

**BOURNE**  
GRAMMAR SCHOOL

*Sixth Form*

# Year 12 Work Experience



Year 12 work experience 2024

Monday 1- Friday 5 July 2024

**NOT NEGOTIABLE**

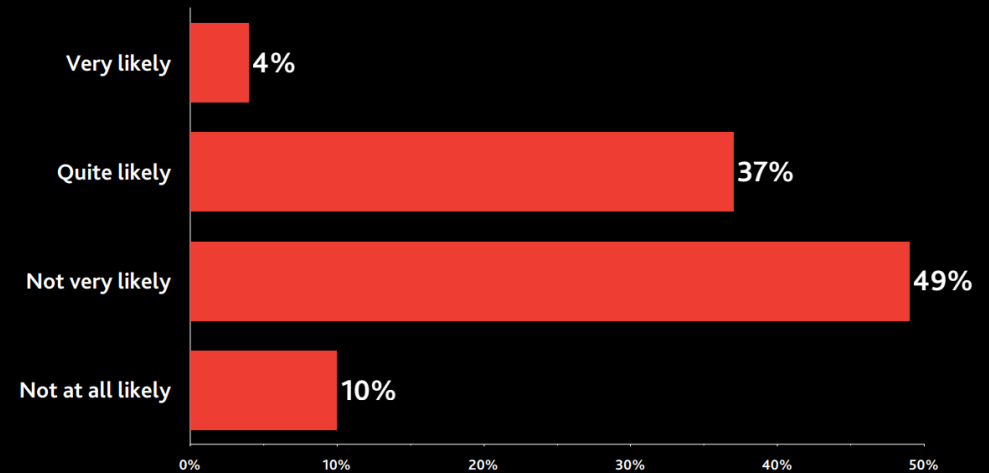
# Today's session

- Why is work experience a good thing?
- How to organise it
- Student stories
- The Unifrog placement tool – keep on listening; if it's not on Unifrog it isn't a work experience placement!

*31% of last year's vacancies were filled by graduates who'd completed work experience with the employer.*

*High Fliers Graduate Market 2022*

### Likelihood of Graduates with no Work Experience Getting a Job Offer



Percentage of Top 100 graduate employers

# Why work experience?

- Develop skills that employers want
- Try out a possible career route
- May be required for a specific course
- Organising a placement in itself gives you skills – RESILIENCE!
- You may get a reference or even a part-time job
- Gives you things to talk about in an interview
- Starts you off networking
- Teaches you workplace behaviour

Opportunity to experience how work is different to school / relevance of school

Find out what you don't want to do – this is just as important

Trial a potential future career



Inspiration

Reference

Be treated as an adult – extra responsibilities

Contact with employers/ employees with a range of work experiences

# Work experience – things to think about!

- You will probably have to apply for several placements
- Make sure your application is professional – spelling and grammar, formal English. First impressions count.
- Priority now is to organise your placement and get your CV ready
- You may well have to follow up your original contact – suggest 10 days
- Be prepared to travel- if you're waiting for a driving test check there is a public transport route
- You may need to travel/live away for the week.
- Think broadly – bus routes into Peterborough, Deeping industrial estate, stay with relatives, London?
- Doesn't necessarily have to be what you're going to do as a career – any experience is good.



# Vocational courses

Vocational courses often require relevant work experience:

Eg medicine, healthcare, veterinary, teaching, social work ,agriculture

Eg University of Nottingham Veterinary Medicine

- Work experience can be done over varying hours and days and should include: A minimum of 3 weeks of animal handling. Up to 2 weeks of either customer facing and/or teamwork experience. Up to 2 weeks for the completion of the Virtual Work Experience and Exploring the Veterinary Profession free online course.

# Putting together a CV



- Remember there is the CV tool in Unifrog

Drafting application materials

## UK Personal Statement

✘ Subject added

Go to tool >

## Academics

✘ 4 Classes, 4 Predicts missing

Go to tool >

## Subject References

✘ 5 References, 5 missing

Edit >

## CV / Resumé

✘ Write CVs tailored for each roles

Start >

## Writing tool

✘ 0 writing items added

Start >

## Common App Essay

✘ Prompt chosen

Go to tool >

Dear Sir/Madam [or name],

I am a year 12 student from Bourne Grammar School. I would like to enquire about a potential work experience placement at [company name], which I will be available to carry out for one week from Monday 1 July –Friday 5 July 2024.

I am currently studying A levels in [subjects]. I am keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

In my spare time, I like to [list relevant hobbies and interests], and I've also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in [name career area], I would be very grateful to be considered for an opportunity at [company name].

*If you are able to offer me a place, our School uses Unifrog software to process the administration relating to work experience; if you are able to let me know if you are able to offer me a place I will arrange for you to receive a form which asks you to confirm the details of the placement and answer a few basic health and safety questions.*

I look forward to hearing from you soon.

Yours [sincerely/faithfully]

[Your name]

# Using the Unifrog placement tool

[Here is a 4-minute loom video.](#)

# 3 forms

1. Student form – completed by you!



2. Employer form – details of the placement including health and safety



3. Parent form – to give their consent



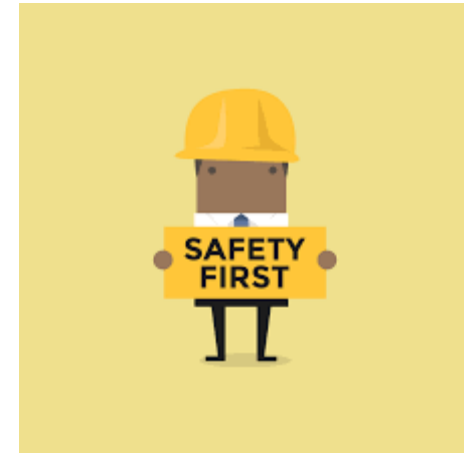
School gives permission

# Student form

- **Student initial form**
- School placement coordinator name
- Name of business / organisation
- Start and End dates
- 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?

# Employer form

- Employer contact details
- Description of the placement
- Working hours
- Dress code
- Confirmation of Employers Liability Insurance including policy number
- Confirmation of up-to-date risk assessment/ health and safety policy



# Parent form

- Agrees that student can take part in placement



# You can check the progress of your forms

The screenshot displays a web interface for managing placements. At the top, there is a navigation menu with options: Overview, Locker, Applications, Recording, App materials, References, Academics, and Edit. Below this is a secondary menu with Search tools, Library tools, UK Clearing, Personality, Interests, Events, and Placements. The main heading is 'Alex's Placements', followed by a summary: 'Alex has added the following 8 placements. So far 0 general comments have been added. Add / View comments?'. The primary placement is 'Alex's bike shop', scheduled for 29 November 22 - Ongoing, with an in-person type. It includes buttons for 'Comment +' and 'Convert to Interaction >'. A progress list shows seven steps: 1. Student initial form (Completed on 28 November 2021), 2. Employer initial form (Completed on 28 November 2021), 3. Parent / Guardian agreement (Completed on 28 November 2021), 4. School permission (Current step), 5. School during-placement check-in, 6. Employer review form, and 7. Student reflection form. Step 4 includes a note: 'The next stage is for Mr Alex Kelly the school placement coordinator needs to give permission for it to happen. We have sent an email to this teacher, but they have not yet completed their agreement form.' Below this note, it states 'Email sent to: Mr Alex Kelly, alex@unifrog.org' and 'Email sent: 28 November 2021 09:47:45', with a 'Start >' button.

Overview ▾ Locker ▾ Applications ▾ Recording ▾ App materials ▾ References ▾ Academics ▾ Edit ▾

Search tools Library tools UK Clearing Personality Interests Events Placements

## Alex's Placements

Alex has added the following 8 placements.  
So far 0 general comments have been added. [Add / View comments?](#)

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### Alex's bike shop

Scheduled for: **29 November 22 - Ongoing** Type: **In person**

[Comment +](#) [Convert to Interaction >](#)

- 1 **Student initial form** Completed on 28 November 2021 [more ▾](#)
- 2 **Employer initial form** Completed on 28 November 2021 [more ▾](#)
- 3 **Parent / Guardian agreement** Completed on 28 November 2021 [more ▾](#)
- 4 **School permission** [more ▾](#)

The next stage is for **Mr Alex Kelly** the school placement coordinator needs to give permission for it to happen.  
We have sent an email to this teacher, but they have not yet completed their agreement form.

Email sent to: **Mr Alex Kelly, alex@unifrog.org**  
Email sent: **28 November 2021 09:47:45**

[Start >](#)
- 5 **School during-placement check-in** [more ▾](#)
- 6 **Employer review form** [more ▾](#)
- 7 **Student reflection form** [more ▾](#)

## Key deadlines

All forms- student, employer and parent to be completed by Friday 15 March 2024.

*It sounds a long time away but it really isn't!*

# Key points

- Student form must be 100% accurate – correct email is paramount
- You need to be proactive
- First impressions – please and thank yous

# Final thoughts

- Make the most of this opportunity
- Take responsibility for your placement
- Move out of your comfort zone
- Communication and organisation
- Think outside the box – student railcard, university placement?
- Personal development
- Expectations and good manners
- There is a careers area in the open drive – presentation and documentation will go in it
- Good luck!