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Deadline for placement agreement: 12th Feb 2027



Name:	
Tutor:	
Work Experience Co-ordinator: Ms L Driscoll	Laura.driscoll@lct.education

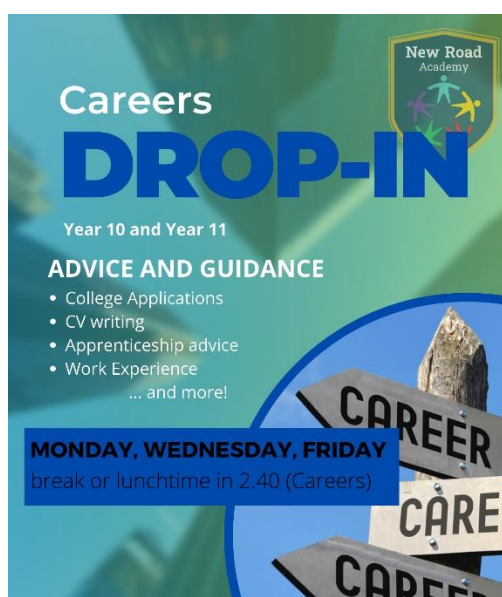
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[New Road Academy Careers Website page:](#)

A one-stop-shop for all Work Experience related information:

- CV and Personal Statement writing help
- FAQ
- EBL database information
- Links to Buzz quiz and Careers Planner quiz
- Letters to parents
- Student booklet copies



Tutor Session 1

Objective: To understand the importance of a work experience placement and know how find a placement.

This booklet will guide you through everything you need to know about finding and completing your work experience placement.

Along the way, you'll:

-  Watch videos
-  Complete activities and quizzes
-  Explore different careers
-  Track your progress

You can also find an electronic copy of this booklet on the school website under the **Work Experience Page**.

You're Not On Your Own!

Throughout the year, you will have regular check-ins with your tutor to discuss your progress and get support with finding a placement.

Work Experience Drop-In Sessions

Year 10 students can attend:

Monday, Wednesday, Friday at **breaktime or lunchtime in Room 2.40**.

These sessions are a great opportunity to ask questions, get advice, and receive support with your placement search.

What Is Work Experience?

Work experience gives you the chance to step into the world of work and see what a real workplace is like.

You'll have the opportunity to:

- Experience a professional working environment.
- Meet employers and employees.
- Learn how workplaces operate.
- Develop important employability skills.
- Explore a career that interests you.

For many students, work experience is their first taste of working life!

Why Is Work Experience Important?

Work experience isn't just about spending time in a workplace—it's about learning valuable lessons that can help shape your future.

1. Helps You Make Career Decisions

Work experience allows you to:

- Explore different careers.
- Discover what you enjoy.
- Decide whether a career is right for you.

2. Builds Confidence

Trying something new can feel challenging, but it's also rewarding.

- Meet new people.
- Communicate professionally.
- Work as part of a team.
- Become more independent.

3. Looks Great on Applications

Colleges, sixth forms, apprenticeships and employers all value work experience.

It shows that you:

- Are motivated.
- Can take responsibility.
- Have developed workplace skills.

4. Develops New Skills

You'll learn skills that employers look for, such as: communication, teamwork, problem-solving, time management and professionalism.

5. Expands Your Network

During your placement you'll meet people from different backgrounds and careers.

This gives you the chance to:

- Ask questions about their jobs.
- Learn about qualifications and training.
- Gain valuable advice for your future.

What Happens Next?

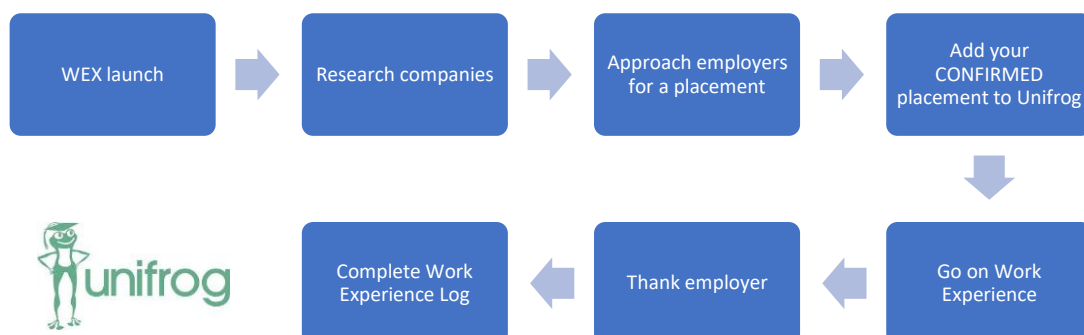
The graphic below will show you the stages of the Work Experience process.

Remember:

Your tutor and Ms Driscoll are here to support you... BUT finding a placement is YOUR responsibility.

The sooner you start searching, the more choice you will have and the greater your chance of securing a placement that interests you.

Take ownership, stay organised, and don't be afraid to contact employers—you've got this! 🧳 ✨



Key web resources for students and parents

- Unifrog placement tool: <https://www.unifrog.org/student/placement>
- Unifrog CV writing: <https://www.unifrog.org/student/cv>
- Unifrog Work Experience resources: <https://www.unifrog.org/student/know-how/keywords/a-guide-to-work-experience>
- Buzz Quiz for finding your skills: <https://www.ucas.com/careers/buzz-quiz>
- Tips for arranging your placement: <https://www.groundwork.org.uk/improving-your-employability/arranging-your-own-work-experience-placement/>

Reflection

How are you feeling about going on Work Experience? Write below.

Tutor Session 2

Objective: To understand how to find a WEX placement

Before Your Placement:

For many students, work experience is their first real experience of the workplace. It's normal to feel excited, but it's also completely normal to feel a little nervous.

The good news? The best way to reduce those nerves is to be prepared.

By planning ahead and starting your search early, you'll have more time to find a placement that interests you and organise everything you need before your first day.

Remember: every professional started somewhere, and work experience is your chance to take that first step.

Knowing where to go for your placement:

Do not worry if you are still not sure about the kind of career you want. Work experience is a great way of trying out a career to see if it is for you.

Before you start to investigate what specific careers it can be helpful to think about what you like to do and where you feel your strengths lie. Ask yourself the following questions:

❑ What are my favourite subjects at school?

❑ What subjects am I good at and which ones do I find more difficult?

❑ What do I enjoy doing outside school? Could I turn my hobby into a career?

❑ What jobs have I heard about or seen other people doing? Could I see myself doing any of these jobs?

❑ What transferable skills do I have that could be useful in lots of job? E.g. confidence, computer skills, research

Buzz Quiz

If you are struggling to think of where to go on your placement, then the **Prospects career planner quiz** or the **Buzz Quiz** will be able to help you. These quizzes look at your strengths and areas of interests which then summarises potential careers that you might be interested in.

Prospects Career Planner - <https://www.prospects.ac.uk/planner>: click on the link or copy into the browser. You will need to register but use your school email address. Then complete the quiz to find your career matches.

Take the Buzz Quiz - <https://www.ucas.com/careers/buzz-quiz>

Click on the link or copy into your browser. Then complete the quiz to find your career matches.

Remember! **Any work experience is good work experience!** It gives you vital skills no matter what you end up doing and will look fantastic on your CV and job applications. It may even get you a part time job.

What character are you?

What job roles have been suggested?

1.

2.

3.

What are your strengths?

My top tips for securing a work placement:

Start with people you know

Ask family, friends, neighbours or other trusted adults if they can help. They may be able to offer a placement themselves or introduce you to someone who can. This our most successful way to get a placement!

Get organised early!

The best placements fill up quickly, so don't leave it until the last minute. The sooner you start looking, the more choices you'll have.

Go and ask in-person

Sending an email is a good start, but employers receive lots of emails every day. If possible, visit the workplace and ask politely face-to-face. This shows confidence, enthusiasm and initiative.

Thinking About a Primary School Placement?

Primary school placements can be difficult to secure and are often very busy environments. They're a great option if you're interested in teaching, but they may not be suitable if you're simply looking for a general placement.

Check the Telford & Wrekin Website

There are lots of opportunities advertised online through Telford & Wrekin Council:

https://www.telford.gov.uk/info/21832/work_based_learning/65/work_experience_opportunities_before_gcse

Important: These placements must be applied for online.

Want to Be a Vet or Doctor?

Unfortunately, students under 16 are not usually allowed to complete work experience in hospitals or veterinary surgeries.

Instead, think creatively! Related placements could include:

- Opticians and pharmacies
- Pet shops, riding stables and groomers
- Care homes, schools or nurseries

Think Outside the Box

Your placement doesn't always have to match your future career exactly.

- Interested in law? A receptionist or office administrator role can help you develop communication and organisational skills.
- Interested in construction? Many building sites can't take work experience students, but a builders' merchant or DIY store could provide great industry experience.

Working Hours

Students are not allowed to work during the night. In exceptional circumstances, an early start or later finish may be approved, but this must be discussed first.

Alternative Working Days

Some businesses may be closed on certain days. In previous years, a few students have completed a Saturday instead of a weekday placement.

Always check with Ms Driscoll before agreeing to any alternative arrangements.

Need Help?

Don't struggle on your own!

Come along to the Careers Hub drop-in sessions and ask for support. Whether you need help finding a placement, contacting an employer, or exploring career ideas, we're here to help.

Every employer offering work experience must have Employers Liability Insurance or the placement will not be approved. Please check this with the company when you arrange the placement.

Activity:

Jot down some places you might ask for a placement.

How would you get there?

What skills do you have that might benefit you on this placement?



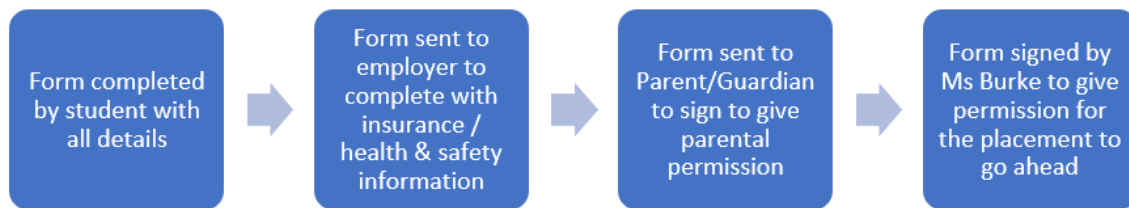
Tutor Session 3

Objective: To understand how to record your placement on Unifrog

Once you have **confirmed** your placement with your employer, you **must** input it onto Unifrog. This ensures we know where you are and we can do the Health and Safety checks necessary for you to go on placement.

You can watch the process video here: <https://www.unifrog.org/student/know-how/direct/how-to-use-the-placements-tool>

Once you have added your placement to Unifrog, a chain of events happens:

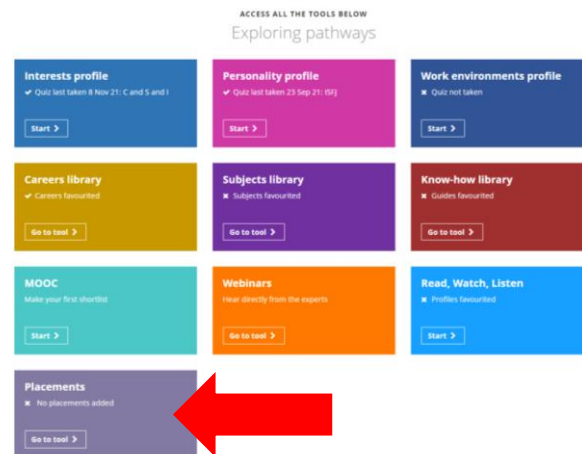


In order for your placement to go ahead, all steps above must be completed.

How to register your confirmed placement

Step 1: Log into Unifrog using your school email ending in @students.lct.education

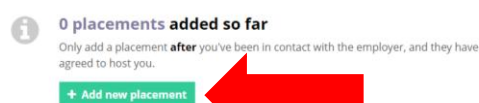
Step 2: Go to the placement tool on the Home Page



Step 3: Click “Add new placement”

Placements

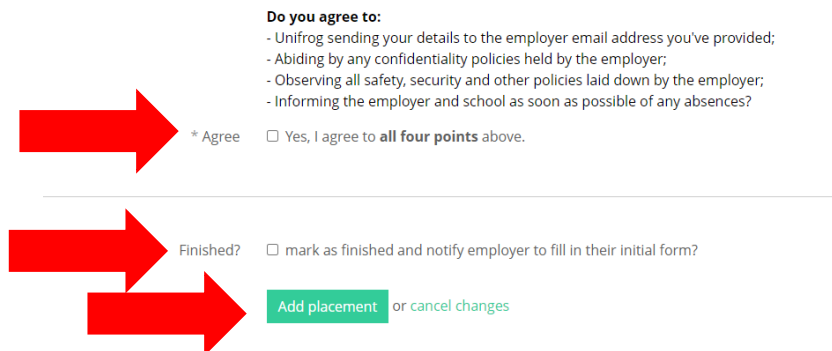
Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms. Want an overview of how organising a placement works? [See the whole process](#)



Step 4: Complete the form **fully**.

- It is an **in-person** placement
- The placement co-ordinator is **Ms Driscoll** NOT your tutor / Head of Year
- Placement start date is: 15th March 2027
- Placement finish date is: 19th March 2027
- Time commitment: put what you have agreed with the employer. For most people this is Mon-Fri 9am-5pm. It may be different for some.
- Employer placement lead is often the owner of the business, but in schools and larger companies they may appoint a Manager. Put who has been communicating with you about your placement here.
- Parent/guardian contact: this is to give permission, so ensure the email address is correct.

When the form is fully filled out, double check the email addresses are correct then click **both** agreement boxes before you “add placement”.



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

If you are unsure how to complete the form, make an appointment with Ms Burke (via your tutor) or use a drop-in session at lunch time.

Activity

Either as a tutor group, or individually, log into Unifrog and find the placements tool.

Remember, you need to use your school email to log in. If you can't remember your password, click “resend” on the log in screen.

Tutor Session 4

Researching a placement:

By now, you will hopefully know which industry you would like to try and find a placement in.

I am interested in...

It's worth thinking about travel, too. Could you get a lift? Are you happy to take the bus? Or will you have to walk. The further you can travel, the wider your search net.

I will probably travel by...

Thinking about these two factors, note down anywhere you can think of that might be suitable or that you have tried already:

No idea? Don't worry! There are lots of ways to try and find a placement:

1. Use the school database. Every tutor will have a copy of the list of previous placements from students at school. Have a look and see if anything suits you.
2. Ask friends and family
3. Google! You can pull up a map of the local area and make a note of the local businesses that look interesting
4. Check out the Telford and Wrekin page (the link is above)
5. Use social media – I often post opportunities on my Instagram ([newroadacademycareers](#)) or you may follow local businesses you can contact

Be prepared! You may not be able to find your 'ideal' placement (e.g. a nurse), so think of things that use the same skillset (pharmacy, opticians, care home, school).

Home learning

Spend some time researching local businesses. We would like 3-5 businesses written below with their contact information.

Work Experience List:

<u>Name of company:</u>	<u>Contact Information:</u> <u>Name/number/email</u>	<u>Industry or job</u> <u>roles</u>



Tutor Session 5

Objective: To learn how to contact work experience and the use of formal language

Once you have chosen which placement you would like, use Google or our list of previous placements to make contact. **I suggest you try and do this in person— it is much harder to say no to a friendly face!**

It is incredibly important to use the right type of language when talking to potential employers. Your initial contact with them will set the impression for the rest of your interactions.

Tips for enquiring about a placement

1. Use formal language: “Dear Mr Smith”, “Dear Sir/Madam”
2. Introduce yourself and give a bit of information about who you are and why you want the placement
3. Do not use slang of any kind
4. Include a CV if you have one
5. Add a way to contact you: email, phone number
6. Thank them for their time and consideration

Be prepared for lots of rejections. This is not your fault, as now hybrid-working is becoming more common and people are not in the office as often.

You may use the templates below to help structure your conversation / email / phone call. Double check your spelling!

WORK EXPERIENCE EMAIL TEMPLATE

Dear Sir/Madam *[or name]*,

I am a *[X year old]* *[year group]* student from New Road Academy studying *[list of subjects]*.
I am enquiring about a potential work experience placement at *[company name]*, from *[start date]* to *[end date]*.

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at *[company name]*.

I look forward to hearing from you soon.

Yours *[sincerely if writing to a named person/faithfully if you started with Sir or Madam]*

[Your name]

WORK EXPERIENCE TELEPHONE TEMPLATE

Hello, my name is [X] and I am a Year 10 student from New Road Academy. I'm ringing up regarding a possible work experience placement on [dates].

Would it be possible to speak to the person responsible for this?

Thank the person for their time (even if they cannot offer you a placement)

- If you are told they are out / busy, ask politely for their name and contact number so that you can ring back another time, and write these details down.
- You probably will not get an answer straightaway so be ready to give your contact details.
- Ask how you should go about arranging the placement. Explain that there is some paperwork that must be completed. Ask if you can bring this in / send it in.
- If you do not get a reply within 5 working days, phone up the company and ask again.

You may need to include a CV with your letter of application, or the employer might request one.

You can use Unifrog to help you: www.unifrog.org/student/cv or you can attend a drop-in session with Ms Driscoll.

Once you have confirmed your placement

You must complete the form on Unifrog as soon as the employer has confirmed your placement. Inform the employer they will be receiving an email from Unifrog and to check their junk email.

There is a deadline for the placement to be submitted: **12th Feb 2027.**

If you miss this deadline, there is a chance you will not be able to complete Work Experience.

Anything else?

We are here to help! Ask your tutors or Ms Driscoll for help and we will happily spend some time with you.