



Y12

INFORMATION BOOKLET

Monday 3rd-7th July 2023

NAME:

This INFORMATION book is where you are going to find essential and helpful resources to find and secure your work experience placement. You will need to use this alongside your LOG book.

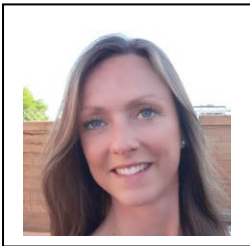
Good luck and if you need any support please contact me

brexworthy@wootton.beds.sch.uk or Mrs Balicki

lbalicki@wootton.beds.sch.uk

Ms Rexworthy 2S02

Careers Adviser and Work Experience Coordinator



Finding your own work experience placement

Work Experience Checklist

You – FINDING A PLACEMENT (First deadline **27th February**)

- Attend work experience related events and workshops at college
- Identify a career area to try out with an employer (support in this information booklet)
- Research what skills are required to do that type of work
- Find a placement by contacting employers and attending interviews (support in this information booklet)
- Ensure you can travel safely and easily to the placement

You – CONFIRMING A PLACEMENT STEPS

1. **Complete the form on UNIFROG following the steps in this booklet**

You – A MONTH BEFORE THE PLACEMENT (JUNE)

- Confirm your attendance, working hours, dress code, and duties with the employer prior to the placement start date by phone or email.
- Prepare for work experience using this work experience INFORMATION book and the tutorial week commencing **12th June**

You – DURING THE PLACEMENT (3rd-7th July)

- Ensure you are following the health and safety put in place for you and that you let the college know and your supervisor if there are any issues.
- Ask questions about the business, the job roles and how the staff got to where they are. Find out as much as you can about apprenticeships and work they may offer to support your next steps.

You – AFTER THE PLACEMENT

- Fill in your reflection form sent to you by UNIFROG

- Thank the employer after your placement and they will fill out a feedback form for you automatically through the UNIFROG platform (example thank you email in this INFORMATION book)

The College will:

- Ask you to look for your own placement
- Provide you with an employer letter if needed
- Offer support and assistance in finding a placement
- Help you identify the type of placement that may suit you
- Provide you with a placement form to submit your placement details for checking
- Inform you when your placement has been confirmed and health and safety checks have been completed
- Prepare you for work experience with health and safety information – Tutorials and Appendix B in the INFORMATION book

Parent / Carer:

- Support you to consider suitable careers to explore
- Help you to find a suitable placement – but not do it for you!
- Ensure you are able to get to and from the placement
- Help you to complete any evaluation / reflection on your work experience after your placement

Employer will:

- Ensure that you have any training and health and safety information you need to do the placement.
- Find out from you the skills that you have and want to use/improve on and see if they can support you in that
- Ensure you talk to more than one person in the business if possible to find out as much information about their role and the company.
- Set you tasks, a challenge or project that you can be involved in that they will give you feedback on.
- Complete a feedback form at the end of your work experience to act as a reference for your placement through UNIFROG.

How to decide on a work placement

You know what career you're interested in – if that's the case, good for you! The best thing to do is to look for work experience that's related to the job you want to do, or in the same sector or industry as your chosen career.

If you're not sure what career you want to go into just yet – lots of people aren't! Below are lots of websites that can help you.

Quizzes to help you explore careers:

UNIFROG – personality and interests quizzes

<https://icould.com/buzz-quiz/> - a quiz to help you look at your personality, strengths, interests, motivation

<https://nationalcareers.service.gov.uk/skills-assessment> - skills assessment

<https://www.prospects.ac.uk/planner> - matches your skills, motivations and desires to possible career options

<https://www.healthcareers.nhs.uk/findyourcareer> - NHS careers quiz helping to narrow down the roles that might suit you in the NHS.

Exploring careers through your subject/Job sector:

UNIFROG

<https://www.careerpilot.org.uk/job-sectors/subjects> - Selection of jobs using your subject and explaining different pathways to access those jobs.

<https://www.ucas.com/explore/subjects> - UCAS subject guide

<https://www.ucas.com/explore/career-list> - UCAS careers list

<https://nationalcareers.service.gov.uk/explore-careers> - looking at job sectors and the many different roles within that sector.

<https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors> - a very helpful information site with quizzes and information on all types of careers, universities, apprenticeships, jobs, gap years

<https://www.findyourfuture.org.uk/> - a Bedfordshire site for careers with local information and support.

Video sites:

<https://www.bbc.co.uk/bitesize/careers>

You could also identify career interests by:

- Coming to WORK EXPERIENCE WEDNESDAYS 9.50-10.30am in the careers library
- Have a meeting with Ms Rexworthy (2S02) to discuss options (just send an email to book an appointment brexworthy@wootton.beds.sch.uk)
- Speaking to your teachers about subjects you are good at and enjoy – what careers could link to these?

How do I identify potential employers to approach?

- ASK FRIENDS AND FAMILYand FAMILY FRIENDS!
- Your own local knowledge. If someone you know works somewhere interesting, you can ask them if they'll contact their human resources department for you.
- If you already know of an organisation that interests you, do a web search for their contact details.
- Google - e.g. “**solicitor**”, and the area you would like to work in, e.g. “**Bedford**”. They will give you every solicitor in Bedford.
- Read job adverts in the local newspaper to find employers in your area www.bedfordtoday.co.uk/jobs or by following the Bedford Jobs Hub on Facebook www.facebook.com/thejobshub
- Be willing to travel to other areas, as long as it's not too far or expensive to get there. This will give you more choice and open up other opportunities.
- If you are willing to travel out of area and want to consider some top employers for your industry who offer apprenticeship schemes, they may also have structured work experience programmes you can apply for. A search on google can often be the best starting point. E.g. a quick google search for 'top accountancy employers' provided a link to this page:

Contacting employers

If the company is small and in the local area you could drop in and speak to them. If you do this, still ensure that you have a CV and cover letter with you to leave with them, should the person you need to speak to not be available.

Most companies will require a letter and CV. You will need to ring up the company and ask who organises work experience. Some larger companies put this information on their websites. Once you have the name of the person you should speak to, you will need to phone them to introduce yourself.

Making the telephone call:

Lots of young people may feel uncomfortable calling an employer. Even some adults get nervous phoning companies. The more you do it, the easier it will be – you'll soon wonder what you were worried about.

Aim: to find out who has responsibility for work experience and their contact details

Here are some tips that might help:

- Think about what you want to say before you make the call.
- Write it down on a piece of paper and keep it in front of you.
- Have a pen and paper ready to take down any names or notes (use the task sheet on the previous page).
- Take a deep breath and relax before dialing the number.
- Always be polite and try to speak clearly.
- Start by introducing yourself – give your name, say which college you go to and explain that you're looking for work experience.
- Know your phone number in case they want to call you back, the dates of the work experience and when you could meet them.
- Be prepared to say why you are interested in a placement with that employer.
- Don't be discouraged by employers saying no – it's nothing personal.
- Keep trying other employers – don't give up.

- If you're really nervous, you could ask a parent or teacher to be with you when you make the first phone call.

Example script:

Hello. Could you tell me please who would be the best person to speak to about doing a work experience placement with your organisation? *(Write down the name.)* Would it be possible to speak to him/her now? My name is and I am a student at Kimberley College. Thank you. *(Put through to work experience person)*

(If the work experience person is not available): When would be a good time for me to call back? *(Write down time, call back then.)* Thank you for your help.

(If the work experience person is available): Hello. My name is and I am a student at Kimberley College. All students in my year group are going on 1 week of work experience in July and I was wondering if it would be possible for me to undertake work experience at your organisation?

(If no): Okay. Thank you for your time. I am really interested in gaining experience in your industry, do you know of any other local companies I could try?

(If maybe/yes): Thank you. Would it be possible to make an appointment to come and see you to discuss it? *(If yes: set a time/date, write it down and keep appointment)* I look forward to seeing you then. Goodbye. *(If no)* Okay, I do have a cover letter and CV that I could email through to you if you would like to see them. *(If yes: take down email address ensuring you take this down accurately, send email and follow up with a telephone call)* Thank you, I will send those over to you straight away and follow up with a phone call in a few days' time. Thank you for your time. Goodbye.

Cover letters

This could be sent via email or through company websites. You could even visit a small local employer in person to leave this with a copy of your CV with the person responsible for considering work experience requests. Always make sure you try and get the name of the person responsible for work experience otherwise your carefully prepared letter and CV may never be seen by them.

Example letter:

Your address

Post code

Date

Name of contact

Company

Company Address

Company Post Code

Ref: Work experience placement

Dear Sir/Madam

My name is and I am a student at Kimberley College. All Year 12 students at my college are undertaking a one-week work experience placement from the 3rd-7th July 2022 and I was wondering if it would be possible for me to complete a placement at your organisation?

I would like to work at your organisation because I am interested in.....

I think that I would be suitable because I am.....

If this is something that you would consider, I would be grateful if I could make an appointment to come and see you to discuss this further? Please could you telephone me on outside of college hours which are, or contact me by e-mail to or write back to me at this address.

Thank you for your time in reading this letter. I look forward to hearing from you.

Yours faithfully

(Your name).

Writing your CV

If an employer asks you to send in a letter and CV, always say yes and then find some help to create one. You could use the CV builder on **Unifrog**, but some general pointers can be found below!

What should you include in your CV?

Your CV should include contact details and information about your education, work experience and skills. The CV template provided on the following page will show you what to include and where, but make sure you also read our top tips below before you write your CV.

There is no need to name your CV – do not waste space putting ‘CV’ at the top of the page, simply start with your name.

Check your contact details - Potential employers need to be able to get in touch with you. Make sure you include up-to-date contact details (a mobile telephone number and email address at least) and check and double-check that these details are correct. You should also make sure your email address is appropriate – something like charliesexykitten@hotmail.com probably won’t make a good impression.

Introduce yourself - It’s a good idea to have a brief profile section at the top of your CV, just below your name and contact details. This is where you can introduce yourself and say what kind of work experience you are looking for.

Keep it short - Keep it short and sweet – two sides of A4 paper at the most, but try to keep it to one side if you can.

Every CV should include (at least) the following sections –

- Contact details – how else will they invite you to an interview
- Experience – including work experience, paid work and voluntary work
- Education – your qualifications and any courses you’ve done or are doing
- References – it’s okay to put ‘references available on request’ if you don’t want to list other people’s contact details.

Other sections you could include are:

- **A profile at the start –**
 - Introduce yourself in 5-6 sentences
- **Some skills –**
 - A list with a sentence where you have demonstrated this skill
- **Your hobbies and interests –**
 - A list with a sentence of what skills these hobbies/interests have helped you develop
- **Make sure it looks good -**
 - Make sure you use a font that is easy to read. Choose a more modern font size 11/12
 - Separate the sections so it is easy to find things
 - You should make sure your name is big at the top of your CV – at least size 20.
- **Check, check and check it again –**
 - Make sure it isn't let down by poor spelling, grammar or punctuation
 - It's a good idea to get at least one other person to look at it too.

An example of a CV is as follows. You could copy and paste your details in if this is easiest for you or you can use UNIFROG CV TOOL or another CV template tool

<https://www.studentjob.co.uk/>

[Name]

[Address]

Tel: [phone number] **Email:** [appropriate email]

PERSONAL PROFILE

A few sentences to summarise who you are and what you are looking for.

EDUCATION

[date from]–[date to] **[School name]**, [school address]

GCSEs: [subjects and grades]

Also: [any other awards or qualifications gained in school]

WORK EXPERIENCE

[date from]–[date to] **[Employer name]**, [employer address]

[skills you have developed e.g. time-keeping]

[Responsibilities you have and why they are important, e.g. I do a stock take of leftover food at the end of the day and send it to the head office. This shows that I am trustworthy and pay attention to details.].

ACTIVITIES AND INTERESTS

[Activity name (e.g. Tennis)]: [Short detail, e.g. I have represented my school in tournaments for the last two years.]

[Add more activities or interests here]

ADDITIONAL INFORMATION

[Certificates or qualifications gained outside school. Include date gained. E.g. Basic Food Hygiene certificate (Sept 2012)]

REFERENCES

[Full name]

[Company/organisation name]

[address]

Tel: [phone no.]

[Full name]

[Company/organisation name]

[address]

Tel: [phone no.]

Skills and personal qualities that employers want:

- **Effective communication:** Employers seek candidates who can listen to instructions and act on those instructions with minimal guidance. They want employees who speak, write, and listen effectively, organize their thoughts logically, and explain everything clearly.
- **Computer and technical literacy:** Almost all jobs now require an understanding, ranging from basic to advanced, of computer software, word processing, e-mail, spreadsheets, and Internet navigation.
- **Problem-solving/Creativity:** Employers always want people who can get them out of a pickle. Problem-solving ability can aid you with making transactions, processing data, formulating a vision, and reaching a resolution. Employers need the assurance that you can conquer job challenges by thinking critically and creatively.
- **Interpersonal abilities:** Relationship-building and relationship-management are high priorities with many employers. These skills confirm that you can relate well to others, both co-workers and customers.
- **Teamwork skills:** The ability to work well with others while pursuing a common goal is a long-running favourite of employers. But so is the ability to work with little supervision.
- **Planning and organizing:** Workplace life requires prioritizing and organizing information.
- **Leadership and management:** Leadership consists of a strong sense of self, confidence, and a comprehensive knowledge of company goals. These are qualities that motivate and inspire, providing a solid foundation for teamwork.
- **Adaptability and flexibility:** Nearly half of employers in a recent survey gave a high rating to “openness to new ideas and concepts.” They also like candidates who can work independently or as part of a team, changing gears when required, whether multitasking or adapting working hours and locale.
- **Professionalism and work ethic:** Employers seek productive workers with positive work ethics who stick with challenges until they meet them.
- **Positive attitude and energy:** The last to be picked and promoted are candidates who show gloomy outlooks and emotional immaturity. Exhibit a sunny outlook and energetic, organized behaviour.

What to do when you have found a placement

Congratulations, your hard work has paid off! What do you do next?

Set up your work experience placement on UNIFROG

There are 5 key steps to setting up your work experience placement on UNIFROG. Follow the below instructions carefully, and contact Ms Rexworthy (2S02) or Mrs Balicki (lbalicki@wootton.beds.sch.uk) if you require any help.

Step 1

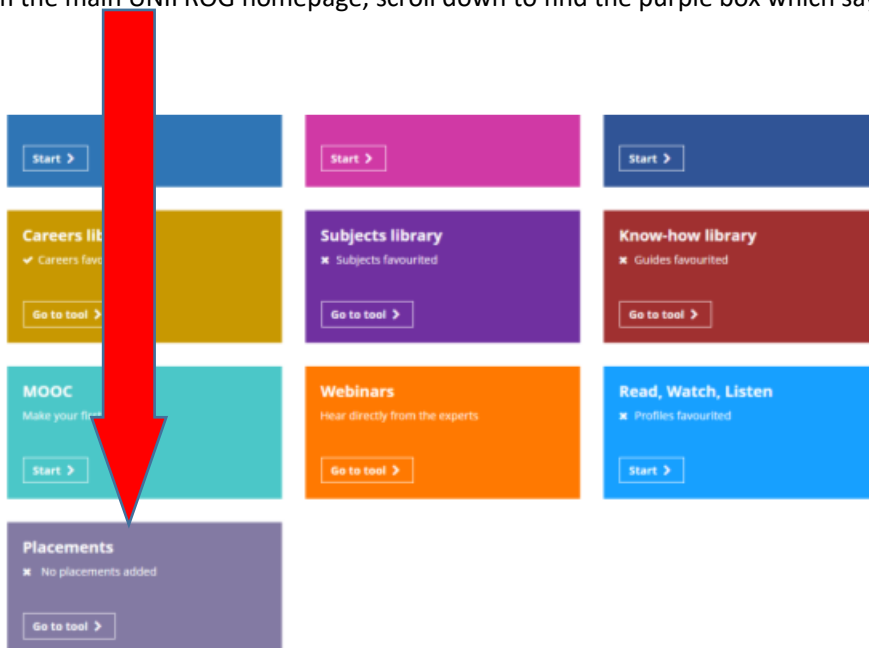
Log into UNIFROG – www.UNIFROG.org If this is your first-time logging in, follow the link in the e-mail which has been sent to your e-mail address from UNIFROG. If you can't find it, please email Mrs Balicki

Step 2 (skip this step if this is not your first time logging in)

When you log-in for the first time, you will be asked to input some information to complete the registration process. Follow the instructions on screen.

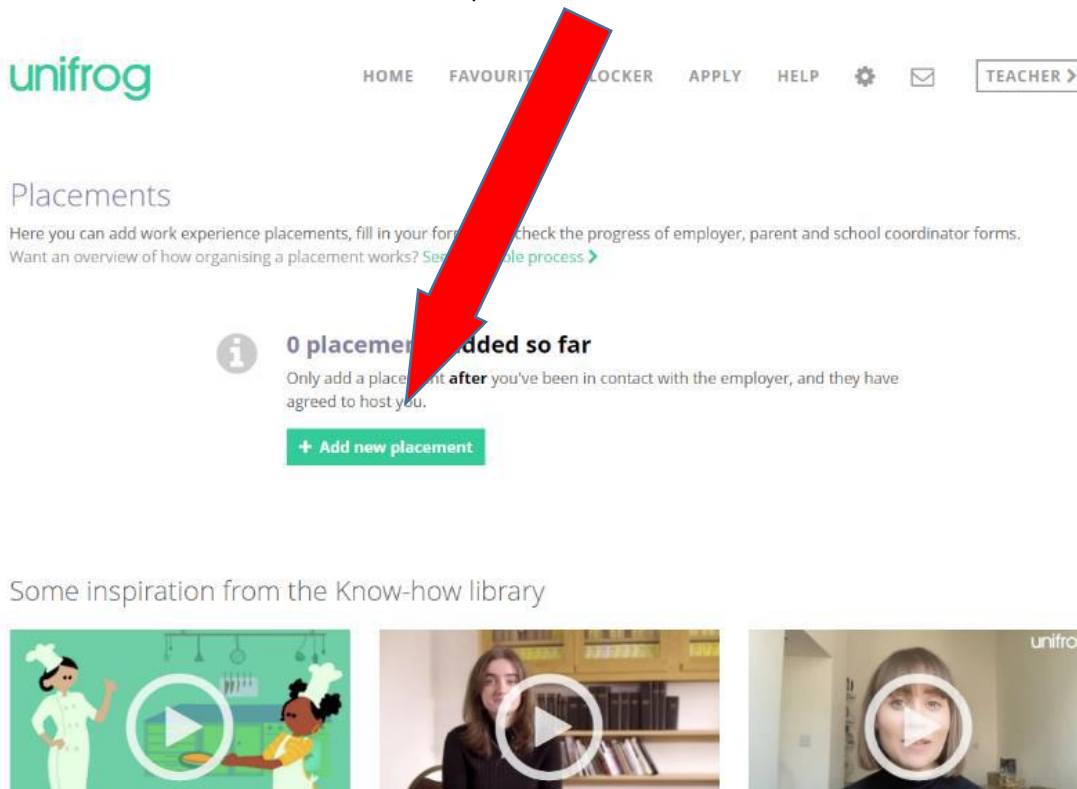
Step 3

From the main UNIFROG homepage, scroll down to find the purple box which says 'Placements' and click on it



Step 4

You should see this screen. Click on 'add new placement'



Step 5

VERY CAREFULLY input the details of the placement into the 'student initial form'. Ensure that the **e-mail address for the employer is correct**. This should be the e-mail address of the person in the workplace who is coordinating your placement.

Choose **Ms Rexworthy** as your **placement co-ordinator**.

When you have inputted all required information, tick to agree to the declaration, tick to mark as finished and click the green add placement button.

Once this form is complete, it will be sent straight to the employer so that they can complete their relevant forms.

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

* 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

* 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)

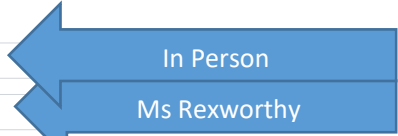
Do you agree to:

- 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?

or [cancel changes](#)



To submit your form:

Tick AGREE

Tick MARK AS FINISHED

Click ADD PLACEMENT

Next steps

That's your bit done for now! The employer will receive an email and forms to complete. Your parents will also receive an e-mail notifying them of the placement, which will require their authorisation. Ms Rexworthy will authorise the placement to go ahead when all relevant forms are completed satisfactorily. You will be notified when the placement has been approved!

On your work experience placement

What employers will expect from you:

1. 100 % attendance. If you are sick you must PHONE the employer and college
2. Punctuality – be on time every day.
3. High standards of manners and politeness.
4. Wear appropriate clothing for the company you are placed with.
5. A willingness to contribute fully as a member of a team – don't wait for another job ask for one!
6. A willingness to listen to instructions, carry them out or if necessary ask for them to be repeated (if you don't understand then say so!)
7. Follow company rules at all times.
8. If asked to carry out anything that you consider being dangerous you MUST let the school know ASAP and also report it to your supervisor.
9. Report any accidents, work related ill health conditions and 'near miss' incidents to the employer/placement provider and also let the college know
10. If you are worried about anything, please call Ms Rexworthy on 01234 762890

All important.....Day 1

Check you know:

- ✓ What time you start – so what time to leave home!
- ✓ What to wear
- ✓ Who and where to meet your contact for the placement
- ✓ You have paper, pen, lunch and a drink
- ✓ You know all the health and safety requirements for your placement and who to contact if you have any issues (look at [Appendix A](#) for a refresher in the INFORMATION book)

AFTER your work experience placement

Send an email to your employer. Copy and paste this email to your employer so they can fill out a reference for you that you can use later on for employment.

THANK YOU EMAIL TO THE EMPLOYER

Dear

Thank you for allowing me to spend a week at (*company name*) in July this year. I enjoyed working in (*name of department*) with (*names of people you worked with*).

I found it really useful to be in a real workplace; the most important thing I learnt was (*what was your most important lesson*). This will help me prepare for the world of work by (*insert reasons why this was an important lesson*).

The placement also helped me to realise I had good skills in (*name your strongest skill*) and that I can do more to develop my skills in (*name the skills you now want to improve*).

Thank you for taking the time to organise my placement. I would really appreciate it if you would fill in the form as a feedback and reference for my time with you (*insert the employer reference form link here from LOG book p9*)

Yours sincerely,

(*Your name*).

Reminder of deadlines and events

FROM Today - begin looking for your own placement and letters will go out to your parents with all the information you need. You will also have your information book in your TEAMS and UNIFROG folders.

WEDNESDAYS - work experience Wednesdays

27th Feb - FIRST DEADLINE to find Work Experience. A FOLLOW UP to find out how you are getting on finding a placement. A letter will be sent home to parents if you have not found a placement.

8th May- FOLLOW UP to find out how you are getting on finding a placement. A letter and call to parents if you have not found a placement.

2nd June- **Final** deadline for submitting placement details.

12th June - Employability tutorials to prepare you for the WEX

3-7th July - Begin placement

Do you need further help/support?

Please speak with your tutor in the first instance. Or contact Ms Rexworthy brexworthy@wootton.beds.sch.uk or Mrs Balicki ibalicki@wootton.beds.sch.uk

Appendix A

Using social media at work

Social media forms part of day-to-day life and it's important that you consider how you use social media in the workplace.

You should assume that anything you post online can be found and read by anyone – from your manager or a family member to the media and competitors of the organisation you may be spending time at. Once something is posted on the internet, it can prove impossible to remove it altogether.

Many companies will be happy for you to use social media at work as long as you're acting responsibly. It's worth checking with the company at the start of your placement if they have a social media policy, and what the expectations are for you when using social media.

If you make a mistake and post something you shouldn't have, delete the post then inform your manager. It's easier to address any issues straight away rather than let them develop.

Companies have a responsibility to ensure they follow certain rules and regulations, and client confidentiality is very important. You should be careful not to share or expose anything about a company's clients or customers as this could result in financial and reputational damage for the business.

Remember, before posting on social media something that relates to your work experience placement, ask yourself the question; would the company be happy for me to post this? If the answer is no, then you shouldn't be posting it.

Health and Safety

All workplaces have some hazards. A hazard is something that can cause harm, illness or damage to health or property. The employer has a responsibility to control hazards so that you and other employees are safe but you also have responsibilities which are to:

- ✓ Act responsibly and not do anything to endanger others
- ✓ Be tidy in your work
- ✓ Follow the health and safety rules and signs
- ✓ Report anything you feel is dangerous such as spillages.

- ✓ Cooperate with the employer's instructions and training.

You will have a health and safety briefing at the beginning of your first day during which you will be told what to do if you have an accident, who the first aider is, what to do if there is a fire and if you need to use any protective clothing or equipment. Even if all the rules are carefully followed, accidents sometimes happen at work. If you have an accident you should tell your supervisor and also the college as soon as possible

lbalicki@wootton.beds.sch.uk

Prohibition signs are red with a white background mean STOP or MUST NOT



Warning signs warn of dangers and have a black triangle with yellow background with a symbol representing the hazard



Mandatory signs mean you must obey or do something and have a blue background and white symbol



Safe condition signs have a green background and show the right way or give directions to things such as fire extinguishers or exits.

