

Work Experience Planning – Session 2



CONFIDENCE

PURPOSE

RESPECT

STARTER TASK

Answer these questions in your Life Skills book:

- 1, **Why** do schools want students to go out on Work Experience?
- 2, When is **our** Work Experience Week?
- 3, **How** do you organise your Work Experience (try to sum it up in a few bullet points)
- 4, **When** is the deadline for you to organise your placement?



1, Work Experience is important way for you to:

- Experience a **real workplace** for a week
- ‘Try out’ a particular type of job and **see if it might suit you as a career in the future**
- Have a chance to **develop ‘soft skills,’** like team work, communication, organisation, etc.
- Gain **valuable experience** to put on your CV to impress future employers

In some cases, you may get a weekend or evening job out of it, or may make a valuable contact for a future apprenticeship course or similar.



2, Our Work Experience Week is **Monday 26th to Friday 30th June.**

3, To organise a placement you need to:

- **Think** about job sectors that interest you
- **Research** potential placement employers
- **Contact** the employers to secure a placement
- **Record** the placement details on your Unifrog account

4, The deadline for you to organise your placement is **28th February.**



We've launched Work Experience with you in November on Enrichment Day 1

We're going to help you to identify placements that might suit you and build your confidence in approaching employers and securing a placement

So that we can ensure that you have the best placement organised by the 28th February deadline

PURPOSE

To help with this lesson, and when you go away to organise your placement, you're receiving this Student Help Sheet.

TASK: Put your name on the top where it says 'Name: _____'

Work Experience – Student Help Sheet



Name: _____

Our Work Experience Week is **Monday 26th to Friday 30th 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.

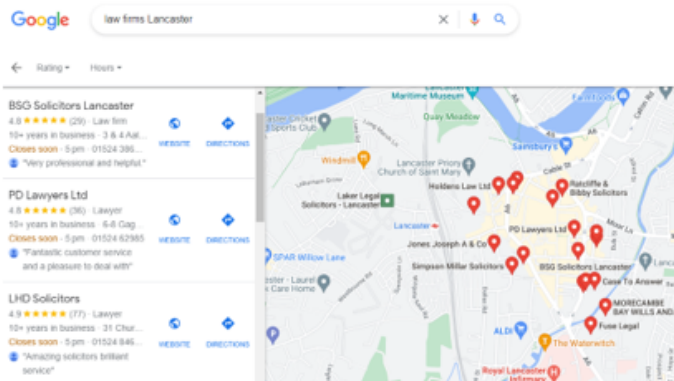
Thinking About Placements

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 26th-30th 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 **28th 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):



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/>

Thinking About Placements

Work Experience – Student Help Sheet



Carnforth
High School

Name: _____

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Thinking About Placements

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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?

LOOK AT THIS PART OF YOUR SHEET

TASK

Divide a page in your book into **two columns**, like the ones below.
You should probably use around half a page for this task.

My Interests	My Career Ideas

TASK

Complete the columns in your books with some ideas about your hobbies or interests in the first column and your ideas for potential careers in the second. Some examples have been added below.

My Interests	My Career Ideas
<i>Football</i> <i>Boxing</i> <i>Xbox</i> <i>Travelling</i> <i>Art</i> <i>Fixing machines</i>	<i>Sports physio</i> <i>PE teacher</i> <i>Airline cabin crew</i> <i>Designing websites</i> <i>Mechanic</i>

Researching Placements

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!).

The screenshot shows a Google search for 'law firms Lancaster'. The search bar contains the text 'law firms Lancaster'. Below the search bar, there are filters for 'Rating' and 'Hours'. The search results are listed on the left, and a map of Lancaster is shown on the right with red pins marking the locations of the law firms.

Search Results:

- BSG Solicitors Lancaster**
4.8 ★★★★★ (29) · Law firm
10+ years in business · 3 & 4 Aal...
Closes soon · 5 pm · 01524 386...
"Very professional and helpful."
- PD Lawyers Ltd**
4.8 ★★★★★ (36) · Lawyer
10+ years in business · 6-8 Gag...
Closes soon · 5 pm · 01524 62985
"Fantastic customer service and a pleasure to deal with"
- LHD Solicitors**
4.9 ★★★★★ (77) · Lawyer
10+ years in business · 31 Chur...
Closes soon · 5 pm · 01524 846...
"Amazing solicitors brilliant service"

Map Locations:

- Laker Legal Solicitors - Lancaster
- Holdens Law Ltd
- Ratcliffe & Bibby Solicitors
- PD Lawyers Ltd
- Jones Joseph A & Co
- Simpson Millar Solicitors
- BSG Solicitors Lancaster
- Case To Answer
- MORECAMBE BAY WILLS AND...
- Fuse Legal
- The Waterwitch
- Royal Lancaster Infirmary

LOOK AT THIS PART OF YOUR SHEET

In the previous example, the student considered several careers that they might be interested in.

Think about where you could get work experience in our local area in a job related to careers you're interested in.

If you can't think of a specific job or workplace there is a great way to solve this problem...



jobs related to travel in Lancaster



It's called 'Googling it' (other search engines are available).

You may have heard of it. 😊

You obviously can't do work experience as airline cabin crew, but there are plenty of travel agents in Lancaster that would give you insight into the travel industry:

Google X |

← Rating ▾ Hours ▾

TUI Holiday Store
4.5 ★★★★★ (16) · Travel Agent
10+ years in business · 31 Mark...
Open · Closes 5:30 pm · 01524 ...
[WEBSITE](#) [DIRECTIONS](#)

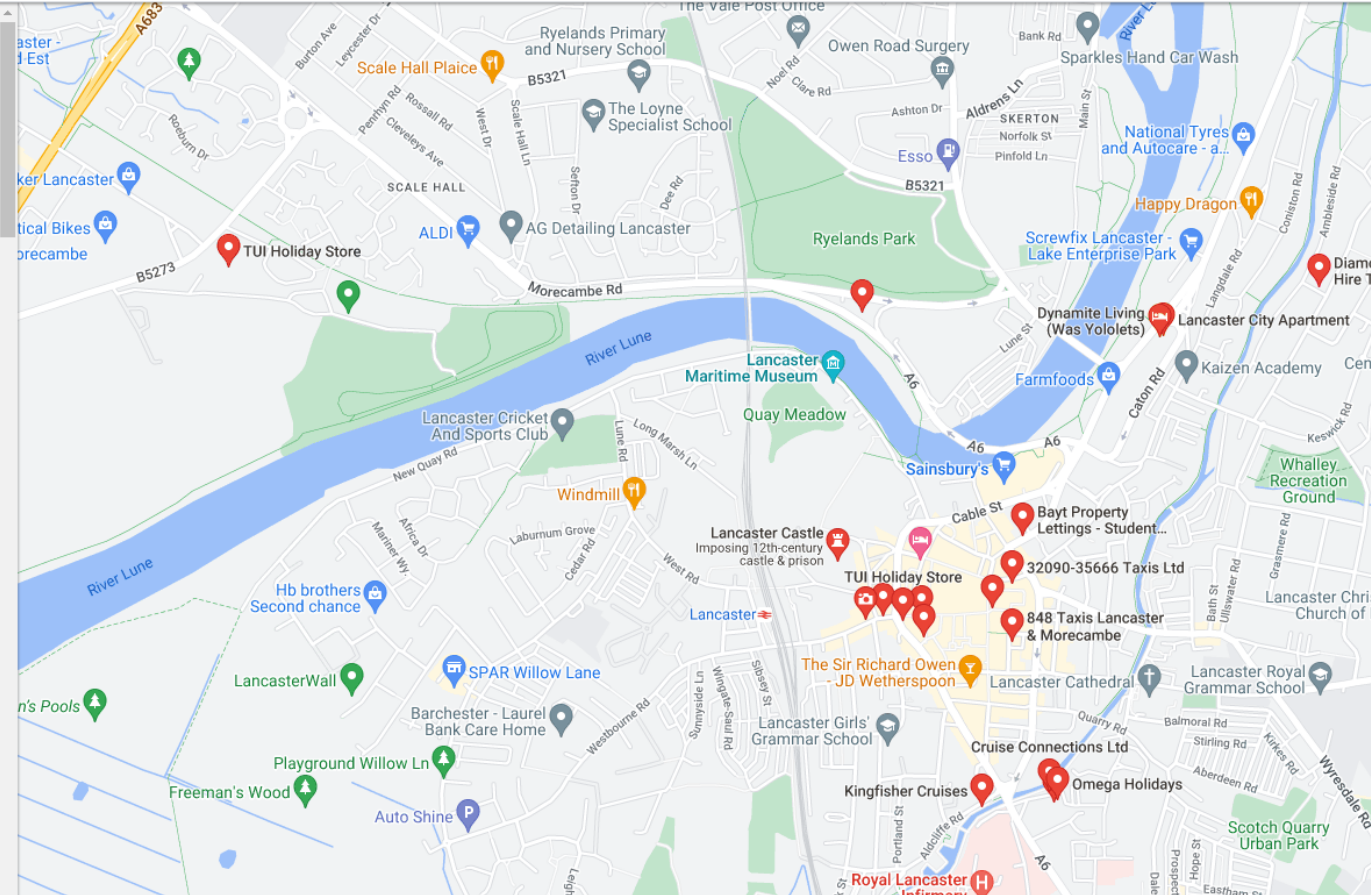
Hays Travel Lancaster
4.3 ★★★★★ (8) · Travel Agent
11 Cheapside · In St Nics
Open · Closes 5:30 pm · 01524 ...
[WEBSITE](#) [DIRECTIONS](#)
"Definitely booking next holiday through hays"

The Traveller
4.8 ★★★★★ (16) · Travel Agent
10+ years in business · 10 Sir Simons Arcade
Open · Closes 3 pm · 01524 33066
[DIRECTIONS](#)

TUI Holiday Store
3.8 ★★★★★ (17) · Travel Agent
5+ years in business · Ovangle ...
Open · Closes 8 pm · 01524 849...
[WEBSITE](#) [DIRECTIONS](#)

Omega Holidays
5.0 ★★★★★ (6) · Tour operator
10+ years in business · White Cross Ind Est/S...
Open · Closes 7 pm · 0845 682 0175
[DIRECTIONS](#)

Cruise Connections Ltd
5.0 ★★★★★ (1) · Cruise agency
25+ years in business · White Cr...
Open · Closes 5:30 pm · 01524 ...
[WEBSITE](#) [DIRECTIONS](#)



The map displays the River Lune flowing through Lancaster. Numerous travel agents are marked with red location pins, including TUI Holiday Store, Hays Travel, The Traveller, and Omega Holidays. Other businesses like Sainsbury's, ALDI, and various schools and medical centers are also visible. The map includes street names such as Morecambe Rd, Quay Meadow, and Cable St.

There are a few physiotherapists in Carnforth:

Google X

← Rating ▾ Hours ▾

Versatile
5.0 ★★★★★ (13) · Physical Th...
1, Lyne Riggs Estate, Lancaster ...
Open · Closes 7:30 pm · 01524 ...

"I highly recommend the Versatile clinic in Carnforth."

Neurocare Physiotherapy...
No reviews · Physical Therapy C...
at Versatile Physiotherapy Clinic,...
01524 727716

Physiotherapy & Sports Injury Clinic
No reviews · Physiotherapist
Lancaster Rd

Alan Chamberlain
No reviews · Physiotherapist
60 Lancaster Rd
07801 424115

Can't find what you are looking for?
[ADD A MISSING PLACE](#)

Looking for something different?
[See web results](#)

The map displays the town of Carnforth, Lancashire, with several physiotherapy clinics highlighted in red. The clinics are: Versatile (1, Lyne Riggs Estate), Neurocare Physiotherapy Ltd (at Versatile Physiotherapy Clinic), Physiotherapy & Sports Injury Clinic (Lancaster Rd), and Alan Chamberlain (60 Lancaster Rd). Other businesses and landmarks shown include Royal Station, The County Lodge & Brasserie, Carnforth Civic Hall, Carnforth High School, and various shops like Tesco Superstore, ALDI, and SPAR Highfield Road. The River Ribblesdale is visible on the right side of the map.

There are many mechanics in Morecambe:

Google

Rating ▾ Hours ▾

Ad · business.google.com/mot-service
m.o.t Testing, Servicing

MOT Service Centre Ltd ...
4.8 ★★★★★ (40) · MOT Centre
3a, Westgate Works Northgate
Open · Closes 5 pm · 01524 33387

Mobile Mechanic The TG
4.9 ★★★★★ (66) · Mechanic
5+ years in business · 2 Crewga...
Open · Closes 4:27 pm · 07741 ...
"Hands down the best mechanic I had a chance to..."

Morecambe Motor Services
5.0 ★★★★★ (1) · Vehicle repair shop
10+ years in business · Vickers Ind Est/Mellish...
01524 34668

Auto Services
5.0 ★★★★★ (2) · Vehicle repair shop
10+ years in business · 9A Whitefield Pl
Open · Closes 5 pm · 01524 841541
"Good place to fix cars, very fast and reliable"

D & M Motors
No reviews · Vehicle repair shop
45+ years in business · Thornton Rd
Open · Closes 5 pm · 01524 417713

The map displays the town of Morecambe, including the Morecambe Bay and the A589 road. Numerous businesses are marked with icons, including cafes like Stone Jetty Cafe and Harry's Bar, shops like Asda and Sainsbury's, and several mechanics such as D & M Motors, Mobile Mechanic The TG, and Morecambe Motor Services. Landmarks like the Regent Park and the Morecambe Cricket Club are also visible.

TASK

1, Thinking about the jobs you put down in your 'My Career Ideas' column (or in 'My Interests' if you couldn't think of any careers) **start Googling for results of businesses in your area** (or that you could get to via bus, getting a lift, etc.) that you might want a placement at.

2, **Make a list in your book** of businesses that look interesting as a 'short list.'

My Career Ideas

Sports physio
PE teacher
Airline cabin crew
Designing websites
Mechanic

+ Google =

Short list:

- Omega Holidays, Lancaster
- Versatile Physiotherapy, Carnforth
- D&M Motors, Morecambe

Examples of businesses that took our students **last year**:

- Pouts and Crowns Hairdressers
- Tiny Treasures Nursery and Pre School
- Coastal Care Agency
- 3-1-5 Health Club
- The New Inn
- Bowerham Community Primary School
- Christ Church C of E School
- RAF Air Cadets RIAT Cadet Camp
- Wilson's Endowed CE School
- Yealand C of E Primary School
- Dolphinlee House
- St Wilfrid's C of E Primary School
- Arty Bird School for Art and Textiles
- Westgate County Primary School
- Edmundson Electrical Ltd
- Barnardo's Charity Shop
- Lancaster Christ Church C of E Primary School
- Bowland Equine Therapy
- Prestige Hair Salon
- Beverley Fisher Hairdressers
- Envision Training
- Kitty Brown Boutique
- Promotional Gods
- Uniform & Leisurewear Company
- Stable End Curios Ltd
- Bolton-le-Sands C of E School
- Victoria Sandwich Shop
- Guys N Dolls Hair Boutique
- S&S News Deliveries
- Mountain Stone Forge
- EDF Energy
- St Marys RC Primary School
- Clarkson Hirst Solicitors
- Pye Motors
- Burton Morewood School
- Torrisholme Community Primary School
- The Hair Spa
- Lakes Bistro
- Our Lady of Lourdes RC Primary School
- Bays Bikes
- Chris Bowker Ltd
- The Entertainer Toy Shop
- National Grid Compress
- Burch Tree Vets

Examples of businesses that took our students **last year**:

- Jo and Cass Hair & Beauty
- RJM Joinery and Installation Ltd
- St John's Hospice Shop
- SH & M Batty & Son
- Fraser House Business Hub
- Dennis Barnfield
- Lancaster House Hotel
- Bowerham Pharmacy
- Colin Briscoe Construction Ltd
- Greenshank Automotive
- AJAX MOTORS
- Brief Encounters
- Storth Machinery
- Morecambe Library
- CL and DL Malin Ltd
- Scope
- Longlands Hotel
- Lodge Quarry Garage
- Lancaster City Council Customer Service
- Slyne Pharmacists
- Shooting Stars
- Angles Hair
- York Bridge MOT Centre Ltd
- CJP Building & Contractors Ltd
- Carnforth Community Primary School
- Frank Balassa Electrics
- Recycling Lives Metal and Waste Ltd
- Bay View Cars & Motorhomes
- Projection Property Services Construction
- Torrisholme Community Primary School
- English Lakes Ice Cream
- Johnny's Entertainments - Soul Bowl
- Willow Lane Primary School
- The Lodge at Lancaster
- George Speight Ltd
- P M McGaffigan & Sons Limited
- Gregory Williams Butchers
- Adventure Motor Vehicles
- Woodcrest Garden Centre
- The Baked House
- Lancaster Escape Rooms
- Chloe's Beauty
- Overton St Helens C of E School

Contacting Employers

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 26th-30th 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.




LOOK AT THIS PART OF YOUR SHEET

TASK

Pick the top business you like the look of from your short list and add them to your sheet like this:

	OPTION 1	OPTION 2	OPTION 3
NAME	Burch Tree Vets	The Traveller Travel Agents	
ADDRESS	39 Lancaster Road Carnforth LA5 9LD	10 Sir Simons Arcade Lancaster LA1 1JL	
TELEPHONE	01524 720002	01524 33066	
EMAIL	reception1@btvets.co.uk	Not available	



NOTE: Some businesses will not have a public email address

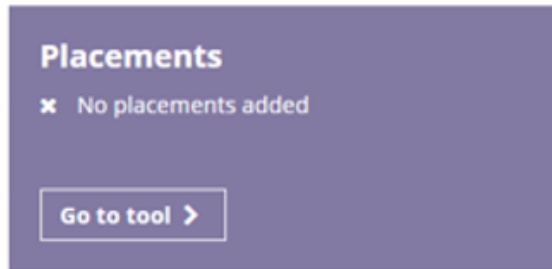
Recording Placement Details

Recording Placement Details on Unifrog

Placement details must be recorded on Unifrog by **28th 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.

LOOK AT THIS PART OF YOUR SHEET



Spend the rest of the time available looking at **Unifrog**. Just Google 'Unifrog' to get to the login screen.

Your **username is your school email** address and **you created your own password** on Enrichment Day 1. If you've forgotten it, select 'reset password' from the login screen and they will send an email to your **school email address** for this if needed.

What to do:

- Use your sheet to **make sure you know how to enter your placement details** once you have them.
- Explore features like the quizzes ('profiles') and the Careers Library

A grid of six colorful cards representing different features in the Unifrog platform. Each card has a title, a status indicator, and a button to start or go to the tool.

Interests profile ✗ Quiz not taken Start >	Personality profile ✓ Quiz last taken 17 Nov 22: INTJ Start >	Work environments profile ✗ Quiz not taken Start >
Skills profile ✗ Quiz not taken Start >	Careers library ✓ Careers favourited Go to tool >	Subjects library ✗ Subjects favourited Go to tool >

Our school website also has an information area to support you and your parent/carer around Work Experience.

Just go to our website, then 'School Life' and then 'Careers.'

Here you can find important information, links to videos, and copies of important letters and the Student Help Sheet.

Work Experience

This year, all our **Year 10 students will be out on Work Experience Week from Monday 26th June to Friday 30th June.**

Students need to organise their own Work Experience placements and are supported in doing this through our Unifrog platform, as well as lessons on organising placements in November and January. The process involves:

- Students (with support from parents/carers) identify and make contact with potential employers
- Students enter the details of the employer that has agreed to take them on placement onto Unifrog
- Unifrog contact the employer to confirm that they have agreed to take the student and that the employer has relevant insurances in place
- Unifrog contacts the students' parent/carer to share the details of the placement and confirm that they agree to allow their child on the placement
- Unifrog contacts the school to confirm the placement once all the above confirmations have been received.

Below you can find all letters sent to parents about Work Experience this year (letter 1 explains how to add placement details to Unifrog) as well as the Student Help Sheet given to students in their January lesson.

DOCUMENT NAME	DOCUMENT UPDATED	DOCUMENT TYPE
Work Experience Process - Parent Letter 1 (November)	30 Nov 2022	.pdf
Work Experience - Student Help Sheet	16 Jan 2023	.pdf