

# Work Experience – Student Help Sheet



Name: \_\_\_\_\_

Our Work Experience Week is **Monday 26<sup>th</sup> to Friday 30<sup>th</sup> June 2023**. This sheet is designed to help you **think** about what sort of placement might suit you, **research** placements in your area, **contact** employers to arrange a placement and **record** your placement details on Unifrog.

## Thinking About Placements

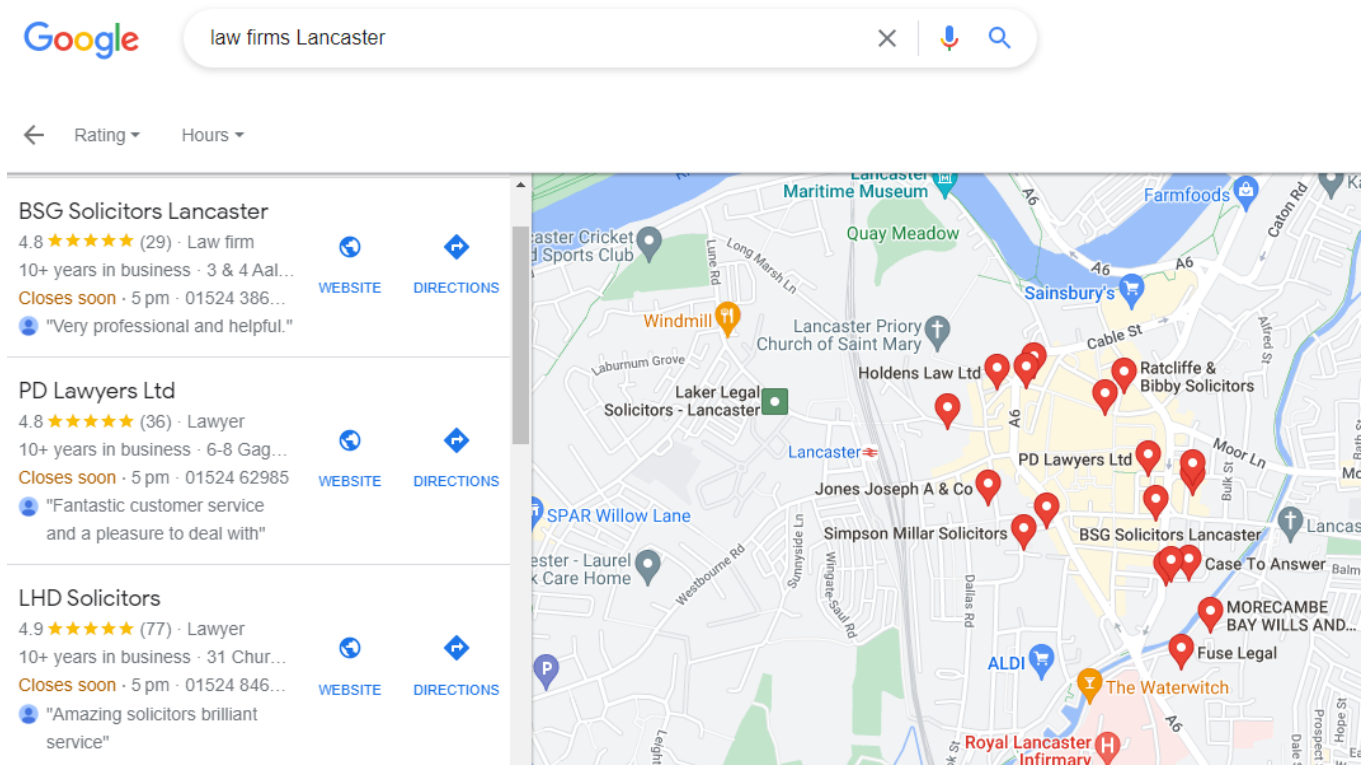
The key to a good Work Experience placement is that it's *useful* to you. This means that it's something you have an **interest** in now or is linked to a **career path** you're thinking about in the future – hopefully it's both of these! So, think about the following:

**1, What are you interested in?** If you like horse riding, could you work at an equestrian centre? If you like thinking about how things are planned or made, could you work with an architect or engineer? If you like sport could you work for one of the local sports clubs or teams?

**2, What career would you like to have in the future?** If you're thinking of a career in child care, could you work in a nursery or school? If you're thinking of a career in law could you work with one of the many local solicitor firms? If you're thinking of a career in construction could you work with one of the many local construction firms?

## Researching Placements

Once you've made a list of your interests and possible career paths you need to **get Googling!** In the example below, I wrote 'law firms Lancaster' and got 21 results. From here you can click on the 'website' to find out more about each result. You can also **get their contact details**, such as address, phone number and email address. Knowing their address is important as you need to consider whether you can actually get there on time every day for the week (and how you'll do this!).



There's a section over the page in which you can record some of the placements you've found.

## Contacting Employers

	OPTION 1	OPTION 2	OPTION 3
NAME			
ADDRESS			
TELEPHONE			
EMAIL			

Once you've identified potential placements you need to **make contact**. The *best* way to do this is to head into the business and ask to speak to the manager, however you could also telephone or send an email. Whichever way you do it, make sure you're **polite!** Here are the **main things you need to say**:

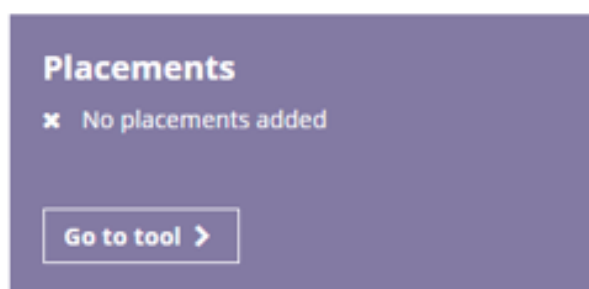
- I'm a student from Carnforth High School
- We have a Work Experience Week from 26<sup>th</sup>-30<sup>th</sup> June this year
- Would you be able to offer me a placement with your business for that week?
- If so, can I please get your name and email address (the most important bit!) so that the people organising Work Experience can contact you to confirm everything.

## Recording Placement Details on Unifrog

Placement details must be recorded on Unifrog by **28<sup>th</sup> February**. You were given your login details for Unifrog on Enrichment Day 1 and can log in here: <https://www.unifrog.org/sign-in>

Your username is your school email address and you created your own password. Select 'reset password' from the login screen and they will send an email to your school email address for this if needed.

From your Unifrog home page you need to click on the 'Placements' tool, which looks like this (below, left):



### 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	<input type="text" value="In person"/>
* Placement coordinator	<input type="text" value="Ms Parr"/>
<small>This is the school / college staff member who will be coordinating the placement from your school's / college's side.</small>	
* Name of placement business / organisation	<input type="text" value="eg Lottie's little bakery"/>
* Placement start date	<input type="text" value="26"/> <input type="text" value="June"/> <input type="text" value="2023"/>
Placement end date	<input type="text" value="30"/> <input type="text" value="June"/> <input type="text" value="2023"/>

You then add the details to the form that appears (above, right).

After this, Unifrog will contact the employer to confirm they've agreed to take you and to check things such as insurance paperwork (which must be in place), they'll then contact your parents to make sure they agree to the placement, and finally they'll contact the school to confirm all of this. We can then finally 'sign off' on the placement for you. You can check the status of your application on Unifrog.

## Good Luck!

More help and support with Unifrog and recording your details can be found on our school website here: <https://www.carnforthhigh.co.uk/school-life/careers/>