

Teacher's slide

Key lesson information



Location	Classroom with no student access to internet
Recommended time	60 minutes
Objectives	By the end of the session, students should be able to: <ul style="list-style-type: none">• Explain the correct work experience protocols including health and safety awareness• Identify how to get the most out of going on work experience• Prepare goals for their own work experience
Main student tasks	<ol style="list-style-type: none">1. Answer four questions on how they feel about their upcoming work experience2. Read four scenarios and decide how students should respond according to good work experience protocol3. Match health and safety symbols to their definitions4. Identify at least two workplace risks5. Read three scenarios and decide how the students made the most out of their work experience, or identify what they could do differently <p><i>*Students will complete section A of their work experience journals as reflective exercises for each of the tasks.</i></p>
Keywords	Work experience, placements, workplace, employment

Teacher preparation



Provide	Print a copy of the work experience journal to complete in the lesson.
Familiarise yourself	Check whether your school uses the Placements tool. Delete the reference on slide 4 if you do not. Insert dates you'd like students to complete the journal (slides 22 and 29).

Know-how library



Open the 'student side' of your Unifrog account and click these links:

[The Placements / Work experience journal](#)

[A guide to placements / work experience](#)

Students can also search for these guides using the Know-how library tool.

Tracking progress on Unifrog



Add as an Interaction	Click Advanced view>Sort by school leaving year>[filter for specific students]>+interaction.
Track on Charts	Click Usage charts you can customise> Know-how library: Favouriting over time.
Tracking individual students	Advanced view>Sort by>Library profiles in Favourites.

Benchmarks and standards



Gatsby Benchmarks	2. Learning from career labour market information 3. Addressing the needs of each student <i>Supports</i> 5. Encounters with employers and employees <i>Supports</i> 6. Experiences of workplaces
CDI Framework	Create opportunities
PSHE Association	Choices and Pathways Employment rights and responsibilities
ISCA	C:A1:4
Skills	Organising, reflectiveness, responsibility, aiming high



World of Work Experience Placement Year 10

Get real life experience which might be interesting, will help you decide what you want to do with your life, and will be useful for all your subsequent applications.

Keyword: **Work Experience placement**

- A work experience placement is a short period of time spent in a workplace learning about a job, company, or career area. Most placements are unpaid and usually range from a couple of days to weeks in length.
- Shadowing professionals in their workplaces will let you see how they use their knowledge, skills, and competencies in their day-to-day tasks. You can use the time to ask questions and understand why things are done in a certain way.
- In STMCA, students will usually do work experience in year 10, and 12 during the last 4 weeks of the summer term.
- GBM 5: Encounters with Employers and Employees
- GMB 6: Experiences of workplaces

Why is work experience important?

- It will allow you to learn about a job, company, or career sector. Confirming your interest in a career or deciding it's not for you are equally useful.
- It can help you to decide whether you want to choose a particular pathway – a decision that might influence your subject choices!
- Having the experience on your CV will set you apart from other applicants to jobs, apprenticeships, and university courses as someone who is motivated and committed.
- You'll be able to use the time to develop your competencies, and watch other professionals use competencies in the workplace.
- It will build your confidence in interacting with adults.
- You'll be able to reflect on your experience and use it as evidence of your interest in future interviews, cover letters, or personal statements.

Work experience ideas for finding a placement?

Try to find work experience that is linked to what you are interested in but remember all placements have value if you are learning about the World of Work and developing employability skills.

Volunteer at a charity shop, library, food bank, community centre...
Get work experience at a hotel, café, restaurant, hairdressers, primary school, nursery.

Medical careers, try volunteering in care homes, for charities such as AGEUK, reading for the blind,

If you like working with animals, rescue shelters, animal charities, vets surgeries, livery stables and riding schools.

Get Work Experience by asking someone if you can shadow them at the Sentinel, Newspapers, BBC Radio Stoke, Wavemaker, theatre, electricians, plumbers if they will let you shadow them you can learn a lot

Work experience what should you do?

Use the guides on Unifrog to help you –all the support you need is in their work experience guides.

If you need any help I will be providing work experience masterclasses after school, creating a CV, using the apprenticeship and search tools, completing the Placement tool.

See Teams channel for more support.

What should you do?

1. Create a CV using the Unifrog CV Tool

2. Find potential employers using the Unifrog apprenticeship search tool, asking family and friends to help, searching volunteer and work experience opportunities, checking TEAMS for opportunities

3. complete your Work experience Journal

Final Stage Complete the Placement Tool form so it can go ahead: Deadline 19th February first day back after half term.

Work experience admin

Today, you'll start completing your **work experience journal**.

WORK EXPERIENCE JOURNAL

This journal will help you plan and track your work experience. You'll need to fill in some sections before, during, and after your work experience.

A) COMPLETE BEFORE PLACEMENT

1. Work experience profile

Complete the following sections:

Dates of experience:		
Start date:	End date:	
Working hours:		
From:	To:	
Things to prepare:		
Lunchtime arrangements (e.g. packed lunch, provided by work, buying lunch yourself)		
Workwear (e.g. are you required to wear particular clothing such as a suit, high visibility jacket, company clothing, or a uniform?)		
Will this be provided for you? Yes / No		
Travel arrangements:		
Mode of travel (e.g. car, train, walk, bus)	Journey length	Cost of travel

1. Complete **section 1** of your work experience journal called 'Work experience profile' now.

2. If you don't know all the answers, **make a note** of who you need to talk to confirm these details.



Top tip:

Have you completed your **Student initial form** on the Unifrog **Placements** tool? If not, complete this by **18.2.2024**.

Placements

✕ No placements added

Go to tool >

Using the placement tool on Unifrog

log onto Unifrog

- [Click on the Unifrog button on the Student Landing Page](#)
- [Use your school email to log in. You can reset your password as many times as you like by clicking resend welcome email, then going to your school email account in Microsoft office Outlook opening the email from Unifrog and resetting your password.](#)
- [How to... use the Placements tool : Know-how library \(unifrog.org\)](#)

Work experience: getting ready for the World of Work?

There are many, many benefits to work experience..

The skills employers want to see developed most are:

- ☐ **Time management**
- ☐ **Communication**
- ☐ **Resilience**

Think about how work experience will help you to develop these skills

What will you gain?

- ✓ **You will have a working CV ready to apply for colleges, part time jobs or apprenticeships.**
- ✓ **You will have practised the application process and practised writing covering letters and emails to employers.**
- ✓ **You will have gained skills and an understanding of a workplace**



Making the most of your work experience (15 mins)

To make the most out of work experience, you should:



1. Use the Know How Guides and Tools on Unifrog to help you



2. Attend masterclasses and ask for support if you are having problems



3. Create a CV on Unifrog to send to potential placement providers



4. Complete your work experience journal online on Unifrog



5. Ask questions and be proactive



6. **Complete** your work experience placement tool by **19th Feb**



Check the TEAMs channel regularly for support, I will post opportunities, placements, masterclasses and support...

Work experience admin (5 mins)

1. Fill in the next section on your work experience journal called *Outcomes of your work experience*.
2. Use the **example answers** to help:

i You'll **complete the rest of your journal** during and after your work experience. **Please submit it by INSERT DATE.**

Overall, write down the main thing you hope to achieve from your work experience:

- *Understand if working as a hairdresser is the right career for me*

Write down three things you'll do to make the most of your work experience:

1. *Read the hairdresser Careers library profile*
2. *Arrive on time by leaving early to avoid being late*
3. *Complete my work experience journal*

Write down three key skills you would like to develop during your work experience:

1. *Confidence*
2. *Listening*
3. *Speaking*

Who can help you to achieve your goals during your work experience?

1. *My work experience supervisor*
2. *My other colleagues*

Independent learning

To continue preparing for your work experience, you can:

- Visit the company **website**.
- Use the **Careers library** to research job roles that you'll encounter.
- Read relevant **Know-how library** guides about work experience.

Careers library

✓ Careers favouredited

Go to tool >



Museum curator

Museum curators manage museum exhibits. They purchase, maintain, and present to the public items of cultural, scientific, or historical interest.

[Read the profile >](#)



For students: a guide to placements / work experience

Students: how to find it and how to be successful on it

[Read the guide >](#)



Work experience: busting myths

What is work experience really all about?

[Read the guide >](#)

Plenary: Reflection (5 mins)

Look back at your answers to the tasks from the starter and decide:

1. Would you change or add anything to these answers?
2. How will going on work experience help you in your future career?

1. Write at least **one** thing you're looking forward to about your work experience

2. Write at least **one** thing you're worried about relating to your work experience

3. Write at least **one** way your work experience will be different from school

4. Write at least **one** professional relationship you'll develop on work experience

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unifrog.org/sign-in