

# Work Experience 2024

Mrs J Haigh and Mrs E Ellis  
Careers and Work-Related Learning Advisors based  
in B013



**HECKMONDWIKE**  
GRAMMAR SCHOOL

# Work experience is coming back to HGS!

**Year 10 will be out on work experience from:**

**Monday 15th to Friday 19th  
April 2024**

**All students must attend a  
five day placement during this  
week.**



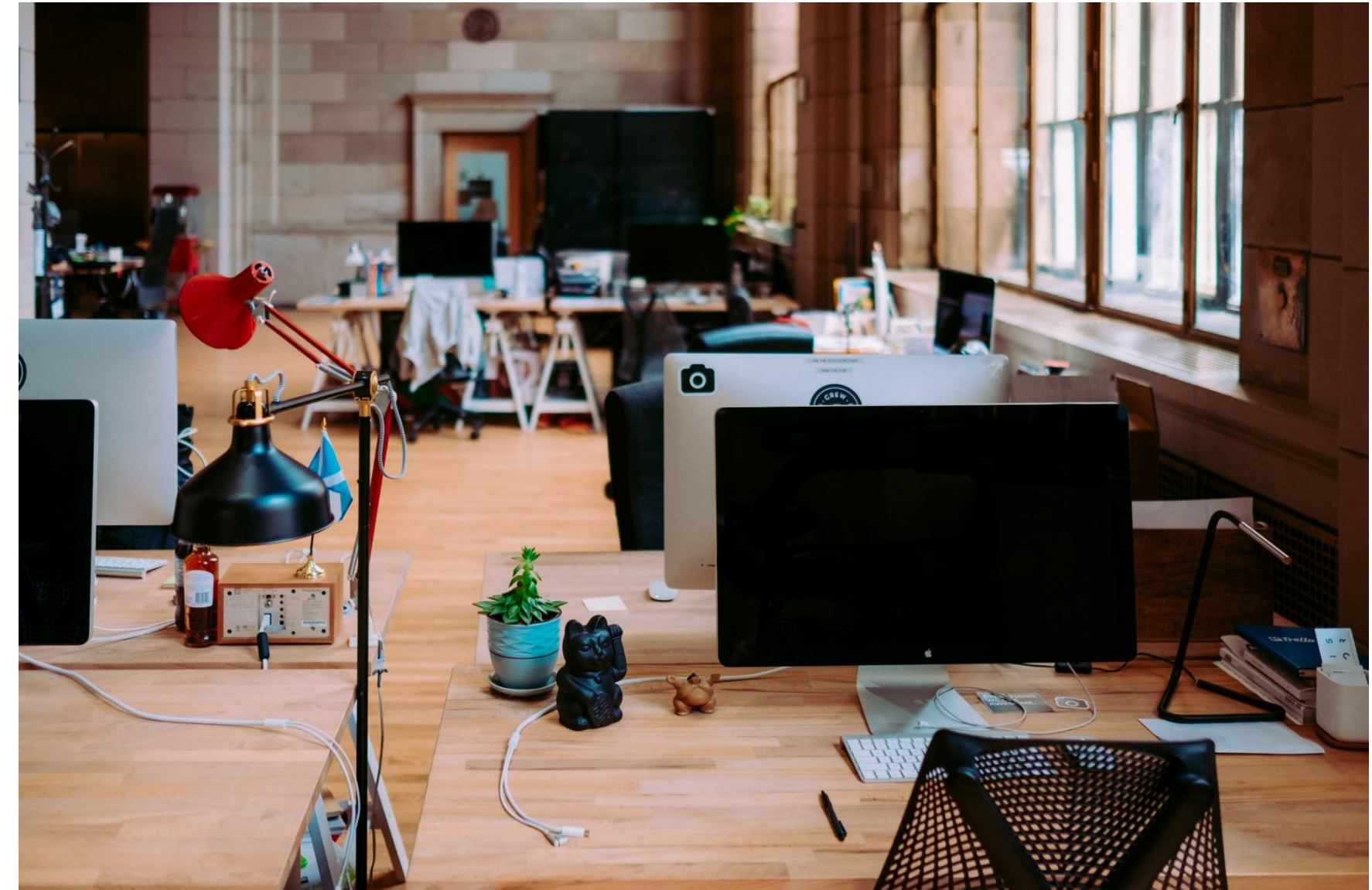
# Why is work experience so important?

- Prepare you for your future career
- To develop an understanding of employment and the world of work
- Develop and reflect on the skills you have
- To build confidence
- Enhance University and Apprenticeship applications
- Enhance any applications you make for part time employment



# Finding a Placement

- Students find their own work placement.
- Contact local employers and ask them if they take work experience students.
- This experience is intended to give you a meaningful experience of the workplace.
- Some placements are available through the careers team but only in exceptional circumstances.
- Speak to Mrs Keddy or the careers team if you are having issues finding something.



# What makes a good work placement?

- Gaining an experience of the workplace.
- Furthering your skills and knowledge.
- You may not necessarily be able to secure a placement in the job that you would like to do in the future.
- All experience is good experience and enhances your transferable skills.
- No placements can take place abroad.
- All employers must have Employers Liability Insurance to safeguard students.



# Examples of possible placements:

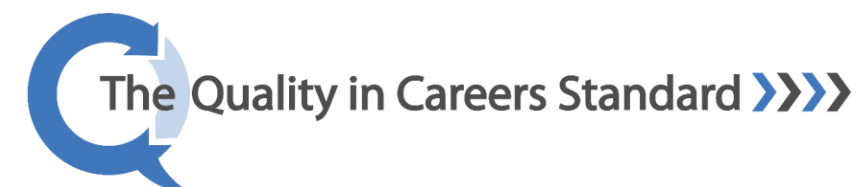
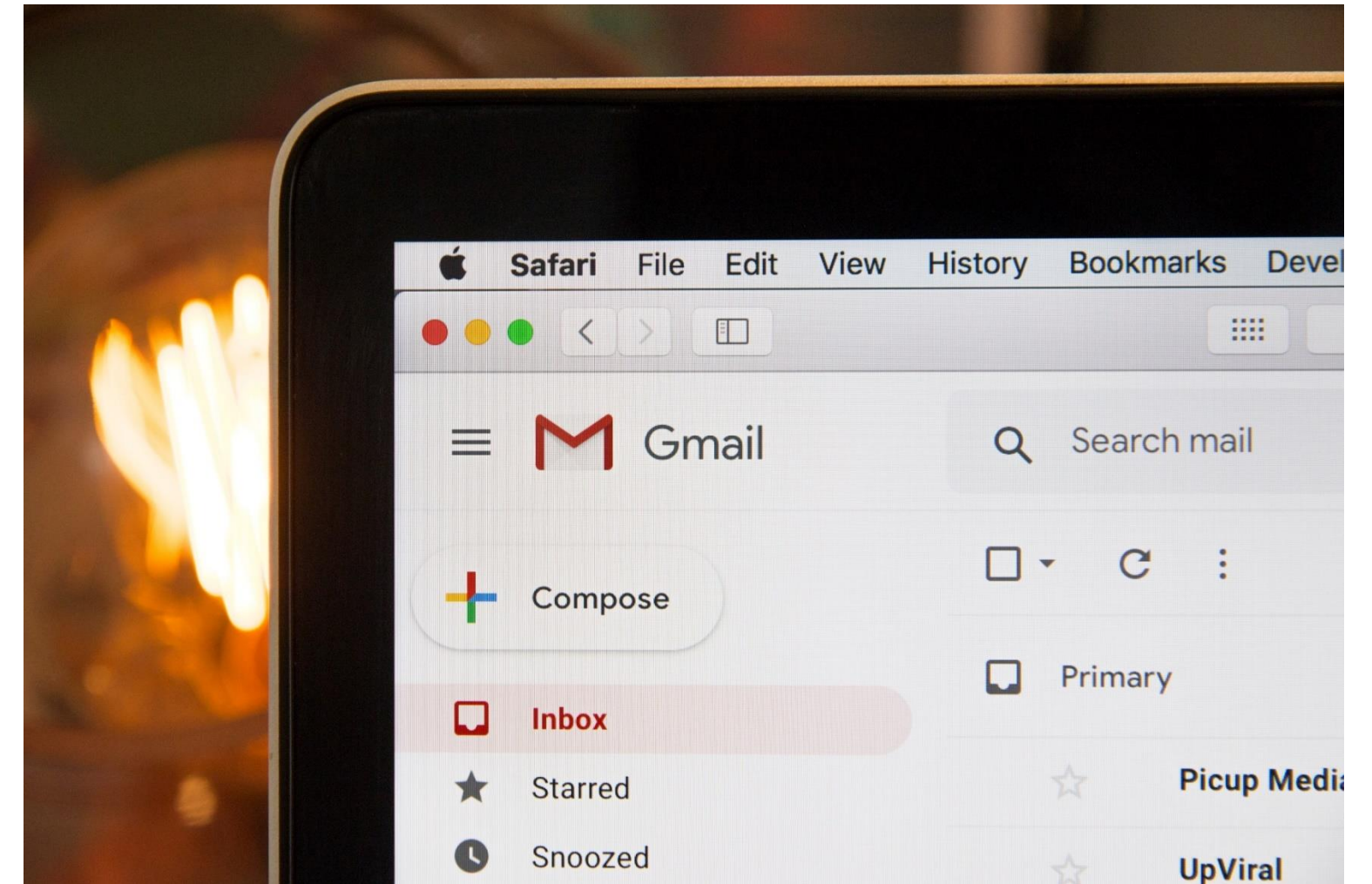
- Local primary schools
- Healthcare
- Solicitors
- Museums
- Library
- Engineering firms
- Accountants



**It is important to remember you will be assisting in the work placement rather than doing the role.**

# Contacting an employer

- Contact an employer by phone or email.
- Check the dates.
- You will need to get the details of the person who is responsible for your placement.
- Employer will need to provide details of Risk Assessments and Employer Liability Insurance.
- An employer may ask you to visit them in person or send a CV.



# Unifrog

- We are using Unifrog.
- Students will have access to Unifrog this week.
- Check your email for a welcome email and set up your password.
- This week you will receive a session on how to use Unifrog to add your placement.

**If you have not received your email please see the careers team.**

# unifrog





# Frequently Asked Questions - FAQs

1. Do I have to go on Work Experience?
2. Can I work with a family member?
3. I want to be a doctor. How do I get a placement that is directly relevant?
4. What if I can't find a placement?
5. Can I work in a factory?
6. What is employer's liability insurance?
7. Can I change the dates of my work experience?
8. What if I can't find my own placement?



# Timeline for work experience

September 2023 – Launch of Work Experience and access to Unifrog

September 2023 to January 2024 – Students source a placement

Friday 12th January 2024 – Deadline for uploading placement to Unifrog

January 2024 to April 2024

- Placements checked and finalised by the careers team
- Students visit their placement if possible beforehand
- Students attend preparation sessions on expectations of the workplace

Monday 15th to Friday 19th April 2024 – Students out on placement week

May/June 2024 – reflections and feedback from employer



# Who to contact if you need support



Mrs J Haigh

[jhaigh@heckgrammar.co.uk](mailto:jhaigh@heckgrammar.co.uk)

Mrs E Ellis

[eellis@heckgrammar.co.uk](mailto:eellis@heckgrammar.co.uk)

Based in B013 at the back of the Swann Hall.

An information booklet will be given to you during form time and also electronically sent to parents/carers.

