Y10

WORK EXPERIENCE

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

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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.

CONTENS

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

WORK EXPERIENCE OVERVIEW

KEY SUPPORT



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Head of Year 10

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WORK EXPERIENCE IMPORTANT DATES

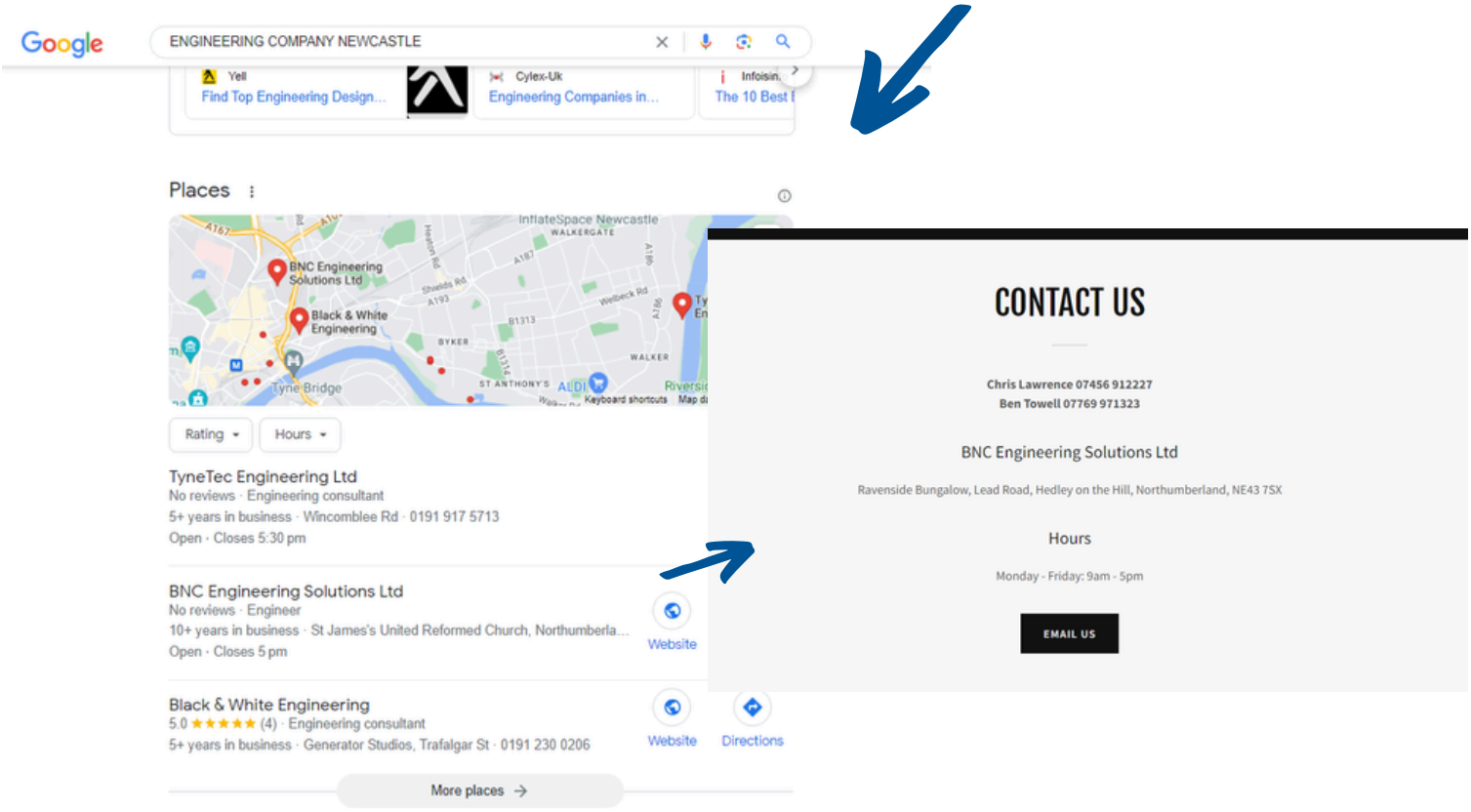
LAUNCH ASSEMBLY	5TH NOVEMBER
WEEKLY 'DROP INS'	BEGIN 12TH NOVEMBER, EVERY THURSDAY LUNCHTIME A113
FIND PLACEMENT DEADLINE	16th APRIL
RECORD AND APPROVE PLACEMENT FINAL DEADLINE	28th May
HEALTH, SAFETY & PREP ASSEMBLY	17th JUNE
WORK EXPERIENCE WEEK	21st- 25th JUNE

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



USING AI TO SEARCH

Try using AI/Chat GPT/Co Pilot/Gemini to look for contacts and websites. Use a prompt such as the one below.

Make sure you look on their website and check that it's something you're interested in, a suitable location, and is the right kind of thing you're looking for! AI can make mistakes.

I am looking for work experience. Show me a list of marketing related companies local to North Tyneside, specifically within 5 miles of NE25 9AS, their website, and an email address to contact. Create a spreadsheet or table of them.

For a student looking for marketing-related work experience, these are some of the closest and most relevant agencies within roughly 5 miles of NE25 9AS (Whitley Bay). I have prioritised companies with publicly available contact details and a clear marketing, digital marketing, branding, advertising or social media focus.

Company	Area	Website	Contact Email
H Social	Whitley Bay	https://hsocial.agency	helen@hsocial.agency hsocial
General Public	Whitley Bay	https://generalpublic.co.uk	hello@generalpublic.co.uk generalpublic
Alpaca Marketing	Whitley Bay	https://buylocalnorthtyneside.co.uk/listing/alpaca-marketing/	info@alpacamarketing.co.uk* / contact via website; phone listed publicly cylex-uk +1
big PURPLE box	Whitley Bay	http://www.bigpurplebox.co.uk	info@bigpurplebox.co.uk marketingplusm...
Spyn Boxe SEO	Whitley Bay	http://spynboxe.com	hello@spynboxe.com marketingplusm...

+ Message Copilot

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 A SUITABLE PERSONAL EMAIL TO CONTACT EMPLOYERS AS SOMETIMES SCHOOL EMAILS ARE BLOCKED OR GO INTO SPAM FOLDERS

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 21-25th? I look forward to hearing from you soon.

Kind regards,
My Name

CHECK EMAILS FROM STEPH FOR A WORK EXPERIENCE PACK! CHECK EMAILS REGULARLY FOR UPDATES

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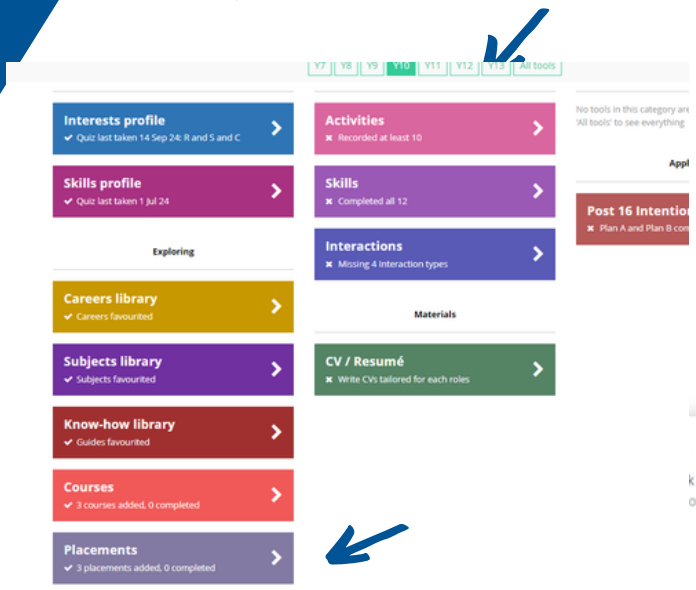
REGISTERING A PLACEMENT

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

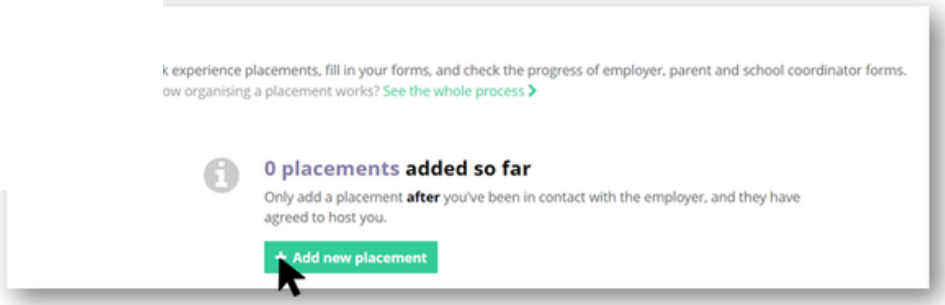
1

Go to Unifrog - log in using 'MICROSOFT SSO'. This will log you in automatically with your school account. Select 'PLACEMENTS' in the 'Exploring Pathways' section



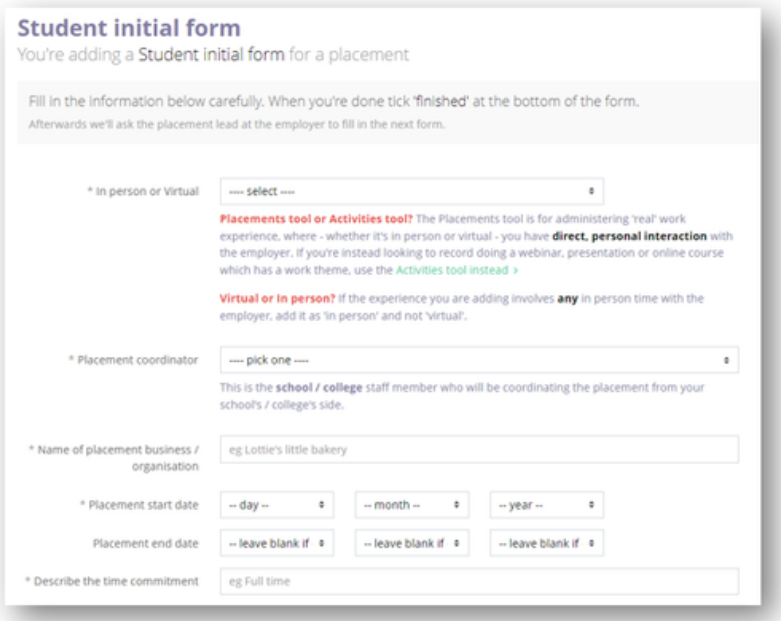
2

Click on - 'Add a Placement'



3

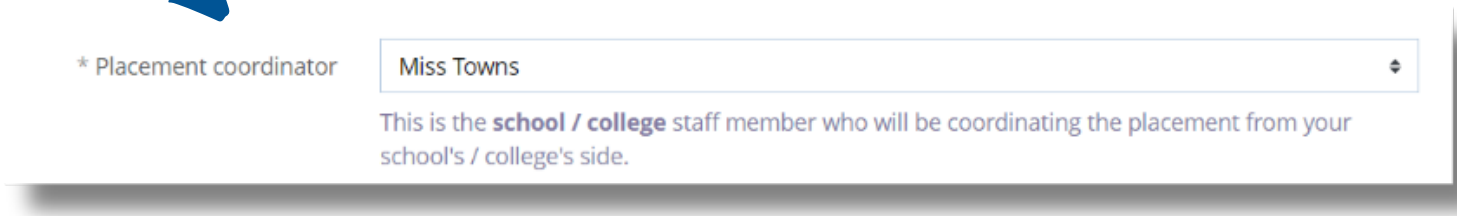
Start completing the 'STUDENT INITIAL FORM' with the correct dates and details. You will need an email address of the main placement contact, and a parent's email



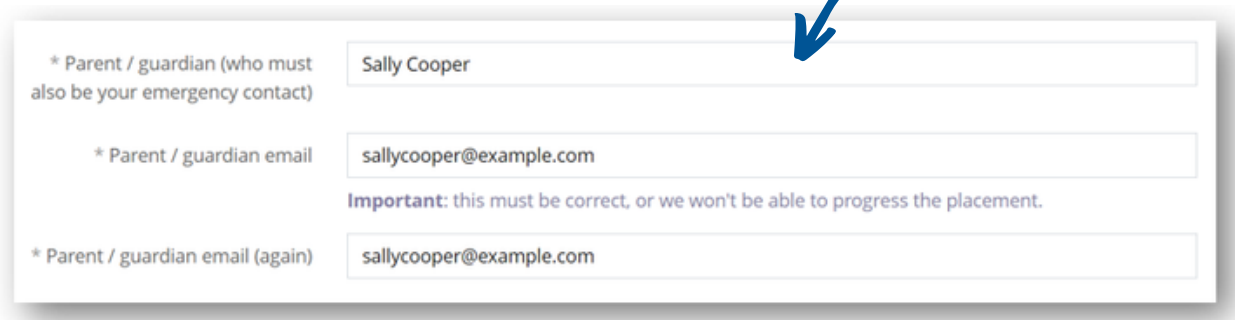
4 Add the employer's email - this is the person who will be the main contact. Let them know that they will receive an email to fill in a form about you and your placement



5 Select the placement coordinator - your coordinator is Miss Towns



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!



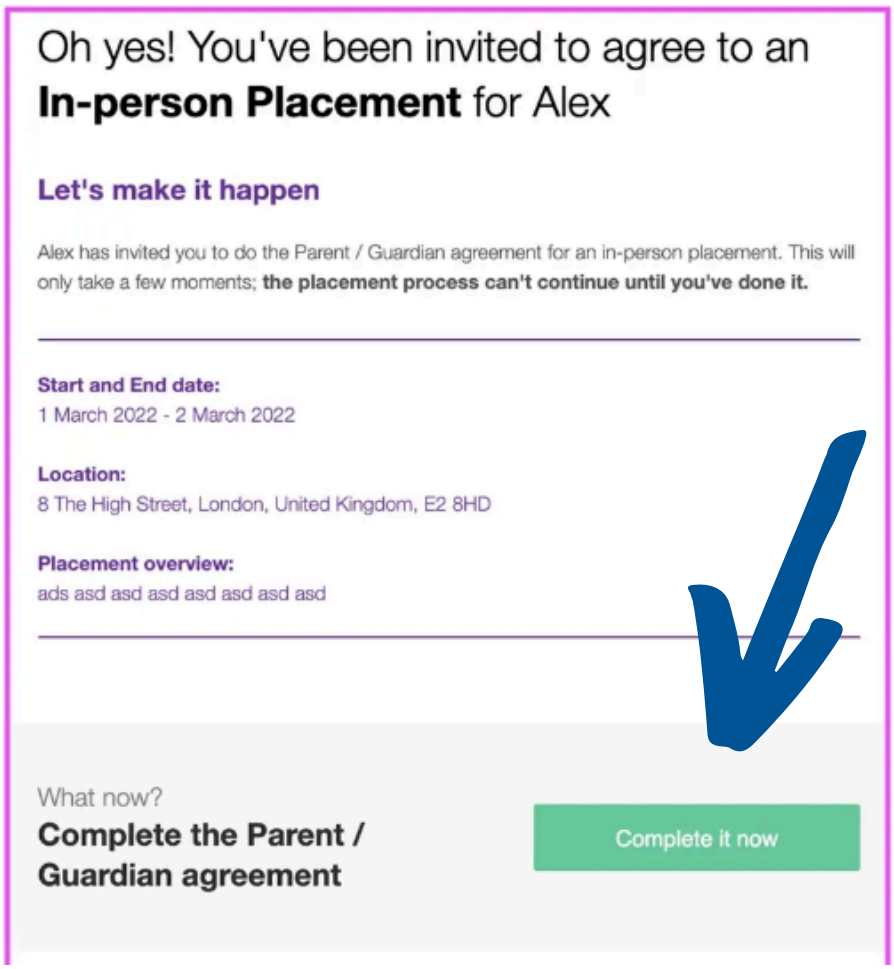
OVERALL PROCESS

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 adress 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:

- 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

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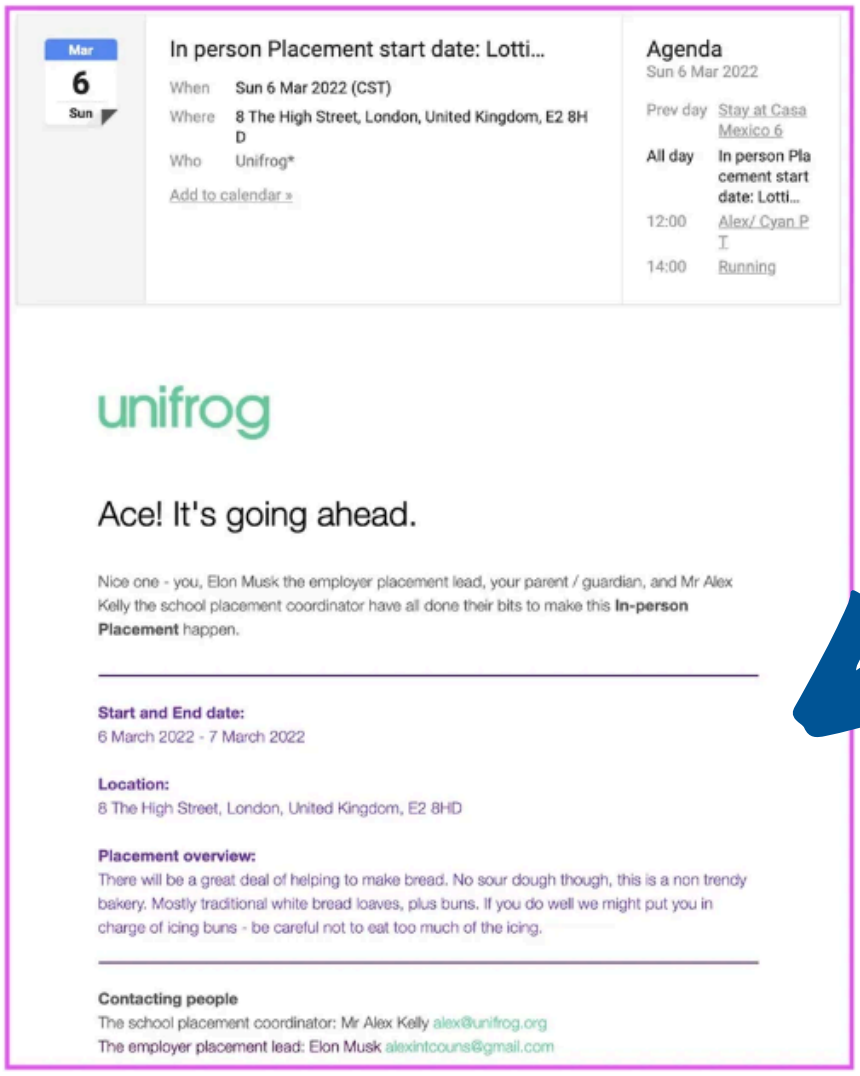
GOOD LUCK! REMEMBER...

- 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



- 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!

NHS

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

WBHS CAREERS

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GOOD LUCK! FREQUENT QUESTIONS....?



I haven't got a clue... where can I get support?

Speak to Steph! See her in the careers office or give her an email There are drop ins EVERY LUNCH TIME on THURSDAY in A113. Your tutor also has tips for contacts and searching.

I've been offered a different set of dates, what do I do?

Accept them if it's something you really want to do. You'll still need something for the June WEX week, this could be virtual though. Speak to Steph or Mr Okwe-Pearson if you're unsure.

I've only been offered a few days, what do I do?

You can do a different placement for the remaining days, or something virtual.

I'm going with a family member and they said it's ok to not fill in any paper work, is that right?

Nope! All placements must be verified on Unifrog. Speak to Steph if you or family have any worries/questions!

I can't find a placement related to the job or career I want to do, what do I do?

Any experience is good experience. You will be communicating with a range of people in a workplace, you can use this information in interviews to give examples of things you have done or seen.

Anything else? Ask Steph!
steph.towns@whitleybayhighschool.org