- -- leave blank if -- -- leave blank if --

* Describe the time commitment: eg Full time

* Employer placement lead: name: eg Elon Musk

* Employer placement lead: email: eg emusk@gmail.com

* Employer placement lead: email (again): eg emusk@gmail.com

Important: this must be correct, or we won't be able to progress the 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?

[Add placement](#) or cancel changes

Once all the information is completed click add placement

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Email Template:

Dear Sir/Madam [or name],

I am a year 10 student from Tapton School. I would like to enquire about a potential work experience placement at [company name], which I will be available to carry out for one week from Monday 3rd July 2022.

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 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 [name career area], 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]

Frequently asked question

Why do you need to know where we are going for work experience in February if the event isn't until July?

This gives us time to make checks, make sure all the necessary paperwork is in place and share any important information with employers. It also means we have a bit of time to support any students who have had problems securing a placement.

Can you get paid for your work experience?

You shouldn't expect to get paid for work experience. This is not about getting paid; it is about giving you experiences and it does take a lot of commitment and support from employers for you to have this opportunity. Having said that, some generous employers have given students a gift or some money, but this is not the norm.

What will happen if you are unable to gain a placement?

We will work with you to support you through this process. Take action early, but ask for help if you need it. We would like all of you to go out on work experience and we will do our best to make this happen. If you are struggling to find a placement please speak to Ms Williams.

Can students do work experience at Tapton Trust Schools if they are considering a career in education?

There are benefits to going to a new setting for work experience. Sometimes it is easier to have a more realistic experience or manage any new rules in a setting where you aren't a student already. Some departments at school will take a student, but spaces are very limited. Students would need to ask staff in their chosen department.

Can we do work experience with a family member?

Yes, although we still need all the completed paperwork to make sure you are safe.

Can you help with work uniform ie safety boots?

Yes, we can loan out safety boots. Please let us know if you need them. If there are other barriers to you taking part in work experience, please let us know and we will do what we can to help.

Can you work in the military?

Possibly. We have had students complete Army work experience in the past. You would need to check on the armed forces websites initially.

Can you work away from Sheffield - if so can you have longer than 1 week?

Yes, you can work away from Sheffield. In most cases, we cannot give you more than one week out of school. If an employer can only offer you experience outside the standard week, we would consider this but it would have to be approved by one of the senior staff at school. Talk to us if you are not sure. Some students choose to do work experience in the school holidays if they want more time.

Are there any jobs that are not allowed for work experience?

Jobs where you are at risk (for example, working at height), jobs where you need to be 18 (for example, serving alcohol). If you're not sure, please ask.