



# Work Experience

Investing in the Future Intentions for our students

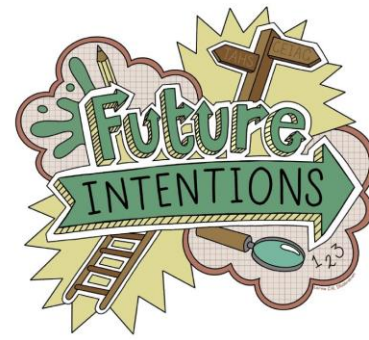


## Placements

✓ 2 placements added, 0 completed

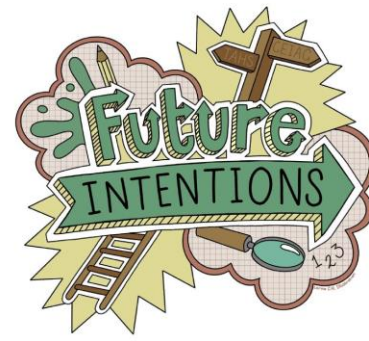
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# Gatsby Benchmarks – supporting the Future Intentions of our students



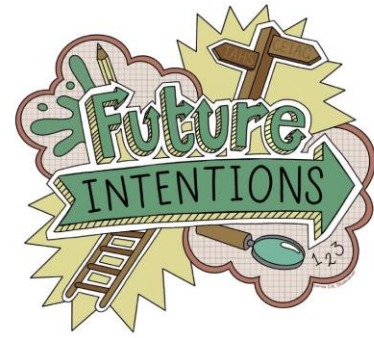
1. A stable careers programme
2. Learning from careers and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

# Gatsby Benchmarks – supporting the Future Intentions of our students



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2. Learning from careers and labour market information
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4. Linking curriculum learning to careers
- 5. Encounters with employers and employees**
- 6. Experiences of workplaces**
7. Encounters with further and higher education
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# What are the benefits of Work Experience?



- To learn about what type of occupation they may enjoy
- To understand the importance of being in a work environment
- To understand how businesses and organisations work
- To enable students to develop new skills
- To understand the employability skills required for the work place
- To experience the challenges of employment

# How can students be successful?



- We actively encourage students to secure work placements for themselves
- To discuss options with families
- To think carefully about what sort of employer they are interested in
- To complete some research online to find contact
- Send emails and make phone calls

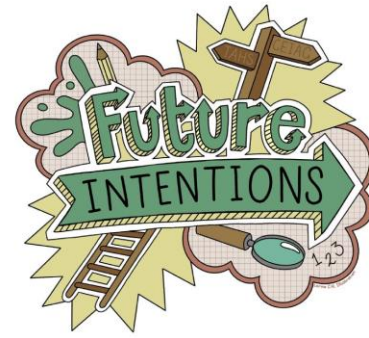
# How can students be successful?



- Form tutors, Heads of Houses and the Future Intentions team will offer guidance and support
- Further support can be found on the school website
- Students can access the Careers Library on Teams

All our Year 12 students successfully completed their work experience in November 2022 and placements included hospitals, vets, garages, dog groomers, Burton Albion, nurseries, schools, factories – to name just a few.

# Important dates



Week commencing 27<sup>th</sup> February – Start researching and contacting employers

Week ending 31<sup>st</sup> March - Deadline for registering Work Experience on Unifrog

Work Experience days:

Wednesday 5<sup>th</sup> July – Friday 7<sup>th</sup> July

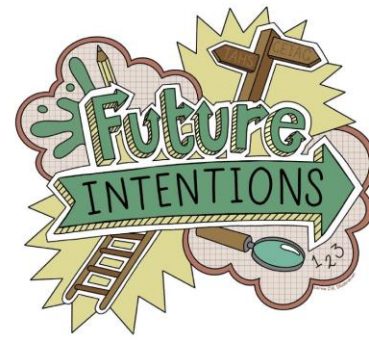


# Simple Process

1. Find a placement
2. Add details to Unifrog
3. Employer completes form
4. Parents agree placement
5. School gives permission
6. Student completes Placement Journal
7. Employer completes review
8. Student completes review

**Placements**  
✓ 2 placements added, 0 completed

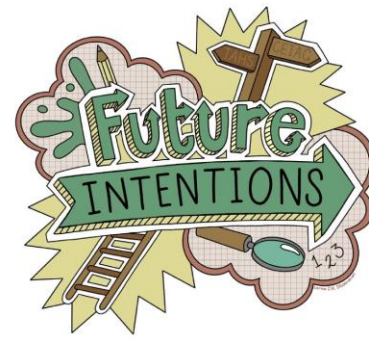
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# Unifrog – Universal Platform for students, parents, carers and staff

Exploring pathways



## Interests profile

✓ Quiz last taken 3 Jan 22: S and R and C

[Start >](#)

## Personality profile

✓ Quiz last taken 3 Jan 22: ISFJ

[Start >](#)

## Work environments profile

✓ Quiz last taken 15 Mar 22

[Start >](#)

## Skills profile

✗ Quiz not taken

[Start >](#)

## Careers library

✓ Careers favoured

[Go to tool >](#)

## Subjects library

✓ Subjects favoured

[Go to tool >](#)

## Know-how library

✓ Guides favoured

[Go to tool >](#)

## MOOC

Make your first shortlist

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## Webinars

Hear directly from the experts

[Go to tool >](#)

## Read, Watch, Listen

✗ Profiles favoured

[Start >](#)

## Placements

✓ 3 placements added, 0 completed

[Go to tool >](#)



## 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.

### Placements

✓ 3 placements added, 0 completed

[Go to tool >](#)

\* In person or Virtual

---- select ----

\* Placement coordinator

---- pick one ----

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

eg Lottie's little bakery

\* Placement start date

-- day --

-- month --

-- year --

Placement end date

-- leave blank if

-- leave blank if

-- leave blank if

\* Describe the time commitment

eg Full time

\* 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



## Placements

✓ 3 placements added, 0 completed

[Go to tool >](#)

\* How will you travel to and from the placement?

walk

\* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

---- select ----

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

eg Salvador Dali

\* Parent / guardian email

eg s.dali@gmail.com

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

\* Parent / guardian email (again)

eg s.dali@gmail.com

### Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

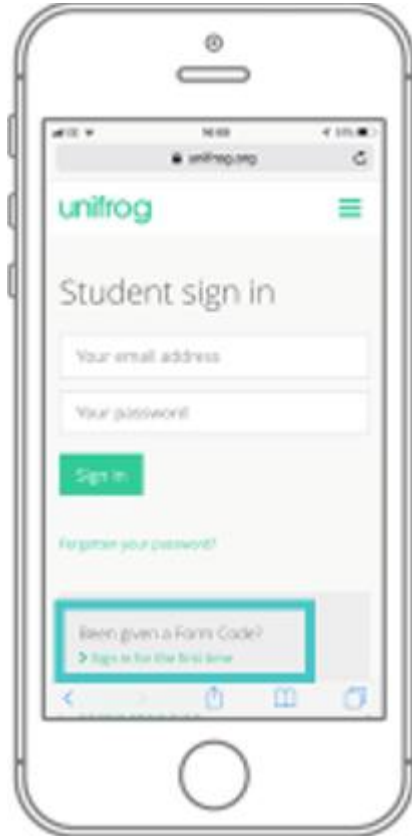
\* Agree

Yes, I agree to **all four points** above.

Finished?

mark as finished and notify employer to fill in their initial form?

[Add placement](#) or [cancel changes](#)



Go to [www.unifrog.org/student](http://www.unifrog.org/student) and click 'Sign in for the first time'

You'll be asked for some details and a form code. This is what you need:

**Form code: ALDUPARENTS**

After signing up, log into Unifrog using your email address and password via the student sign-in page!

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## Complete the Sign up Page:

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Signup page  
To create your own account, please fill in the following form.

\* Form code: **ALDUPARENTS**

\* Title:

\* First name:

\* Surname:

\* Email address:

\* Retype email:

UK postcode:

\* Password:

\* Retype password:

Put your Code in here

We recommend you use a personal email not a school email because you may access it more regularly

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# Once the placement has been agreed...

## Placements Journal



Work experience can be exciting and nerve wracking at the same time. This journal will help you to plan your journey so it runs smoothly, and then navigate your way around the work place to ensure you get the most out of the experience.

### There are three stages to this journal

- Step 1:** Preparation is key! Find out your travel time, work wear, and know your safety signs
- Step 2:** Complete your journal, the mini tasks and interview 2 staff members
- Step 3:** Reflect on your experience and log the skills you've gained

Your work experience journey starts here, good luck!

## Protocols

### What do you do if...

You're ill? .....

You're going to be late? .....

You're concerned about any aspect of your placement? .....

### Health and safety:

When you start your experience week, you will be informed of any health and safety rules you need to adhere to. You **must** inform your employer of any medical conditions or health issues you may have, especially if they could affect your ability to undertake certain tasks.

Some safety signs explained:

	MEANING	SHAPE & COLOUR	SYMBOLS
<b>PROHIBITION</b>	You must not. Do not do. Stop.	 RED means STOP	 No admittance  No smoking  No dirty clothes
<b>MANDATORY</b>	You must do. Carry out the action given by the sign.	 BLUE means OBEY	 Keep clear  Head protection must be worn  Wear gloves
<b>WARNING</b>	Caution. Risk of danger. Hazard ahead.	 YELLOW means risk of DANGER	 Danger high voltage  Danger mind your head  Danger fork lifts in operation
<b>SAFE CONDITION</b>	The safe way. Where to go in an emergency	 GREEN means GO	 First aid station  Emergency phone  Emergency exit
<b>MULTI-PURPOSE SIGNS</b> To be used when the hazard requires more than one of the 4 types to convey the safety message.			 Acetylene  Wear mask  Warning  Prohibit persons
<b>SUPPLEMENTARY TEXT</b> If the safety sign needs additional information it may be added in words.			 Fire alarm call point  DANGER highly flammable  Prohibit open flames  Electrical gloves

## Outcomes from your placement

Overall, what do you hope to achieve?

What skills would you like to gain and improve?

What knowledge you would like to gain?

Who can help you to achieve the above?

### First day

Who did you meet? .....

What was their role? .....

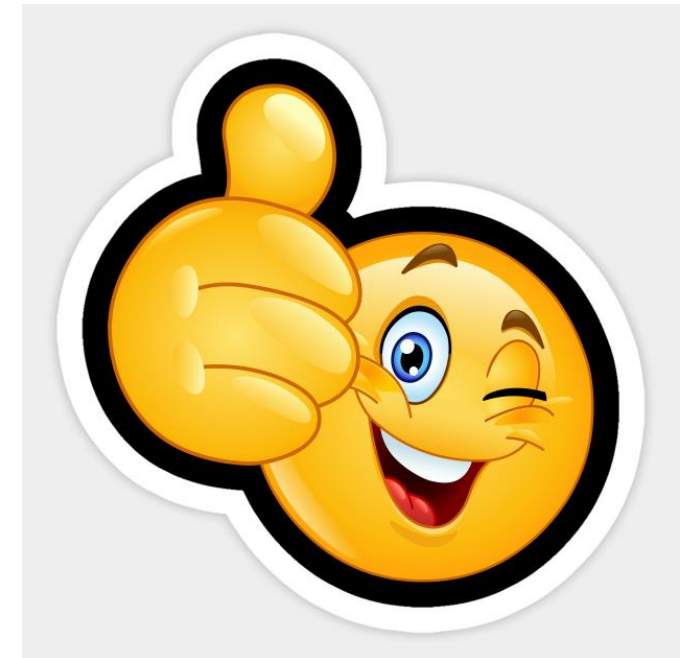
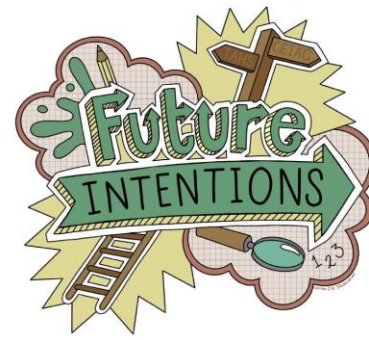
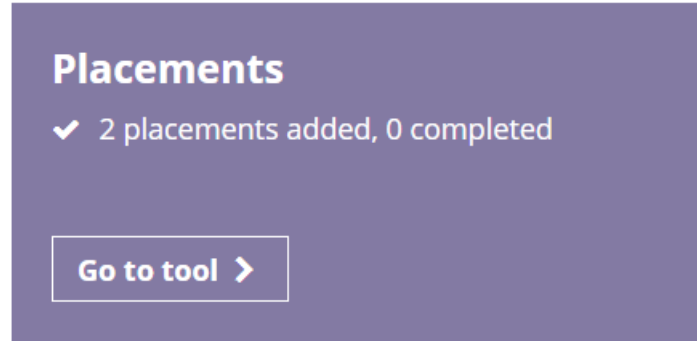
Who did you work with? .....

What did you do? .....

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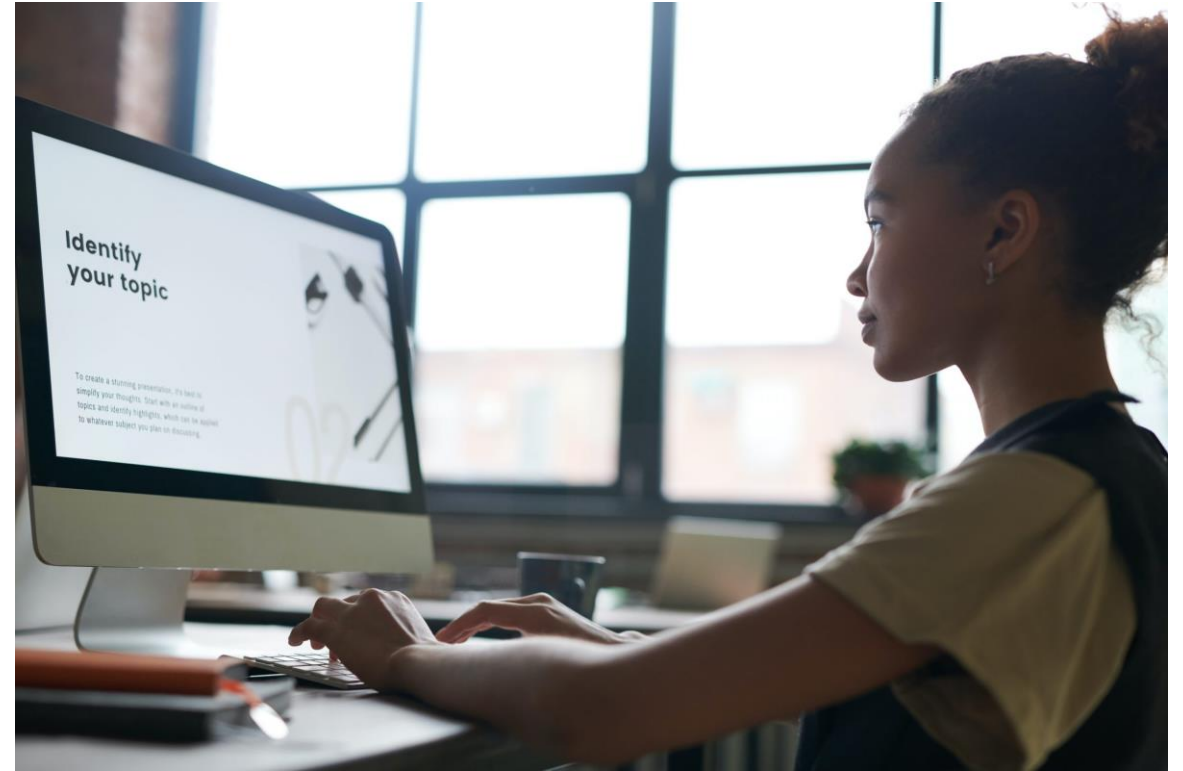
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# Virtual WEX

1. Provides the opportunity to experience any job
2. Not limited to one experience
3. Allows students to dip in and out of specific careers during the week
4. Try careers they had never even considered before



**Springpod** 



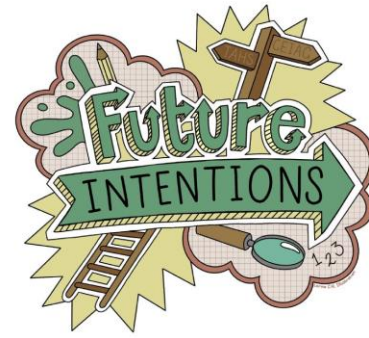
**SPEAKERS**  
for schools



**Forage**



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## Work environments profile

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## Skills profile

✗ Quiz not taken

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## Careers library

✓ Careers favourited

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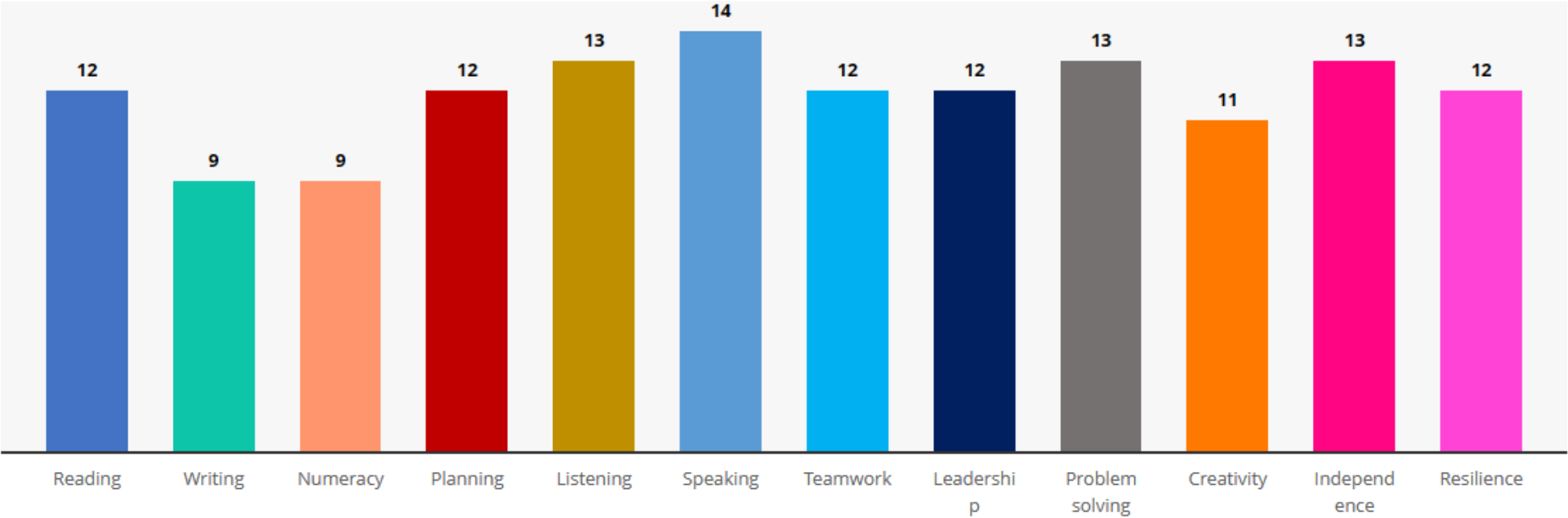
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[Go to tool >](#)

# unifrog

# Your estimated level in your school's key skills

Levels go from 6 to 15.



### Wellbeing Counsellor

Counsellors help people to discuss their problems and feelings in a confidential environment.

[Read the profile >](#)



### Speech and language therapist

Speech and language therapists support people who have difficulties communicating vocally, eating, drinking, or swallowing.

[Read the profile >](#)



### Zookeeper

Zookeepers work in zoos, safari parks, or aquariums to feed, clean out, and look after animals.

[Read the profile >](#)



### Estate agent

Estate agents sell and rent out commercial and residential property, acting as negotiators between buyers and sellers.

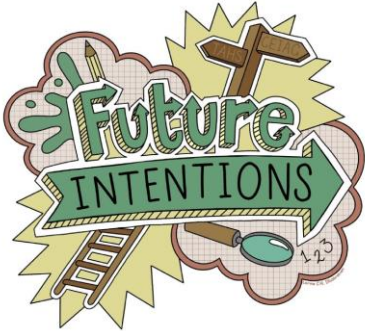
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### Victim advocate

As a victim advocate, you'll provide legal advice and emotional support to those affected by crime or changes in the law.

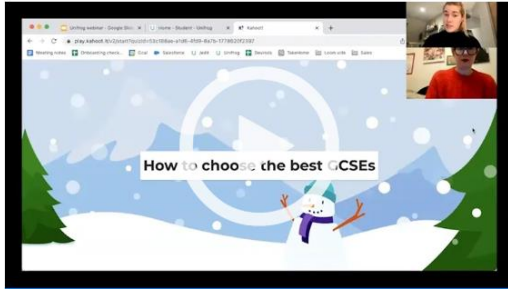
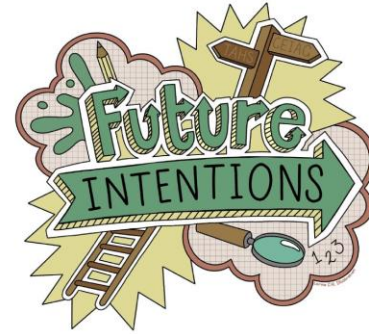
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### Healthcare support worker

Healthcare support workers help look after patients in hospitals or in patients' own homes.

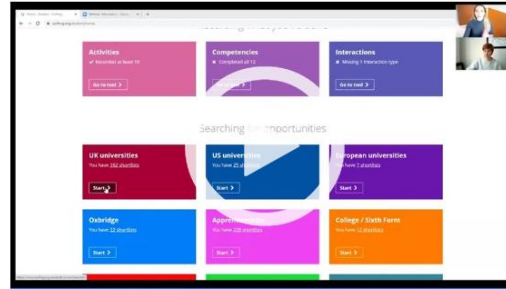
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## How to choose the best GCSEs

Learn tips for choosing the best GCSE options for you, and find out how you can use Unifrog to help you.

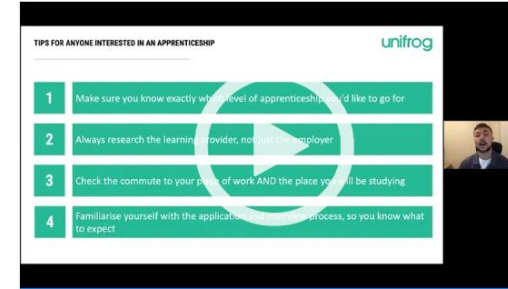
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## How to find your perfect UK university course

Learn how to use the Unifrog UK universities tool to find the best course for you. With tricks to get the most from the tool and how to use your university shortlist to create a strong application and boost your chances of success.

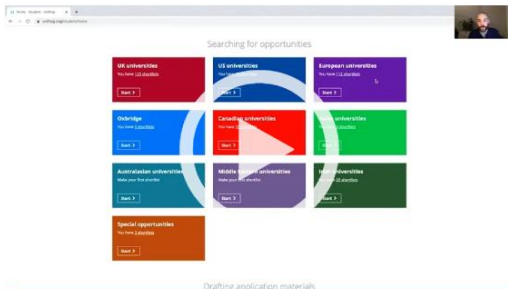
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## How to find your perfect apprenticeship

Learn how to use the Unifrog Apprenticeships tool to find the best apprenticeship for you. We'll go through some tricks to get the most from the tool and bust some common myths around apprenticeships.

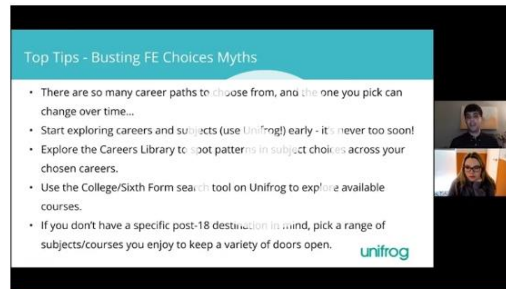
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## Using Unifrog to find the best opportunities for you

Learn about the UK universities and US universities tools.

Want to share with a student? [Share](#)



## How to find your perfect college / sixth form course

The Unifrog team talks about and busts myths around Further Education.

Want to share with a student? [Share](#)





## Communication and Presenting Skills

Part of a series: [Skills development](#)

A panel of employers, including Co-op and Skills Builder, will explore what activities you can be doing now to build your communication and presenting skills.

Want to share with a student? [Share](#)

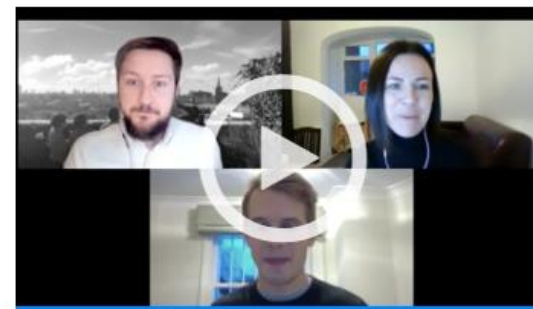


## CV and cover letter writing masterclass

Part of a series: [Applications masterclasses](#)

Learn how to make your CV and cover letter stand out. Hear from two experts - Sarah Ward, Owner of Hope is Here Careers Consulting, and Emma Rosen, an Author, TED Speaker and Work Happiness Expert.

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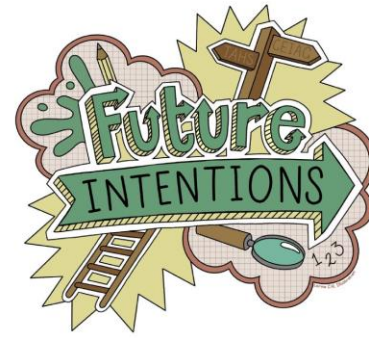


## Entrepreneurship skills

Part of a series: [Skills development](#)

This webinar will explore the skills and competencies you need to make it as an entrepreneur and how you can start to develop them today.

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## Leadership skills

Rachel Upton - The Skills Builder Partnership

## Leadership skills

Part of a series: [Skills development](#)

Hear from the Head of Leadership programmes at Frontline, and an Education Associate at Skills Builder on why employers believe leadership is one of the most important skills to have in the workplace.

Want to share with a student? [Share](#)



## Summary of Digital Skills

- + Mathematics (& Statistics)
- + Some Coding
- + Lots of Creativity
- + Flexible
- + Open to Innovation
- + Curious
- + Resilient
- + Appetite for Problem Solving
- + The Best Communication Skills!
- + Social Network + Social skills

## Digital skills

Part of a series: [Skills development](#)

Have you been spending more time online than normal? Discover why this might not be such a bad thing and how strong digital skills can help you stand out from the crowd when applying for jobs!

Want to share with a student? [Share](#)



## Problem-solving skills

Part of a series: [Skills development](#)

We all know being able to solve problems is a useful skill to have, but how can you demonstrate it to employers? Learn how to showcase your problem-solving skills to boost your employability.

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