

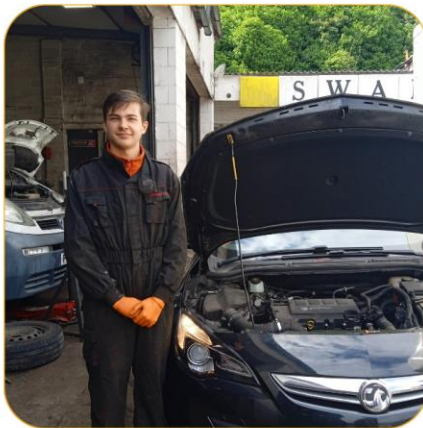


HECKMONDWIKE
GRAMMAR SIXTH FORM

Year 12 - Work Experience

22nd April to 26th April 2024

Student and Parent Information Booklet



Name:

Form:

Year 12 Work Experience – 22nd April to 26th April 2024

September 2023

Dear Parent/Carer,

RE: Year 12 Work Experience Placement

We are pleased to inform you that students in year 12 will be taking part in Heckmondwike Grammar Schools Work Experience Programme this academic year. Work experience placements will be taking place from Monday 22nd April to Friday 26th April, preparations are underway and students have attended a launch assembly this week to inform them of what they should be doing next. Students should start to prepare for this as soon as possible by approaching local employers to ask whether they accept students on work experience and if they have availability on the dates required.

Work experience is intended to help your child develop a greater appreciation of employment and experience the world of work whilst at the same time providing them with an opportunity to build self-confidence and reflect on their own skills. We have designed the programme to give students a similar experience to the real world of work and it will complement careers activities year 12 students are already undertaking allowing them to make informed decisions about their future.

More information on how to find placements will be given to students during the preparation sessions they are having over the next few weeks and can also be found on the HGS Careers SharePoint Site which can be accessed by students. It is important that students find their own placement as this is similar to how they will eventually do this in the real world of work.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme. Unifrog will collect 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. Students have all been given access to Unifrog this week.

Some important logistics:

- Students need to agree the placement with the employer **first** and then they will get the ball rolling by adding the placement to their Unifrog account. Specific information on how to do this is on page 8 of this booklet.
- The Unifrog system will then email the employer, the parent/carer, and the school, to collect the necessary information and permissions. For the process to work, it is essential that students add the initial information about the placement accurately. There is a sheet on page 7 of this booklet where students can write these details down before they upload them to Unifrog.
- If an employer asks for students to apply in writing, they need to do this and receive confirmation from the employer **BEFORE** they add the placement onto Unifrog – resources to help with this are available on the HGS Careers Share point.

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- We recommend looking at [this one](#), because it includes advice on how to find a placement, but this information is also available from page 4 of this booklet.
- We are also planning to hold sessions in school to support students who are experiencing difficulties finding a work placement – including support in contacting employers and submitting a placement to Unifrog for approval.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- If you have any questions, contact Mrs E Ellis, who is the placement coordinator for Year 12 students – eellis@heckgrammar.co.uk
- We also advise students to arrange a visit to the employer beforehand out of school time – for example, students could arrange this during their half term holidays – so that they can get a feel for the workplace and prepare for their experience.

Yours faithfully,

The Careers Team

Year 12 Work Experience Timeline

25th September 2023

Launch to students in assembly and accompanying sessions over the following weeks to support students in finding a work placement - including how to contact employers and add placements to Unifrog will be given in form time.

September 2023 - January 2024

Students to begin contacting employers and add their placement to Unifrog once secured. Support sessions to help students will be held after school and students can also contact Mrs E Ellis - eellis@heckgrammar.co.uk who may be able to assist with finding a work placement. There is also a daily careers drop in session for all students at lunchtime in B013.

Friday 12th January 2024

Deadline for students to add their placement to Unifrog - this does not mean that all sections need to be completed, but this deadline allows the careers team to check the employer details and approve placements as well as giving plenty of time to follow up with employers who are still to submit the required information

January - April 2024

Careers team to finalise placements, conduct health and safety visits and contact parents or employers who have still to complete the forms.

Students are encouraged to arrange a workplace visit with their placement provider at a mutually convenient time outside of school hours. There are exceptions to this, such as placements in primary schools for example, but we will tackle these on a case by case basis.

Week before placement begins

Students will be given preparation sessions ahead of their work placement - including expectations of behaviours in the workplace and Health and Safety. They will also be given their work placement journal which they need to take with them to complete during their placement.

Monday 22nd April - Friday 26th April

Students attend their work placement, complete a placement activity so that they can reflect on the experience when they return.

Student Information

Finding your 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 student a family member, a friend, etc.

If you don't have any contacts, or aren't sure where to start, speak to Mrs Ellis in the careers office who may be able to suggest organisations where students from your school have previously worked and made such a good impression that they're keen to have another student.

Thinking of ideas for work experience can be a challenge, and if you don't live in an urban area, it can feel like there are very limited options. Rather than trying to find the 'perfect' opportunity, look for a placement that ticks as many boxes as possible.

Instead of focusing on one specific job role, consider the wider career industry. For example, it may not be possible to have your placement in a hospital, but you could explore other roles related to the healthcare industry. This will all give you relevant experience that you can still learn from and reflect on. Also consider the working environment, placements deemed too high risk will not be approved by school and placements abroad are also not allowed. Small businesses may not be approved as they may not have the necessary Risk Assessments or Employer's Liability Insurance in place for placement students, which would mean you could not go to that business for a placement.

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!

Emailing an employer

Write a formal email - 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.
- 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 they 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 out 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.

Telephoning an employer

When telephoning an employer, it is important to have a pre-organised plan of what you would like to say.

Start by asking if they accept students from year 12 on work experience. If they say yes, ask them if they are able to accept you from Monday 22nd April – Friday 26th April. The employer may ask why you would like to have a placement with them so you may need to think about this beforehand.

At this point you need to ask for the details of the contact within the organisation who deals with work experience placements. It needs to be someone who can provide school with information regarding their Risk Assessments and Employers Liability Insurance. You can use the sheet on page ADD PAGE to write down the details.

Thank the person on the phone and explain that as a school we are using Unifrog and the employer will receive an email with advice about what to do next.

Other things to consider

The employer may ask for a copy of your CV before agreeing to your placement to offer more detail. You can actually build your CV directly on Unifrog and get lots of help and guidance as you write, there are also plenty of example CVs available on Unifrog and in the careers office.

The employer may also ask you to attend in person before agreeing to your work placement. If this is the case, arrange a mutually convenient time either during the phone call or via email (depending on how you have contacted them) for this to happen. Make sure you dress appropriately and go prepared to answer questions. You can then collect the relevant details using the form on page 7

Details to gather:

Your School Placement Coordinator is *Mrs E Ellis*

Name of Business

Start and End Dates – *Monday 22nd April to Friday 26th April* (these are the same for everyone)

Placement Address

Employer placement lead name

Employer placement lead email

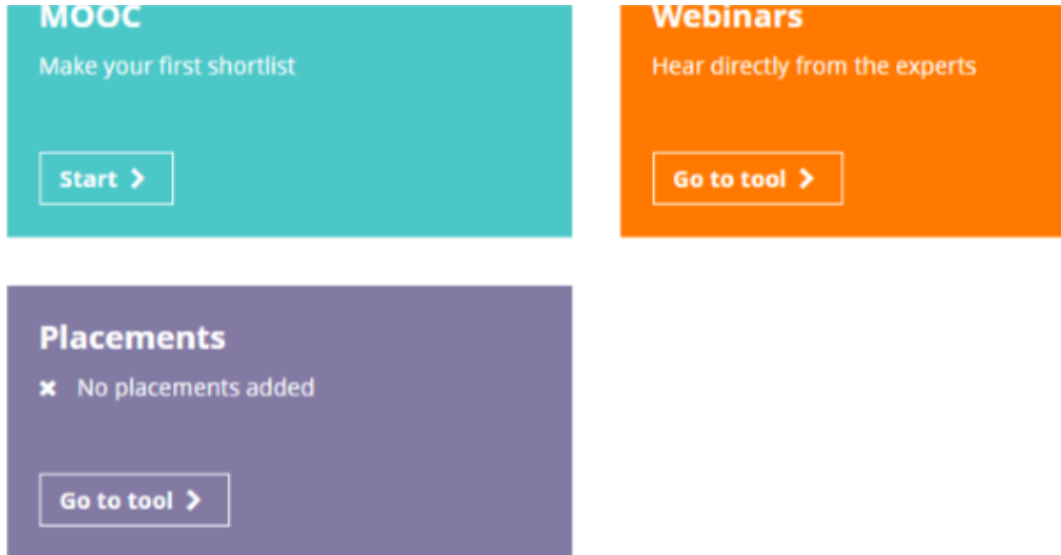
Parent/Guardian Name

Parent/Guardian email

Adding your placement to Unifrog

This video on Unifrog provides an overview of the process

1. Log in to your Unifrog account and select “Placements”



2. Select “Add new Placement”

experience placements, fill in your forms, and check the progress of e
w organising a placement works? [See the whole process >](#)



0 placements added so far

Only add a placement **after** you've been in contact with
agreed to host you.

[+ Add new placement](#)



This will bring up a form to complete. This is where you need the details from the sheet you filled in when you contacted the employer. It is important that these details are correct, otherwise you will need to delete the placement and start again.

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.

Students must nominate the correct placement coordinator – Mrs E Ellis for Year 12

* 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)

* Placement country

* Placement address

* Placement postcode / zip code

* Is this the workplace where you'll be based throughout the placement?

* Do you have any special needs, illnesses or injuries that may affect your placement?

* Parent / guardian (who must also be your emergency contact)

* Parent / guardian email
Important: this must be correct, or we won't be able to progress the placement.

* Parent / guardian email (again)

Students need to make sure they select the correct dates for the placement. Year 12 are going out 22nd April – 26th April 2024

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](#)

By ticking this box, the placements forms will automatically be sent to the employer and parents to gather consent

Frequently asked questions

Do I have to go on Work Experience?

Yes, every student is expected to take part in work experience week. Work experience is a learning experience like no other, it gives you an insight into the world of work and helps to build confidence. We strongly recommend that all students go out on a placement but if, in exceptional circumstances, a work experience placement may not be in a student's best interest, please contact Mrs Ellis to discuss further.

Can I work with a family member?

Yes, but insurance and risk assessments will need to be provided just the same

I want to be a Doctor. How can I get a placement that is directly relevant?

Medical placements can be challenging to secure. Some local hospitals run work experience schemes so check on their websites. Some students may be fortunate that they have family members in the profession, however if this is not you then please remember all experience is good experience for your future. Try to think of the type of work, if you are giving back or working with vulnerable groups, this can still support your application for medicine.

Can I work in a factory?

Your safety is of the upmost important to us and for this reason a shop floor environment of a factory may not be approved however this does not mean you could not undertake your placement in the factory office.

What is employers liability insurance?

This is a business insurance that covers claims made against a business by clients, contractors, or members of the public in the event of an accidental injury or damage to their property

Can I change the dates of my work experience?

Every effort has been made by the careers team to ensure that work experience week does not clash with any mock exams or finals. This is so that you are not worried about these and can focus on your placement. The dates are the same for all students and cannot be changes.

What to do if you cannot find a placement?

The careers team have managed to source a limited number of placements, see Mrs E Ellis in the careers office to have a look at the vacancies if you are having trouble finding a placement. Support is also available to phone or contact an employer if you need to.