

WORK EXPERIENCE



Monday 10th – Friday
14th February

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WORK EXPERIENCE - WHY

- **Developing** transferable skills, such as communication and teamworking
- **Understanding** how the world of employment works
- Building **confidence** in positively interacting with the public
- **Valuable** content to add to CV's and application forms giving information to talk about in job interviews
- Get **contacts** for later - Networking!

WORK EXPERIENCE SKILLS

- Resilience & problem solving
- Resourcefulness & organisation
- Time Management
- Work Ethic
- Enthusiasm
- Communication skills
- Self-confidence and self-esteem





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YEAR 10

WORK EXPERIENCE HANDBOOK

*A guide for students and parents to search for,
secure and record placements.*



Unifrog

Sign in at: [Unifrog.org/sign-in](https://unifrog.org/sign-in)

START YOUR PLACEMENT SEARCH NOW! THIS BOOKLET WILL GUIDE YOU THROUGH IT. ONCE YOU HAVE A PLACEMENT CONFIRMED, IT MUST BE REGISTERED ON THE UNIFROG PLACEMENT TOOL.

CONTENTS

- Key dates and support
- Searching for and contacting an employer
- Recording on Unifrog
- Parental permission

WHEN DO I NEED TO START LOOKING FOR A PLACEMENT?

- NOW!
- Use your Handbook and start chatting to people.
- Make sure you ask companies that employ other people, you can't work with a sole trader, as the employer needs to have an insurance called 'Employer Liability Insurance'

EVERYWHERE IS A WORKPLACE

- Imagine you are at a beach, at a music festival, on a walk



- Can you think of jobs that link to these images?
- Travel consultant, hospitality and catering, transport, retail
- Events management, sound and lighting, hospitality, retail, security
- Food Science, animal care, agriculture, research, housing, engineering

HOW TO FIND A PLACEMENT

Think general

Fashion



Fashion designer?



Retail shops,
Marketing Agencies,
Fashion magazines,
design agencies



I'M FINDING IT DIFFICULT TO GET EXACTLY WHAT I WANT!



Think general

History/Historian

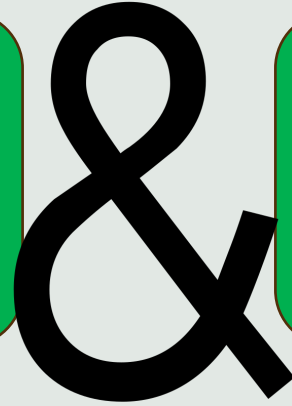
Museum?



Libraries. Archives,
historical conservation
properties, local
councils, community
centres



Think general



Think skills

MOST COMPANIES WILL
HAVE A RANGE OF ROLES
THAT CAN CROSS OVER

WHAT SKILLS DOES YOUR
DREAM JOB NEED? WHERE
CAN YOU DEVELOP THESE?

I'M FINDING IT DIFFICULT TO GET EXACTLY WHAT I WANT!

Think skills

Roles I am interested in

Teaching

Psychologist

Paramedic

Doctor

Dentist

Healthcare

Counsellor

Youth worker

Physiotherapy

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Communicating & helping others

Where can I develop this?

Hospital (any role)

Retail shops

Primary schools

Charities

Care homes

Sport clubs

Community hubs

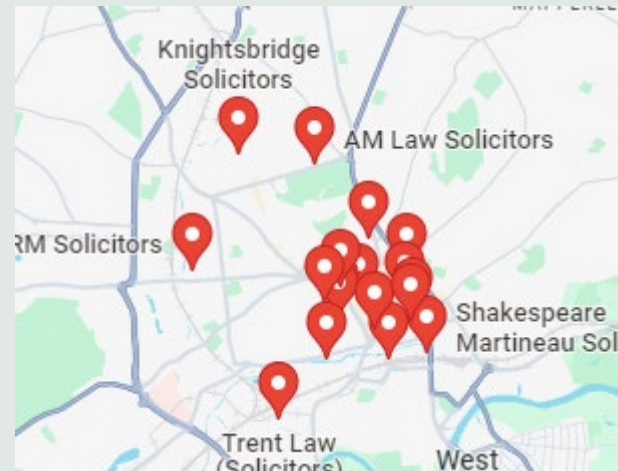
Food banks

HOW DO I FIND A PLACEMENT ?

- Speak to family and friends
- Get Googling – Solicitors in Nottingham:

A screenshot of Google search results for solicitors in Nottingham. The results are listed in a vertical column, each with a star rating, number of reviews, and contact information. The entries are:

- Rothera Bray Solicitors - Nottingham**: 4.8 stars (390 reviews), Law firm, 2 Kayes Walk, Stoney St. Open - Closes 5pm. 0115 910 0600.
- QualitySolicitors Yates & Co Solicitors**: 4.8 stars (207 reviews), Law firm, Arboretum Gate, 92-94 N Sherwood St. Open - Closes 5pm. 0115 947 4486.
- Trent Law (Solicitors)**: 4.8 stars (145 reviews), Law firm, Ng2 Business Park, 16 The Triangle. Open - Closes 5pm. 0115 871 6123. On-site services.
- Burton & Burton Solicitors**: 4.8 stars (452 reviews), Legal services, 11 Castle Quay. Open - Closes 5pm. 0333 444 2500.
- Hopkins Solicitors**: 4.5 stars (116 reviews), Law firm, 27 Regent St. Open - Closes 5pm.



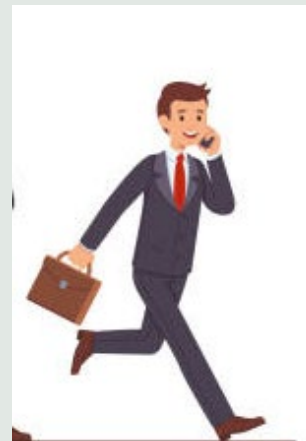
A screenshot of the Rothera Bray website content. The header is identical to the previous image. Below the header is a section titled "Personal Legal Services Solicitors". The content includes:

- A paragraph: "Most people will need a lawyer at some point in their lives. When the time comes for you to seek legal advice, you want to be sure you're dealing with experts. Experienced solicitors who can work for you and get the outcome you want. Whether you're moving home, have suffered a personal injury or you are getting divorced, our dedicated team are here to help. We provide a range of personal legal services at competitive prices."
- A section titled "Why Choose Rothera Bray?" with a sub-heading: "When you choose Rothera Bray to represent you, we'll provide:" followed by a bullet point: "Experienced solicitors who are experts in their area of law."
- A "Contact Our Team Today" section with a phone icon and the number "03456 495 495" and an email icon and the address "enquiries@rotherabray.co.uk".
- A "Send us a message" section with a form for Name and Email.

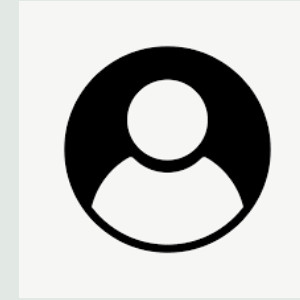
HOW DO I FIND A PLACEMENT ?

- **Get out there!**

Pop into local businesses, always be polite, always have all the information you need – dates of placement etc. Introduce yourself, tell them which school you go to and what you are looking for.



CONTACTING A PLACEMENT



Dear _____/ To whom it may concern,
I am a year 9/10 student at Fernwood School in Nottingham, and I am seeking an opportunity to gain a weeklong work experience placement.

I have an interest in _____ and would love to gain an insight and enhance my skills in this area. Our work experience dates are Monday 10th - Friday 14th February 2025.

Pease don't hesitate to get in touch if you are able to offer me a placement or would like to discuss the details.

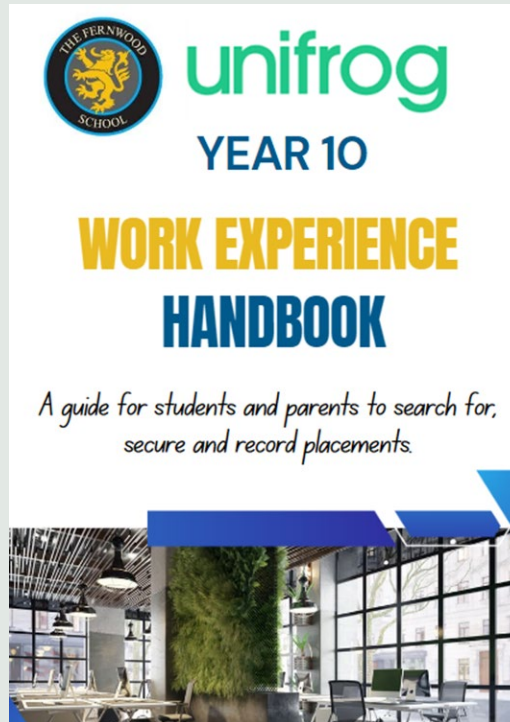
Kind regards,

Hello, my name is _____ and I am a year 9/10 student at Fernwood School. I am looking for a work experience placement from 10th - 14th February 25. I am really interested in working in this career sector and would love to gain an insight into the world or work.
Are you able to accommodate a student at this time?

I HAVE FOUND A PLACEMENT

I have found
somewhere
that said they
will take me
on

Registering a
placement –
Check the
Work
Experience
Handbook





REGISTERING A PLACEMENT

Ages 11-14 Ages 14-16 All tools

Skills profile
✔ Quiz last taken 23 Oct 23
[Start >](#)

Exploring pathways

Careers library
✖ Careers favoured
[Go to tool >](#)

Subjects library
✖ Subjects favoured
[Go to tool >](#)

Know-how library
✖ Guides favoured
[Go to tool >](#)

Courses
✖ No courses added
[Go to tool >](#)

MOOC
Make your first shortlist
[Start >](#)

Unifrog events
Interact directly with experts
[Go to tool >](#)

Read, Watch, Listen
✖ Profiles favoured
[Start >](#)

Placements
✔ 1 placement added, 0 completed
[Go to tool >](#)

Recording what you've done

Locker
✖ Add your first item
[Go to tool >](#)

Activities
✖ Recorded at least 10
[Go to tool >](#)

Skills
✖ Completed all 12
[Go to tool >](#)

unifrog HOME FAVOURITES LOCKER APPLY HELP Q ⚙️ ✉️ [TEACHER >](#)

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 >](#)

i 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](#)

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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' 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

Placements tool or Activities tool? The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead >](#)

Virtual or In person? If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

* T-level
Is this placement part of a T-level you are studying?

* 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

REGISTERING A PLACEMENT

* Employer placement lead: name

eg Tim Cook

* Employer placement lead: email

eg tcook@apple.com

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

* Employer placement lead: email
(again)

eg tcook@apple.com

EMPLOYERS EMAIL – MAKE SURE IT'S CORRECT!

* Parent / guardian (who must
also be your emergency contact)

Sally Cooper

* Parent / guardian email

sallycooper@example.com

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

* Parent / guardian email (again)

sallycooper@example.com

PARENT'S EMAIL – MAKE SURE IT'S CORRECT!

IMPORTANT!



Don't fill in the form or add an employer **WITHOUT** their agreement that they can host you. Let them know that they will receive a link to a form, when they agree.



Look for a placement yourself – email, phone, ask!
If you do struggle don't forget the drop-in sessions on a Tuesday lunchtime from September - IT



Select Miss Blyth as the placement coordinator



Don't leave it too late – Start researching now. It does take a while, so be prepared. Don't run out of time!!!



You **CANNOT** start your placement until all forms are filled in and confirmed by school – you will receive a final email about this.



Review your placement when you're done and reflect on your experience. You will receive a final email form about this.

KEY INFORMATION AND DATES

- **Wednesday 26th June 24** – Launch Assembly – letter to parents
- Use the Handbook, all information you need is in there
- **Monday 16th December 24** – Placement Deadline
- **Friday 31st January 25** – Record and Approve Final Deadline (everything done)
- **Monday 10th February 25** Work Experience Week

Weekly Work Experience drop-ins begin **10th September** in **room 29** – every Tuesday Lunchtime

THINGS TO REMEMBER

- You cannot go to a work experience placement that is a sole trader – only one person works there. No exceptions!
- All information is in your handbook and on the School Website under Careers and Employability.
- If you don't have a placement during the week of 10th February, you **will be expected to come into school.**