



# Guilsborough Academy

---

*Guilsborough Multi Academy Trust*

## Work Experience Years 10 & 12 2024

**What? 5 days off timetable to experience a new workplace  
and develop skills**

**When? Year 10 13-17 May; Year 12 15-19 July**

**Who? All Y10+12 students**

**Where? Workplaces across the country!**



## BENCHMARK

# Why?

# 6

Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.

“Experiences of the workplace can create social capital for young people with more limited networks. Experiences of the workplace give students the opportunity to develop essential skills” - CEC

“Young adults with higher levels of school-age employer contacts were, on average, up to 20% less likely to be NEET at the time of the survey and, if in full-time employment, to be earning 18% more than comparable peers who had less exposure while at school.” – The Gatsby Foundation

“Work experience opens pupils’ eyes to the realities of the workplace: the need to dress and behave in the expected way, to arrive punctually and follow instructions accurately.” – The Gatsby Foundation

“benefits include better labour market outcomes, attainment and attitudinal change in young people.” – The Gatsby Foundation

**“The more real the work experience, the more impact it has” – Oli de Botton, CEO  
The Careers & Enterprise Company**





# What makes a placement **MEANINGFUL?** (CEC)

Learning outcomes are defined, based on the age and needs of students

Student meets a range of people from the workplace

There is extensive two-way interaction between the student and employees

Student must perform a task or produce a piece of work relevant to that workplace and receive feedback on it from the employer

## **Working towards the Quality in Careers Standard**

We have committed to achieving this award. The expectation goes beyond the Gatsby Benchmarks, focusing on ensuring positive outcomes for students from all interventions and opportunities.



# How?

## The Unifrog Placements Tool...

<https://cdn.unifrog.org/video/hfxcu5f6a6/480.mp4>



# What is the Placements tool? (1 of 2)

In 3 bullet points:

- A **series of forms** which need to be **completed by specific people at specific times**. As soon as one person fills in a form, the next person gets notified, so the whole process runs smoothly and automatically.
- Woven through it are **explanations of technical terms, plus [best practice guidance](#)**. Teachers have a dashboard so that they can see **at-a-glance the status of every placement** for students in a year group.
- At the end of each placement, we ask the employer if they are up for hosting another student in the future. This creates a **tailored database** for your school / college of employers who are up for hosting placements.

# What is the Placements tool? (2 of 2)

The lifecycle of a placement on the placements tool

1. A **student** (or their teacher) gets the ball rolling by adding a new placement;
2. The **employer** is notified by email, and they confirm that they follow best practices in:
  - a. Safeguarding;
  - b. Health and Safety;
  - c. Risk Assessment;
  - d. Insurance;
  - e. GDPR;
3. The **parent / guardian** signs an agreement;
4. The school/college **placement coordinator** reviews all the information provided by each party, and gives their consent.
5. **Teachers** have an overview of the status of all the placements at their school / college. They can filter to see which placements have forms outstanding, and nudge people who need to be chased.
6. The placement takes place; **teachers** can record a check-in if they want;
7. The **student** and **employer** reflect on the placement after it is finished. The employer can choose to add themselves to the school / college's placements database.

## Advice for getting started:

- Make a list of companies you would be interested in approaching  
Think about:
  - Where the company is - will you be able to get there?
  - What in particular interests you about the company?
  - What role you would like experience in?
- Consider phoning or popping in to the company HQ
- Compile an email - Remember:  
Sell yourself – tell your potential employer why you want work experience in their company and what you think you can offer. You do not need to attach a CV but a short Pen Portrait of yourself will help separate you from others who may have applied
- Do your research – find out who you need to ask (get a named contact rather than info@ or admin@)
- Use the network you have – parents, grandparents, friends, parents of friends, neighbours, social media!





# Networking:



- What do your friends and neighbours do? How about their partners?
- Does your child's friend's parent work in the area they're interested in?
- What social networks do you have? Think about local Facebook groups or LinkedIn networks
- Can you offer a place to a student who isn't your child? Let me know!
- Work with your child to create a mini pen portrait – keep it light for social media:
  - My son Joe is always driving me nuts taking apart the TV remote to find out how it works. Can you help him apply his passion for engineering more appropriately in a work experience placement?
  - Hi Facebook network. I'm hoping one of you can help... my child Blake has been given a really valuable week off school to get some work experience and they'd love to find out more about the realities of working in Hair and Beauty. Does anyone work in this area, or know anyone who does? Blake is really organised and friendly – they'd love to chat with you to find out more.
  - Seeking Work Experience placement in fields of accounting or HR for 15YO student with excellent maths and organisation skills. 13-17 May 2024. Can you help?

# Some more great help and ideas:

29 November – 7pm Webinar: How to find the work experience placement you really want – Dale Willis (My Great First Job)

**This free event is being offered by the South East Midlands Careers Hub in partnership with My Great First Job CIC.**

Lots of young people in school years 10 and 12 will be asked to organise their own work experience placement....and that can be a tough-ask if you're a young person.

You think you might want to be a electrical engineer or maybe you want to work in law.....but if you don't know engineers or lawyers then finding work experience can really be a massive uphill climb.

But don't worry - we've got you!!

In this 60 minute session we will cover:

- ✦ How to use social media to develop a network
- ✦ What your parents / relatives can do to help you
- ✦ Why your 'adult network' is a key way to find a great placement
- ✦ How to demonstrate to an employer that you're serious about their work
- ✦ An email template you can use to contact employers
- ✦ Why developing 'relationships' is your key to getting people to help you
- ✦ How to prepare to get the most from your work experience
- ✦ What you need to do after your work experience

At the end of the session, you'll have a list of things that you can do that will really help you find a great placement!



# What next?



Students need to:

- 1) Decide on placement/s they're interested in
- 2) Contact them and get initial approval
- 3) Provide them with the letter from Miss Hunt
- 4) Upload the details to the Unifrog Placements tool – **deadline 19/04 for Y10 and 24/05 for Y12**

Year 12 Students will have sessions during tutor times to help them:

- Figure out what they might like to do
- Understand how to contact employers
- Develop their CV
- Curate their online profile

Year 10 students will also receive some support via their tutors.

ALL students can pop into the Careers Hub (A1) for help and advice.

# Information for Unifrog

Students will need to know the following information to set up a placement on Unifrog:

School placement coordinator name – **MISS HUNT**

Name of business / organisation

Start and End dates – **13-17 May or 15-19 July 2024**

Employer placement lead name and email address

Placement address

Is this the workplace where you'll be based throughout the placement?

Will you live at home as normal during the placement?

How will you travel to and from the placement?

Do you have any special needs, illnesses or injuries that may affect your placement?

(the answer to this question is kept confidential from the parent / guardian)

Parent / guardian (who must also be your emergency contact) name and email address

Do you agree to abide by confidentiality, safety, and absence rules?





# FAQs

## **Can I do work experience on different dates?**

You must try and secure work experience for these dates. If you don't have a placement on these days, you will be expected to attend school. We cannot authorise work experience on any other school days.

You may choose to complete additional work experience during the holidays. You may use the Unifrog Placements tool to log these and get the H&S / Insurance checks done if you wish.

## **Can I do work experience with my mum/dad/aunt/second cousin's husband's brother?**

You can work with anyone, and we recommend using family and friends as contacts to source placements. However, we strongly advise that you use your family contact to get you a place in a different department at the workplace – you want to experience independence, not just help a parent with their tasks! Even if you're with a family member, all the forms and checks must still be completed.

## **I really want to do [something on the restricted list]...**

These restrictions are legal requirements and we will not approve placements involving any of these. You may need to think 'outside the box' to find related areas of work that you could complete a placement at.

## **Can't I just study from home if I don't have a placement?**

No – these dates are part of your mandatory school days. You must either be on an authorised work experience placement or in school.

## **Can I just work at my usual paid employment?**

No. Work experience must be unpaid, and it should be a new experience for you. You could ask your employer to offer you work experience in another department or area though.

