



Y10



WORK EXPERIENCE

*A guide for students and
parents to search for, secure
and record placements*

START YOUR PLACEMENT SEARCH NOW! THIS BOOKLET WILL GUIDE YOU THROUGH IT. ONCE YOU HAVE ONE CONFIRMED, IT MUST BE REGISTERED ON UNIFROG PLACEMENT TOOL.

GUIDE CONTENS

- **Key dates and support**
- **Searching for and contacting an employer**
- **Recording on Unifrog**
- **Parental permission**

WORK EXPERIENCE OVERVIEW

KEY SUPPORT



Ankita Lawson

Head of Year 10

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Steph Towns

Head of Careers

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Reyha Palmer-Purcell

Placement Coordinator & Admin

workexperience@whitleybayhighschool.org

WORK EXPERIENCE IMPORTANT DATES

LAUNCH ASSEMBLY	29TH NOVEMBER
WEEKLY 'DROP INS'	BEGIN 30TH NOVEMBER, EVERY THURSDAY LUNCHTIME A113
FIND PLACEMENT DEADLINE	26TH APRIL
RECORD AND APPROVE PLACEMENT FINAL DEADLINE	17TH JUNE
HEALTH AND SAFETY ASSEMBLY	20TH JUNE
WORK EXPERIENCE WEEK	24TH - 28TH JUNE



SEARCHING

1

Ask family and family friends first!

Who has a job or careers that interests you? Can you ask them if you can shadow and support them for a week? If not, do they have any contacts they can pass on to you?

2

Know a place you'd like to go? Find their email address and ask!

Use the email templates on Careers SharePoint to ask an employer if they could accommodate you. Make sure you specify the dates and what your career interests are.

3

Don't know where you could go, but have a career/sector in mind? Google!

Search for the sectors online and find the 'contact us' section on their website. Find an email address, and email them to ask!

e.g. Google: ENGINEERING COMPANY NEWCASTLE - example below

The screenshot shows a Google search for 'ENGINEERING COMPANY NEWCASTLE'. The search results include a map of Newcastle with several engineering companies marked. Below the map, three companies are listed: TyneTec Engineering Ltd, BNC Engineering Solutions Ltd, and Black & White Engineering. A blue arrow points from the search bar to the map, and another blue arrow points from the BNC Engineering Solutions Ltd listing to the 'CONTACT US' page. The 'CONTACT US' page for BNC Engineering Solutions Ltd provides contact information for Chris Lawrence and Ben Towell, the company address, and a button to 'EMAIL US'.

Google

ENGINEERING COMPANY NEWCASTLE

Places :

Map

Rating Hours

TyneTec Engineering Ltd
No reviews - Engineering consultant
5+ years in business · Wincomblee Rd · 0191 917 5713
Open · Closes 5:30 pm

BNC Engineering Solutions Ltd
No reviews - Engineer
10+ years in business · St James's United Reformed Church, Northumberla...
Open · Closes 5 pm

Black & White Engineering
5.0 ★★★★★ (4) · Engineering consultant
5+ years in business · Generator Studios, Trafalgar St · 0191 230 0206

More places →

CONTACT US

Chris Lawrence 07456 912227
Ben Towell 07769 971323

BNC Engineering Solutions Ltd

Ravenside Bungalow, Lead Road, Hedley on the Hill, Northumberland, NE43 7SX

Hours

Monday - Friday: 9am - 5pm

EMAIL US

CONTACTING PHONE, IN PERSON & EMAIL



Hi, my name is _____ and I am a current student at WBHS. I am looking for a week long placement to gain some work experience in June, are you able to take anyone on at this time?

TIP: USE YOUR SCHOOL EMAIL TO CONTACT EMPLOYERS AS THIS WILL LOOK MORE PROFESSIONAL!

Dear ____, / To whom it may concern,

I am a Y10 student at WBHS and I am seeking an opportunity to gain a week long work experience placement.

I have an interest in _____ and would love to discuss the possibility of shadowing and supporting in_____.

Would you be able to take me on for a week long placement June 24-28th? I look forward to hearing from you soon.

Kind regards,
My Name

**TEMPLATES AND GUIDES AVAILABLE IN
'CAREERS' SHAREPOINT**

REGISTERING A PLACEMENT

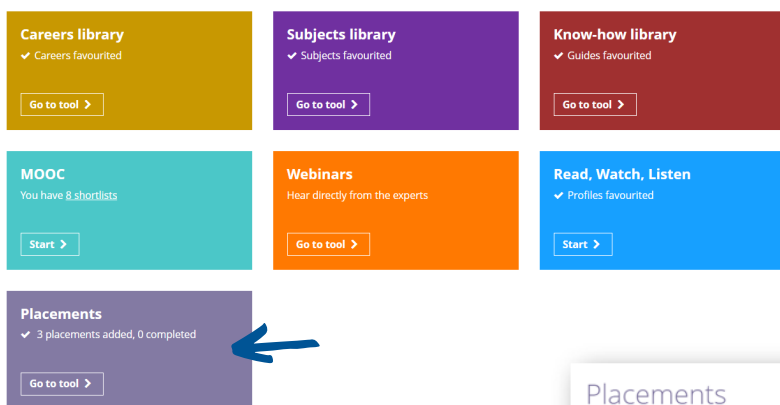


IMPORTANT: THIS CAN ONLY BE STARTED ONCE A PLACEMENT CONTACT HAS FORMALLY/INFORMALLY AGREED TO TAKE A STUDENT ON

1

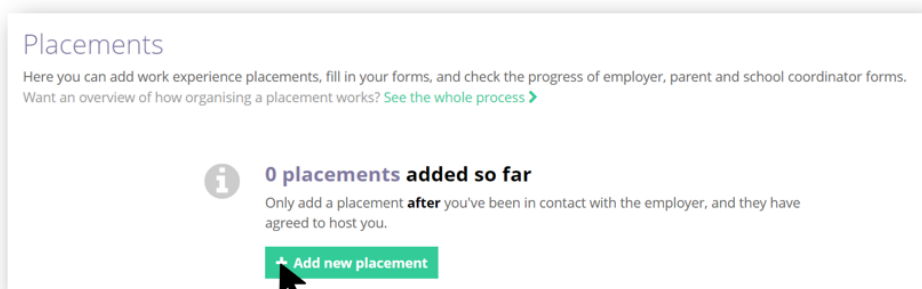
Go to Unifrog - log in with your student email. Click reset password if you don't know it.
Select 'PLACEMENTS' in the 'Exploring Pathways' section

Exploring pathways



2

Click on - 'Add a Placement'



3

Start completing the 'STUDENT INITIAL FORM' with the correct dates and details. You will need an email address of the main placement contact, and a parent's email



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

Placements tool or Activities tool? The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

Virtual or In person? If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

* Placement coordinator

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

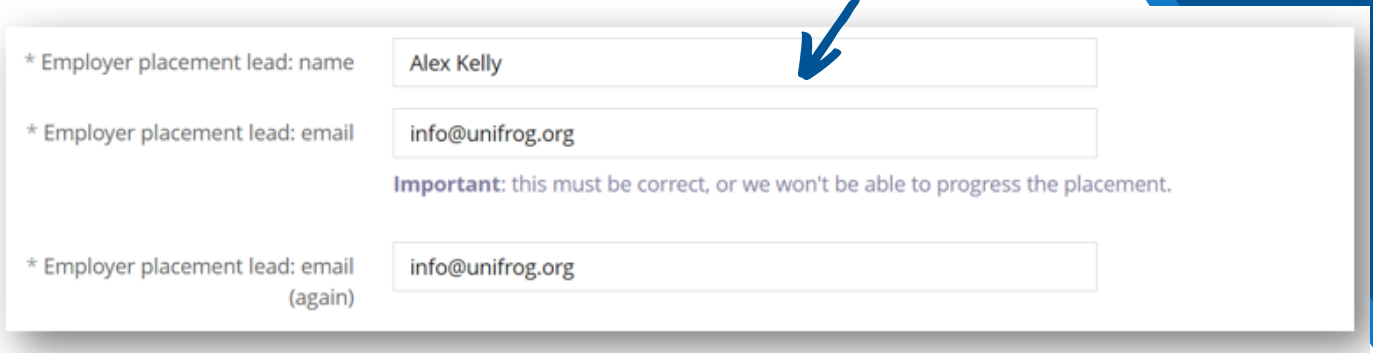
* Placement start date

Placement end date

* Describe the time commitment

4

Add the employer's email - this is the person who will be the main contact. Let them know that they will receive an email to fill in a form about you and your placement



* Employer placement lead: name

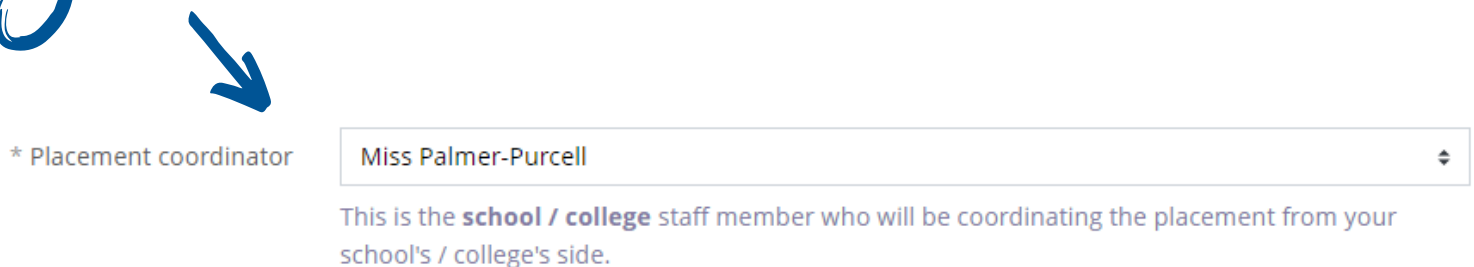
* Employer placement lead: email

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

* Employer placement lead: email (again)

5

Select the placement coordinator - your coordinator is Miss Palmer-Purcell

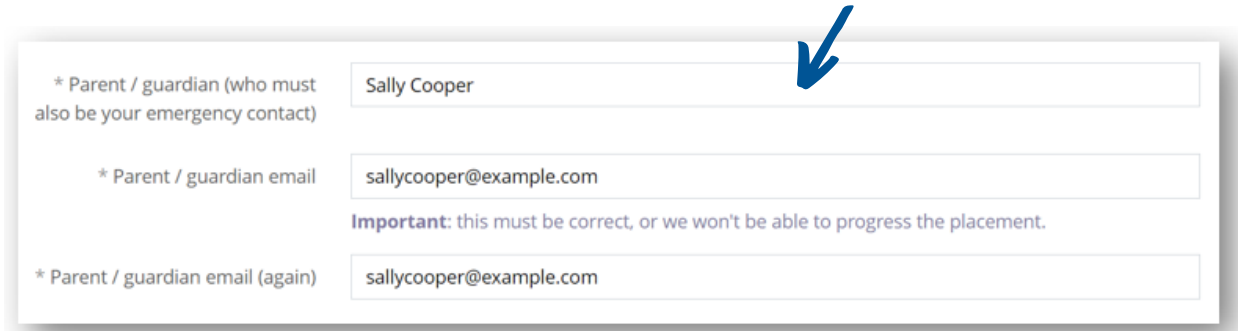


* Placement coordinator

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

6

Now you'll need a parental email - someone at home who can give permission for you to go on your placement. They will receive a quick Unifrog form to fill in by email, so make sure their email is correct!



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

* Parent / guardian email

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

* Parent / guardian email (again)

OVERALL PROCESS

1. STUDENT FILLS IN UNIFROG FORM ONCE THEY HAVE PLACEMENT LEAD CONTACT EMAIL ADDRESS
2. EMPLOYER RECEIVES UNIFROG FORM TO FILL IN WITH PLACEMENT DETAILS, HEALTH AND SAFETY DOCUMENTS ETC
3. PARENT RECEIVES UNIFROG FORM TO FILL IN AND GIVE PERMISSION. THEY WILL SEE ALL DETAILS FILLED IN BY STUDENT AND EMPLOYER
4. SCHOOL RECEIVES COMPLETED FORMS, CHECKS, AND GIVES PERMISSIONS - SET TO GO!
5. ATTEND PLACEMENT - FILL IN UNIFROG REVIEW FORM WHEN COMPLETE!
6. EMPLOYER FILLS IN FEEDBACK FORM ABOUT YOU

PARENTAL PERMISSION FORM

1

As the parent, you will receive an email inviting you to complete a quick permission form (whichever email address the student has entered into their form)



**CHECK YOUR
JUNK OR SPAM
FOLDER!**

2

Click on the green button "COMPLETE IT NOW"

3

You will be able to see all of the student form details as well as the employer information, health and safety procedures. You will be asked to add the following:



Oh yes! You've been invited to agree to an **In-person Placement** for Alex

Let's make it happen

Alex has invited you to do the Parent / Guardian agreement for an in-person placement. This will only take a few moments; **the placement process can't continue until you've done it.**

Start and End date:

1 March 2022 - 2 March 2022

Location:

8 The High Street, London, United Kingdom, E2 8HD

Placement overview:

ads asd asd asd asd asd asd



What now?

**Complete the Parent /
Guardian agreement**

Complete it now

- Name, email address and phone number
- Does the student have any special needs, illnesses or injuries that may affect your placement? (the answer to this question is kept confidential from the student)
- Confirm you're aware that the placement provider will have primary responsibility for the health and safety of the student
- Agreement for the student to take part in the placement

GOOD LUCK! REMEMBER...



THE WORK EXPERIENCE AND CAREERS TEAM ARE HERE TO HELP, JUST ASK! ATTEND THE DROP INS TO USE A COMPUTER AND TO HAVE ANY QUESTIONS ANSWERED



DON'T KNOW WHAT YOU WANT TO DO AS A CAREER? THAT'S OK. ANY EXPERIENCE IS GOOD EXPERIENCE - YOU'LL MEET DIFFERENT PEOPLE AND EXPERIENCE WHAT A GENERAL WORK PLACE MIGHT BE LIKE



DON'T ADD A PLACEMENT ON UNIFROG UNTIL YOU HAVE PERMISSION FROM AN EMPLOYER TO USE THEIR EMAIL ADDRESS! LET THEM KNOW THEY'LL RECEIVE AN EMAIL TO FILL IN A UNIFROG FORM

Mar
6
Sun

In person Placement start date: Lotti...

When Sun 6 Mar 2022 (CST)

Where 8 The High Street, London, United Kingdom, E2 8HD

Who Unifrog*

[Add to calendar >](#)

Agenda

Sun 6 Mar 2022

Prev day [Stay at Casa Mexico 6](#)

All day In person Placement start date: Lotti...

12:00 [Alex/ Cyan P I](#)

14:00 [Running](#)



START YOUR SEARCH, TALK TO FAMILY, THINK ABOUT WHAT YOU ARE INTERESTED IN, DON'T LEAVE IT TOO LATE!



YOU CAN'T START THE PLACEMENT UNTIL YOUR PLACEMENT HAS BEEN CHECKED AND CONFIRMED ON UNIFROG - YOU WILL RECEIVE AN EMAIL WHEN IT'S GOOD TO GO!



Ace! It's going ahead.

Nice one - you, Elon Musk the employer placement lead, your parent / guardian, and Mr Alex Kelly the school placement coordinator have all done their bits to make this **In-person Placement** happen.

Start and End date:
6 March 2022 - 7 March 2022

Location:
8 The High Street, London, United Kingdom, E2 8HD

Placement overview:
There will be a great deal of helping to make bread. No sour dough though, this is a non trendy bakery. Mostly traditional white bread loaves, plus buns. If you do well we might put you in charge of icing buns - be careful not to eat too much of the icing.

Contacting people
The school placement coordinator: Mr Alex Kelly alex@unifrog.org
The employer placement lead: Elon Musk alexintcours@gmail.com



NHS PLACEMENT? GREAT! BUT SEE STEPH AND MRS LAWSON FOR FURTHER INFO AND GUIDANCE

