



YEAR 10/12 WORK EXPERIENCE
Monday 8th July – Friday 12th July 2024



Name:

Tutor Group:

What is Work Experience?

It is an incredibly rewarding five days where you will be working in the “real world” with an actual employer from Monday 8th July to Friday 12th July 2024.

You have a fantastic opportunity to try something completely different, away from your usual academic studies. It will also help you to identify your own skills and perhaps even highlight the sector that you might want to have a career in.

Finally, it is also a chance to experience life in the workplace, as an adult does – It is the best way to get a real sense of your chosen industry. You will get to speak to a variety of employees and ask them insightful questions.

Important information!

Many placements can be highly sought after by students across the city, this year it will be even more competitive as you will be participating during the same week as some of our neighbouring schools.

You **MUST** act quickly to avoid disappointment.

The Careers team, your Tutor and Head of Year will help, but you must take responsibility and be proactive to achieve a placement.

REMEMBER, the week is about you! Think carefully about where you would like to go and how it connects with your chosen option choices and your career aspirations!



'The Rules'



You are not allowed to go on any placement that involves using dangerous machinery / chemicals/ equipment.

Working at height – There are clear guidelines which prevent any of you working above 3ft/1.2 metres.

No student is permitted to serve alcohol.

Hours – Recommended for you (as Year 10/12 student) is 20 hours as a minimum and 35 hours as a maximum. Exceptions to this recommendation are made at the discretion of the Careers team.

You are not advised to attend your **previous primary schools**. It is important that you experience the 'real world of work' rather than a 'trip down memory lane'. If teaching/childcare is a route you would like to investigate further, you, of course, are welcome to contact other primary schools.

If you are going on placement with a **family member, relative or friend**, you must ensure the placement is relevant to your future. i.e., Dad owns a plumbing business; you would like to explore potential Construction trades including Plumbing for your Post 16 Options.

Please note that the placement must have a **structured programme**, this is to ensure the best experience for you.

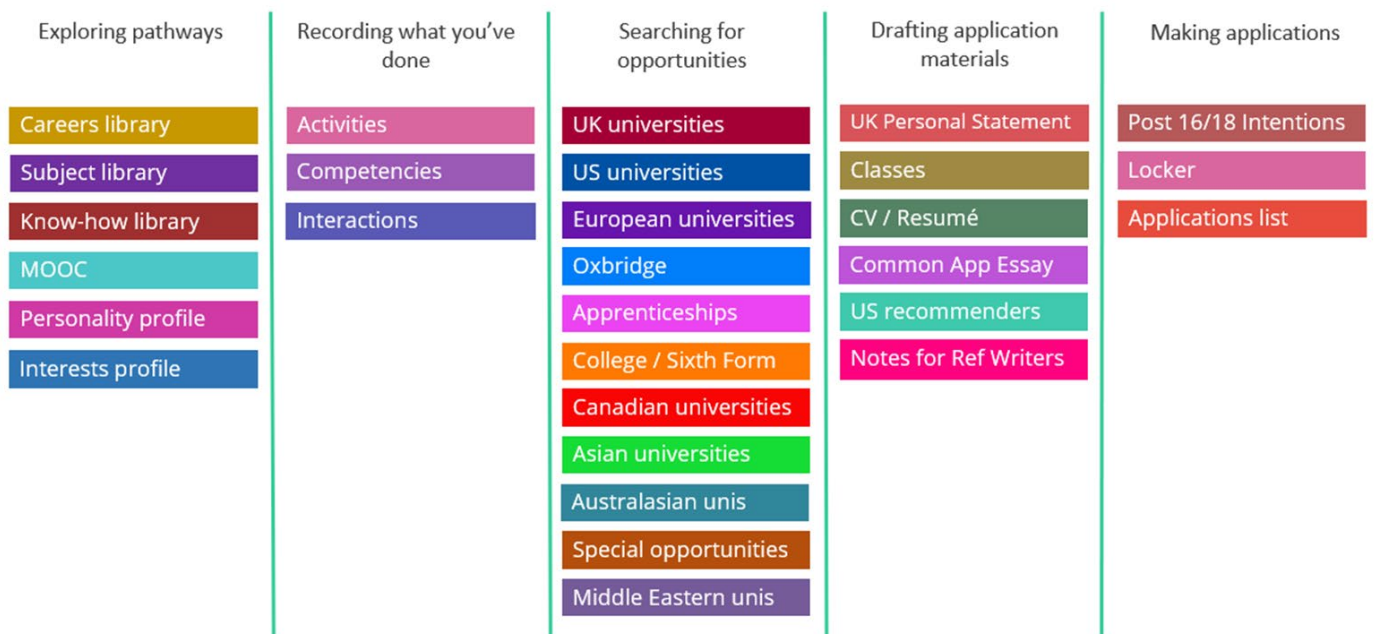
Step 1 – What are you interested in doing?

Unifrog

You should all have a Unifrog account from Year 9, this platform grows with you as you move through college, if you have forgotten your log-in details you can reset a new password on Unifrog, the username is your school email address.

Unifrog is a one-stop-shop where students can easily explore their interests, then find and successfully apply for their next best step after school.

Unifrog will help you to explore your key interests and what career paths you can take to reach your goals!



Once signed up use the **Interests profile** and **personality profile** on *Unifrog* to identify areas of interest.

ACCESS ALL THE TOOLS BELOW

Exploring pathways

Interests profile ✓ Quiz completed: C and I and A Start >	Personality profile ✓ Quiz completed: INFJ Start >	Careers library ✓ Careers favourited Go to tool >
Subjects library ✗ Subjects favourited Go to tool >	Know-how library ✗ Guides favourited Go to tool >	Webinars Hear directly from the experts Go to tool >
Read, Watch, Listen ✗ Profiles favourited Start >		



Step 2 – How do I find a placement?

When organising work experience, try to be realistic. You are unlikely to be allowed access into the head office of a national organisation with no prior experience. Look for local businesses or people with whom you already have a connection - like the parent/carer of a fellow pupil, a family member, a friend, etc.

If you don't have any contacts, or aren't sure where to start, speak to Mrs Harris our careers coordinator; we have also suggested some organisations in the list below:

Placement ideas:

EMPLOYMENT SECTOR	PLACEMENT IDEAS – HERE'S JUST A FEW!
MILITARY	Royal Marines (contact Careers Office for further details) Royal Navy (contact Careers Office for further details) (Written Application) The Army (contact Careers Office for further details) Ministry of Defence
ADMINISTRATION/ BUSINESS	Estate Agents – Bradleys/ Fulfords Law Firms – Wolferstans/ Foot Anstey Accountants – KPMG/Thomas Westcott Accountants Travel Agents – Hays Travel Bank – Santander/ Natwest /Barclays/Lloyds Local Government – Plymouth City Council
ART, DESIGN AND MEDIA	Educational - Plymouth College of Art and Design/ Plymouth School of Creative Arts/ City College Plymouth Creative studios - Ocean Studios/KARST Graphic Design - Pepper Communications Media – Sound View Media/Two Four Productions Architecture – Stride Treglown/ ADG
SPORT AND LEISURE	Leisure Centre – Fort Stamford/ Mountbatten Water Sports Centre/ Life Centre/Nuffield /Boringdon Golf Club Football - Plymouth Argyle Sports Education – Marjon University / Plymouth Sports Partnership

<p>CATERING & HOSPITALTY</p>	<p>Restaurants – Jack Rabbit/ Local Cafes – Crownhill Garden Centre Cafe/Costa/Hutong Cafe Hotel – Duke of Cornwall/ New Continental/Crowne Plaza Bakers – Mrs Browns/Milas/Early Bird</p>
<p>HEALTH AND MEDICAL SERVICES</p>	<p>Opticians – Specsavers Pharmacy – Boots the Chemist Doctors Surgery – Deans Cross Surgery Medical & Dentistry Education – Peninsula Medical School – (Written Application) see the careers office</p>
<p>RETAIL AND SALES</p>	<p>Department Stores – Drakes Circus Shops – Superdrug/ Hobbycraft/WH Smith Car Sales – Vospers/ Ocean BMW/ Mercedes Benz Technology – Maplins/Currys</p>
<p>ANIMAL</p>	<p>Animal Care – Pippins Cattery/ Dog Groomers/Pets at Home/Maidenhead Aquatics @ The Garden Centre Veterinary – SouthMoor Vets Animal Education – Plymouth Marine Aquarium (Written Application)</p>
<p>AUTOMOTIVE</p>	<p>Car Garages/Repair Shops – Murray Group</p>
<p>ENGINEERING</p>	<p>Marine Engineering – Elec Marine/ Babcock – (Written Application) Electrical Engineering – Princess Yachts/ Western Power Distribution/SDS</p>
<p>CONSTRUCTION</p>	<p>Plumbing & Electrical – Plymouth Community Homes Carpentry – Princess Yachts (Written Application) Plastering Bricklaying - Focus Training & Greenlight Professional Technical Roles – Kier/Plymouth Community Homes/AECOM Check out the Building Plymouth website</p>
<p>HELPING THE COMMUNITY</p>	<p>Residential Homes – The Old School House/ The Oasis Care Home/Age Uk Charity Shops – British Red Cross/ St Lukes Hospice Youth Support/Adult Support – Hamoaze House</p>

CHILDCARE	Nursery/Preschool – Honeyshute Nursery/ Austin Farm Primary School – Widey/ Compton/ Eggbuckland Vale/St Edwards Primary Special Education Schools – Courtlands School/Brooke Green
ICT	Computer Repair – SPC Computers Computer Training – BluescreenIT IT Services – Delt Shared Services/Land Registry/NHS
PERFORMING ARTS/ MUSIC	Theatre Royal – Company15 – (Online Application) Music Production – Sound Unlimited/ Access Creative College
THE ENVIRONMENT	Floristry/Gardening – Hannah Burnett Florist/Crownhill Garden Centre National Trust – Saltram House Marine Science – The Marine Biological Association (Written Application)
HAIR AND BEAUTY	Hairdressers – Halo Hairdressers/ The Hair Company/The Hair Bar/Arena Beauty Salons – Boringdon Spa
TRANSPORT	Train – Great Western Rail/Plym Valley Railway Bus – Stuarts Truck and Bus/Plymouth City Bus Bike – The Bike Cellar
MANUFACTURING and PRODUCTION	Food Production – Friary Mill Technology - Quality Components/ RCR Flooring Products Check out the Plymouth Makes website for more manufacturers

Step 3 - Contacting the employer

Once you've decided where you want to work and have a contact, you actually need to contact them. Don't rely on a parent or your school to contact them for you! You need to show that you can be confident and professional, even if you are nervous!

Write either a formal email or letter - even if you know the person you are contacting - and have someone else read it before you send it to check it for errors. Make sure you include:

- the days or dates on which you would like to complete your work experience - *make sure to give them plenty of time; you can't ask for your experience to start tomorrow!*
- why you would like to complete your experience at this organisation- *what do you want to learn? What do you want to experience? Some research would help here - maybe they have great customer reviews or are among the top ranked businesses locally? Maybe they have created a new way of doing something and you want to learn how managed this?*
- what you can offer them - *that's right: you can't get something for nothing, so bowl them over with your skills and how your time with them will benefit them, even if that is admin support or helping busy employees with their workload*

Remember to use an appropriate email address if you have chosen to write an email over a letter. If you don't want to create a new account, your school email address is a good alternative.

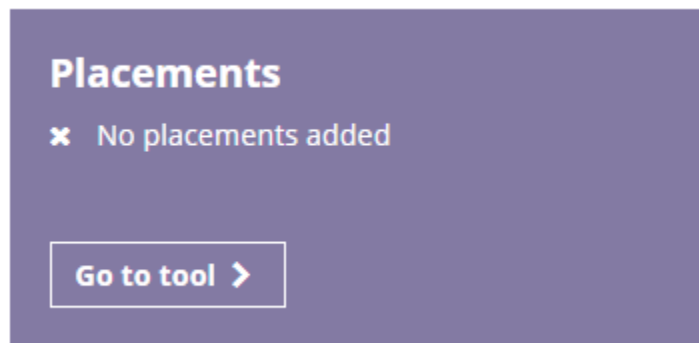
You could include a copy of your CV with your email/letter to offer more detail. (We will be working on creating excellent CVs and letters on your **Careers Drop Down Day 13th October**).

Step 4 – Confirming your work experience and getting it approved.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Before using the UNIFROG placement tool students must agree the placement with the employer first.

Next Students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).



The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions.

For the process to work, **it's essential that students add the initial information about the placement accurately.**

Double check email addresses in the form. You may want your parent or careers team to help you with this.

Parents and careers must consent to the placement when they receive the email.

The College will then confirm and agree the placement once the appropriate safety checks have been made.

Staying on track – Work Experience calendar

October 2023

You will have attended a Work Experience Assembly where you will receive information about Work Experience. You will also have an opportunity to explore this further during your Future Friday sessions.

IMPORTANT: You must start your work experience preparation **NOW**.

October to December 2023

Find a relevant work experience placement. Write a great CV and covering letter at the drop down careers day 13th October

January 2024 to March 2024

If you have not yet secured a placement, there will be an opportunity to speak with the Careers team to discuss your options.

Once you have found and have your placement confirmed from an employer complete the placement tool on Unifrog. **(Please do not complete the placement tool unless your placement is confirmed and you have agreement from the employer)**

Friday 17 May – FINAL DEADLINE

Students that have not secured the placement by this date will not be able to take part in the work experience week. These students still must attend College as normal in work experience week where lessons will be provided.

June 2024 to July 2024

Health & Safety briefings and final preparations.

Monday 8th July 2024 to Friday 12th July 2024

Placement week – You must complete your Work Experience Journal. You will upload this to Unifrog

Week Beginning Monday 17th July 2024

Work Experience review week – Complete your evaluation in Unifrog.

