



Y12 Work Experience What to do & Where to go?

Tuesday 10th February



Your Work Experience week is

Week commencing 29th June

You will need to upload your initial student placement form to UNIFROG no later than **WEDNESDAY 20 MAY**

(there'll be separate guidance on how to complete the forms in Unifrog coming later this week!)

Work Experience



Employers and Universities value candidates who have done some form of work experience.

Getting Work experience will *impress them* and show them you are *motivated and willing to learn*.

Doing Work experience will also help you to:

- *Get an insight* into a particular kind of career and find out if its for you
- Establish a *professional skill set*, to help you in future job positions
- Build *networks and relationships* – which may lead to future paid opportunities
- Develop *confidence in a professional setting , build your aspiration and determination*

Remember all experience counts!!

https://www.youtube.com/watch?v=xse_7vqmbog



STEP 1

*Deciding what to do for
Work Experience week*

Step 1 - Deciding what to do



- *Personal Awareness*

- What are your interests, skills, hobbies - would you like to do something in those areas?



- *Careers or Job Aspirations*

- Do you have a career in mind or is there a job you would like to try out to see if it's for you?



- *Use Unifrog to help you*

- Try doing the quizzes to figure out what jobs your skills and interests could lead you to
- Use the Careers Library to find out more about different jobs and careers



Remember Unifrog?



- Unifrog is a Careers Platform that provides you with a one-stop-shop where you can *easily explore* your interests, then find and successfully apply for your *next best step after school*.
- You were given a login to Unifrog in Y10 and used it to submit your WoW paperwork
- Unifrog will help you to explore your *key interests* and what career paths you can take to *reach your goals!*

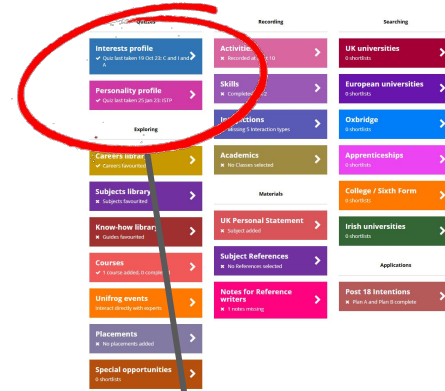
The screenshot displays the Unifrog platform interface, organized into three main columns: Quizzes, Recording, and Searching.

- Quizzes:**
 - Interests profile:** Quiz last taken 19 Oct 23; C and I and A
 - Personality profile:** Quiz last taken 25 Jan 23; ISTP
 - Exploring:**
 - Careers library:** Careers favourited
 - Subjects library:** Subjects favourited
 - Know-how library:** Guides favourited
 - Courses:** 1 course added, 0 completed
 - Unifrog events:** Interact directly with experts
 - Placements:** No placements added
 - Special opportunities:** 0 shortlists
- Recording:**
 - Activities:** Recorded at least 10
 - Skills:** Completed all 12
 - Interactions:** Missing 5 Interaction types
 - Academics:** No Classes selected
 - Materials:**
 - UK Personal Statement:** Subject added
 - Subject References:** No References selected
 - Notes for Reference writers:** 1 notes missing
- Searching:**
 - UK universities:** 0 shortlists
 - European universities:** 0 shortlists
 - Oxbridge:** 0 shortlists
 - Apprenticeships:** 0 shortlists
 - College / Sixth Form:** 0 shortlists
 - Irish universities:** 0 shortlists
 - Applications:**
 - Post 18 Intentions:** Plan A and Plan B complete

Unifrog - Personal Awareness



- If you don't have a career or course of study in mind for life after **Whickham Sixth** the *Quizzes* section can help you to reflect on your own **interests, strengths (and weaknesses), and personality type**.
- It can help you identify the **work environments** that you would be best suited to
- You'll find the quizzes at the top of the first column of blocks on the Unifrog home page



Personality profile >

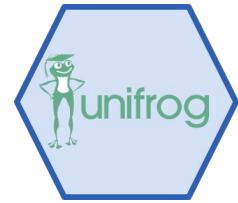
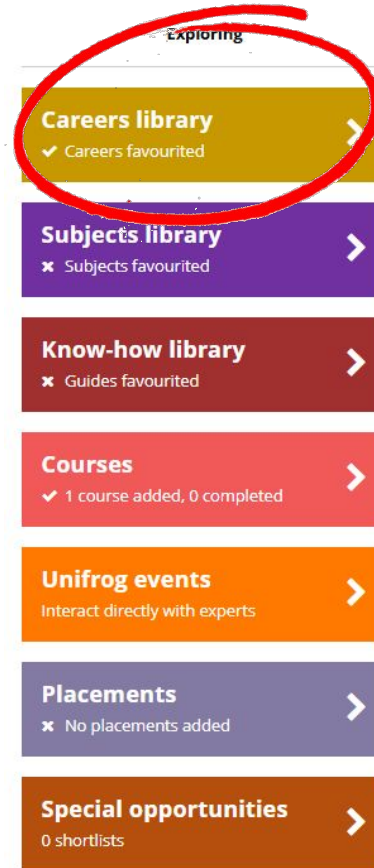
✓ Quiz last taken 25 Jan 23: ISTP

Quiz profile >

✗ 3 of 4 quizzes complete

Using Unifrog - Exploring Jobs

- The *Exploring Pathways* section gives you access to everything you need to research the career pathways and subject fields that lie beyond school or college, and understand how to access them.
- If you know the career area you're interested in you can research it in the Careers Library
- Once you have completed the Quizzes, Unifrog will suggest content that may be of interest to you in the Careers Library



If you've forgotten your login information



unifrog

ABOUT

BLOG

CUSTOMERS

CONTACT

SIGN IN

Student sign in

22debros@whickhamschool.org

Sign in

[Forgotten your password?](#)

Been given a Form Code?

[> Sign in for the first time](#)

Are you a teacher?

[> Sign in as a teacher](#)

Are you a referee?

[> Sign in as a referee](#)

1. Enter your email
2. Leave password blank
3. Click “**Forgotten password**” link
4. Unifrog will then send you a reset link

Tutor Task - Personal Awareness



Personal Awareness



- Identify **3 things that interest you** - this can be either outside interests or elements you are looking for in a job or career
- Consider your skills:
 - Identify 3 of your strongest skills
 - Identify 2 skills you think you could develop
- Thinking about your studies - what elements or subjects do you enjoy the most AND why is that?
- Complete the 4 UNIFROG Quizzes - these will give you an insight into where your strengths lie and work you will be suited to.
 - Personality Quiz
 - Interests Quiz
 - Work Environment Quiz
 - Skills Quiz

Tutor Task - Career Aspirations



- *Careers or Job Aspirations*
 - Write down 3 different jobs or careers you are interested in



- *Use Unifrog to help you*
 - If you are struggling with this task search the Unifrog Careers Library by keyword or subjects to get some suggestions
 - If you have completed the Quizzes the Library will suggest roles for you - review and consider them



STEP 2

Finding a place to go

Finding a Placement



- Use your current *networks of family and friends* who may work in or have contacts who work in the places you would like to start
- *Research companies in the area* where you would like to work. Look around when you are out and about and try the internet.
- Many companies have *specific work experience offers* and you may find information on their websites including contact information and to whom you should address your letter of application
- *Get your letter of application right* – a good first approach will go a long way.

Tutor Task - Finding a Placement



- *Family, friends, neighbours*
 - Write down **3 people who you know** that work in areas you may like to do a placement
 - Note **what jobs they do** and **what you find interesting** each one
 - Tasks for later
 - Speak to them about their job - does it sound like something you'd be interested in?
 - If so, ask them if their employer would let you go to work with them for 2 days to shadow them
- *Companies or Businesses in the Area*
 - List 3 kinds of workplaces that you'd like to work in e.g. Law, Hospital, engineering firm, school, care home, IT Company etc
 - Try think of at least 2 places that you know of in each category
- *Google*
 - If you're not sure then use Google to find local companies - make yourself a shortlist of places



COMING UP TOMORROW

*Making contact with an
Employer*



Y12 Work Experience

Making contact with an employer

Wednesday 11th February

Making Contact with Employers



- Once you have decided where you may like to go for your Work Experience time to contact the employer *to make the request*.
- If you are going with a family member, parents or carers it's likely that they have *already checked* if their employer can accommodate you
- **BUT** - *it's always best to make contact with potential placements yourself* - it makes you look keen, focused and like the confident young adults you are (even if you don't feel it!)
- Today's session is about the *2 different ways* you can make contact with an employer to ask for a placement:
 - *Email*
 - *Telephone*

Step 3 - Composing an email



- Always address your email formally - e.g. *Dear Mr Smith* (or if you don't know the name use *Dear Sir or Madam*)
- If you used the name of the person (eg. Dear Mr Smith) end your letter with *Yours Sincerely*
- If you used Dear Sir or Madam end your letter with *Yours Faithfully*

Structuring your letter (or email)



This will be personal to you – structure the letter with a *couple of sentences* the following:

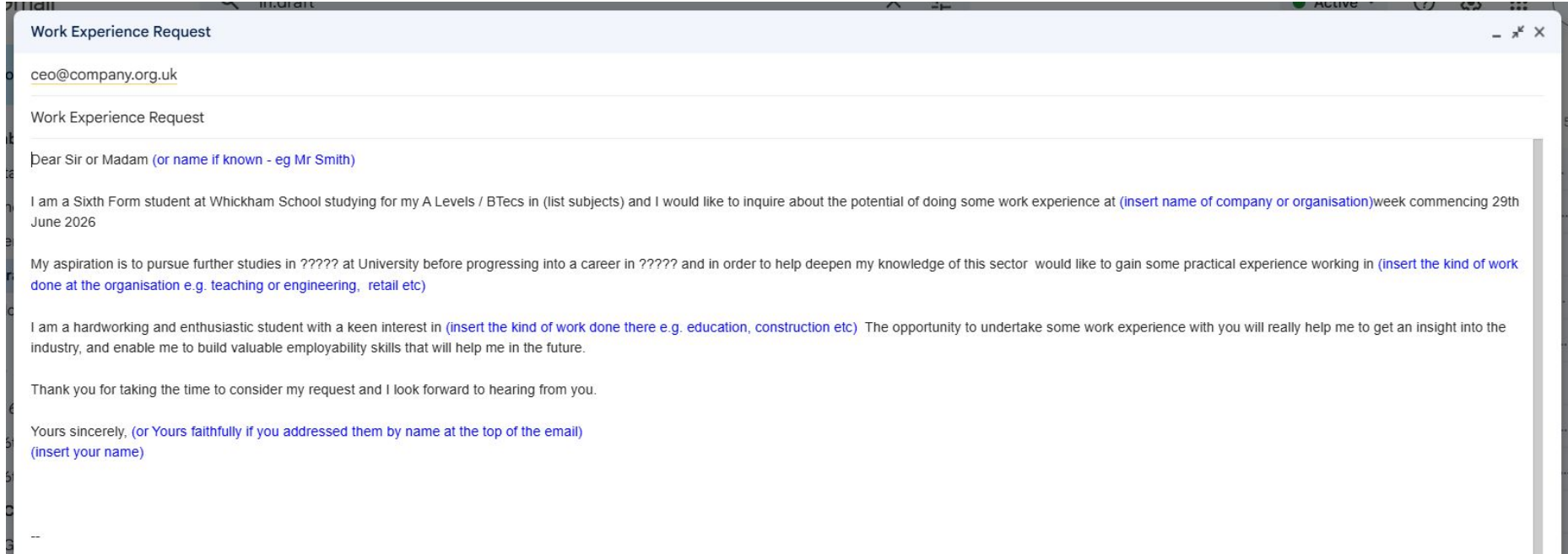
- *Why* are you interested in that type of work?
- *What attracts you to this company* - make sure to mention things that complement the company and will impress them, (not just “It’s close by”)
- How would you *sum up your strengths* and how they might be an advantage?
- *Relate your skills* to the job (e.g. your applying for a Primary School and you’d like to mention you’re good at working with children)

Remember!



- Be *polite and formal* - Don't use slang
- Check your *spelling, grammar and punctuation*
- Make sure you have *sold yourself*
- *Read and re-read* your letter, check it makes sense then get *someone else to re-read* it!

Email - WAGOLL



Step 4 - Phoning the Employer



- If there are no email contact details on-line use the published telephone numbers for the place you are interested in and *call directly to ask*.
- Introduce yourself and ask for the contact details for a work shadowing application – this will demonstrate your *motivation and enthusiasm*
- They may ask you *more about yourself* right there and then on the phone, so have your letter handy – it will make a good script
- They may simply give you an email address or a postal address – *send your letter accordingly*.

Mrs Ross's Top 10 Tips - Phone calls



1. *Think about what you want to say* before you make the call.
2. *Write it down* on a piece of paper and keep it in front of you (use the letter you composed as a script)
3. *Have a pen and paper* ready to take down any names or notes.
4. Take a *deep breath and relax* before dialling the number.
5. Always be *polite* and try to *speak clearly*.
6. Start by *introducing yourself* – give your name, say which school you go to and explain that you're looking for the opportunity for work experience
7. Be prepared to say *why you are interested* in a placement with that employer - and the kind of work they do.
8. *Don't be discouraged by employers saying no* – it's nothing personal.
9. If it's a no - *keep trying* other employers – *don't give up*.
10. If you're really nervous, you could *ask a parent or teacher* to be with you when you make the first phone call.

Telephone call - WAGOLL



1. **If you get through to the receptionist/switchboard:** *“Hello, I’m ringing up regarding the possibility of undertaking some work experience with your company. Could you please put me through to the person who would be responsible for making this decision?”*

(If you are told they are out or busy, politely ask for their name, contact number or email address so that you can contact them another time - make sure you have a pen handy!)

2. **When you get put through to the person responsible:** *“Hello, my name is ????, I’m a 15 year old student in Year 10 at Whickham School studying for my GCSEs. I have a great interest in (insert the subject, job role or career relevant to the company you are talking to) and I wonder if (name of company) would be prepared to offer me the opportunity to do some work experience week commencing 11th May it would really help me to find out what this field of work is really like and what it involves.*

(You probably won’t get an answer straight away so be ready to give your contact details. Also ask for them for their contact details so that you can forward a formal request email - *if this information has not already been given to you earlier in the conversation*)

Telephone call (continued)



4. **If they say yes:** *“That is great news, thank you so much. My school will need some further details in order to confirm this placement and there’s a short form which needs to be completed. This will come out in the form of an email from UNIFROG - could you provide me with the email address it should go to please”*
5. **Ending the call (whether they offer you a placement or not):** *“Thank you for your time and consideration, it is very much appreciated.”*

<https://www.youtube.com/watch?v=0cZ-dlOJC-g>



Tasks to help you make contact



Task 3- Draft your email

- Using the WAGOLL you have seen this morning and resources on the school website write an initial enquiry letter to an employer
- Focus on the organisations / businesses you identified during yesterday's planning tasks

https://www.whickhamschool.org/careers/careers_resources/



Task 4- Practice your pitch

- Using the *WAGOLL script, Mrs Ross's Top 10 Tips and the film* you have just watched - work with a partner and role play a placement request phone call - take turns to be the employer and the student
- Try again at home with a family member
- *Practice! Practice! Practice!*





COMING UP TOMORROW

Filling in the Forms

UNIFROG





Y12 Work Experience

Filling in the forms (Unifrog)

Thursday 12th February

When you have an offer



Whoo Hoo! You've got an offer from an employer for your Work Experience

Well Done! Time for a little happy dance



Now we need to make sure all the forms are completed and all permissions are granted - the whole process is completed on-line using UNIFROG



Step 1



Student Form



You fill in the *Initial Student Form* with details of your placement:

- Contact information for the person at the Employer who agreed your placement
- Parents / Carers contact information
- Any health conditions or special needs that you have that the employer should know about
- This should take you about **5 minutes** to complete

Step 2



Employer Forms



Unifrog will then send an email to the Employer Contact (that you listed on your form) to ask for *more information about their company* or organisation

- Health & Safety
- What you'll be doing
- Arrangements for your days



Step 3



Parental Consent



After the Employer has completed their form an email will go to your Parents/Carers so that they can:

- Review the information given by the employer
- Check that health conditions and special needs are listed
- *Give their permission* - by ticking the permission box



Step 4



School Consent



After all of the forms are completed Mrs Ross will get a copy of everything. She will then check :

- That the company has processes in place to *keep you safe* whilst you are there
- That any *special arrangements* needed are in place
- That activities, jobs or tasks that you will be doing are *appropriate*

1

Student
Form



2

Employer
Form



3

Parental
Consent



4

School
Permission



All 4 steps must be completed (in this order) before you go on your placement

Deadline for Student forms to Mrs Ross is 20th May

Unifrog Initial Student Placement Form

The dashboard is organized into several columns and sections:

- Quizzes:** Personality profile (last taken 25 Jan 23: ISTP), Quiz profile (3 of 4 quizzes complete).
- Recording:** Activities (Recorded at least 10), Skills (Completed all 12), Interactions (Missing 5 interaction types), Academics (No Classes selected), Materials.
- Searching:** UK universities (0 shortlists), European universities (0 shortlists), Oxbridge (0 shortlists), Apprenticeships (0 shortlists), College / Sixth Form (0 shortlists), Irish universities (0 shortlists).
- Exploring:** Careers library (Careers favoured), Subjects library (Subjects favoured), Know-how library (Guides favoured), Courses (1 course added, 0 completed).
- Connecting:** Subject References (No References selected), CV / Resumé (Write CVs tailored for each role), Unifrog events (Interact directly with experts), Talent pool (Not joined).
- Applications:** Post 18 Intentions (Plan A and Plan B complete).
- Other:** MO (Make your first shortlist), Placements (No placements added), Vocational opportunities (0 shortlists).

The Placements page features a navigation bar with links for HOME, FAVOURITES, LOCKER, APPLY, HELP, and search/settings icons. The main heading is "Placements" with a sub-heading: "Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator for you. Want an overview of how organising a placement works? See the [whole process](#)".

A notification states: "1 placement added so far". Below this, it says: "Only add a placement after you've been in contact with the employer, and they have agreed to host you." A green button labeled "+ Add new placement" is circled in red.

Watch this 5 minute Film on how to fill in the UNIFROG Student Placement Form

(a link to this film is also on the school website under the Careers / Work Experience menu)

*Use the rest of Tutor Time today to continue
with the planning and research tasks you
started on Tuesday & Wednesday*

**Any questions see Mrs Ross
dross@whickhamschool.org**