

# Work Experience 2024

Mrs E Ellis - Careers and Work-Related Learning  
Advisor



**HECKMONDWIKE**  
GRAMMAR SIXTH FORM



# Work experience

- Students in year 12 will take part in work experience from:

**Monday 22<sup>nd</sup> April to Friday 26<sup>th</sup> April 2024**

- We are expecting all year 12 students to attend a work placement during this week





# Why is work experience so important?

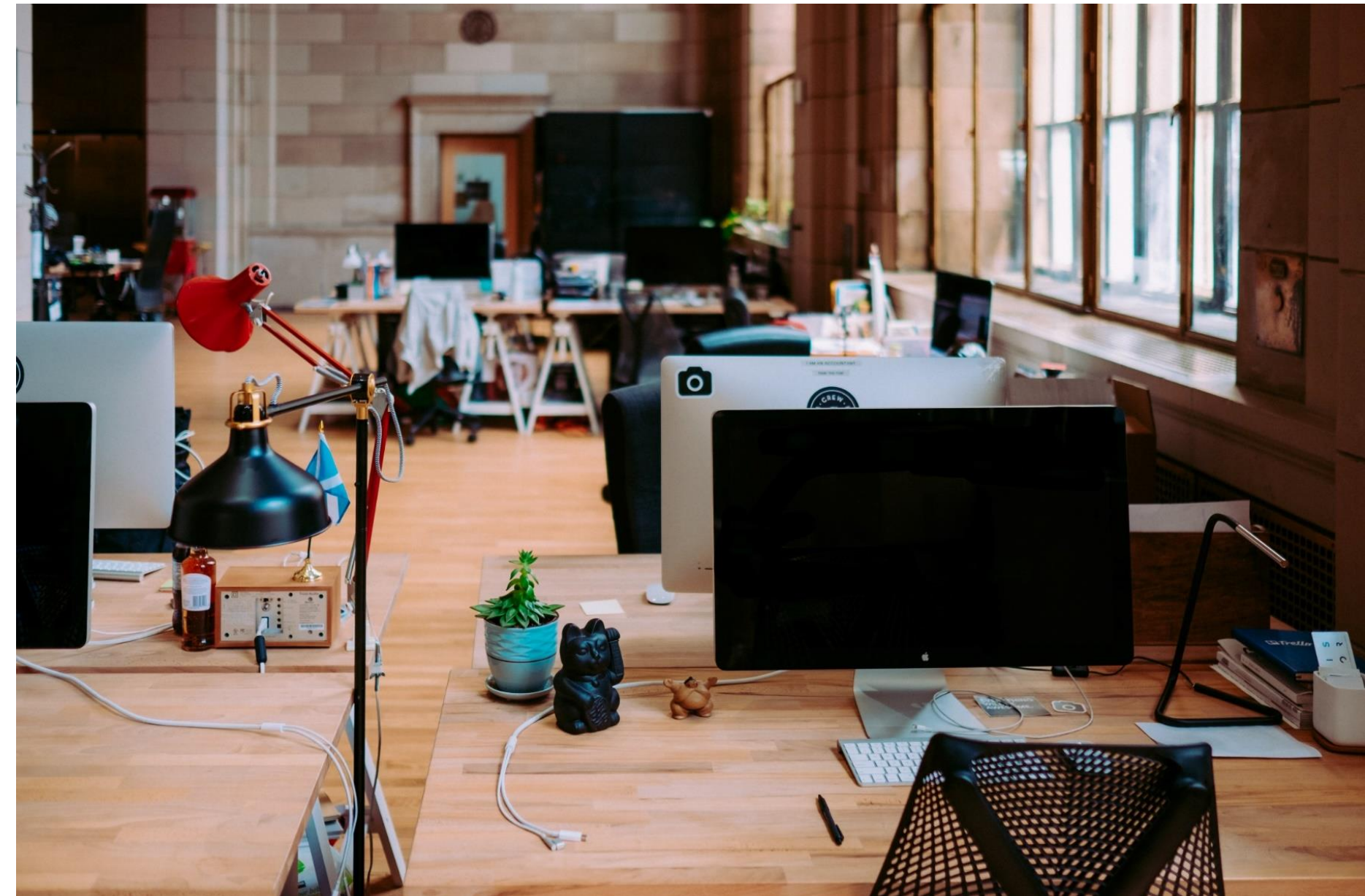
- Prepare you for your future career
- To develop an understanding of employment and the world of work
- Develop and reflect on the skills you have
- To build confidence
- Enhance University and Apprenticeship applications
- Enhance any applications you make for part time employment





# Finding a Placement

- Students to find their own work placement.
- Contact local employers to see 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 Ellis ASAP if you are having issues in finding something.





# Examples of work placements

- Local primary schools (may require a DBS when over 16)
- Community Pharmacy
- Solicitors
- Museums
- Libraries
- Charity/ Voluntary Organisations
- Accountants



**If your parents have an interesting job, why not see if they will take a friend and vice versa**





# What makes a good placement?

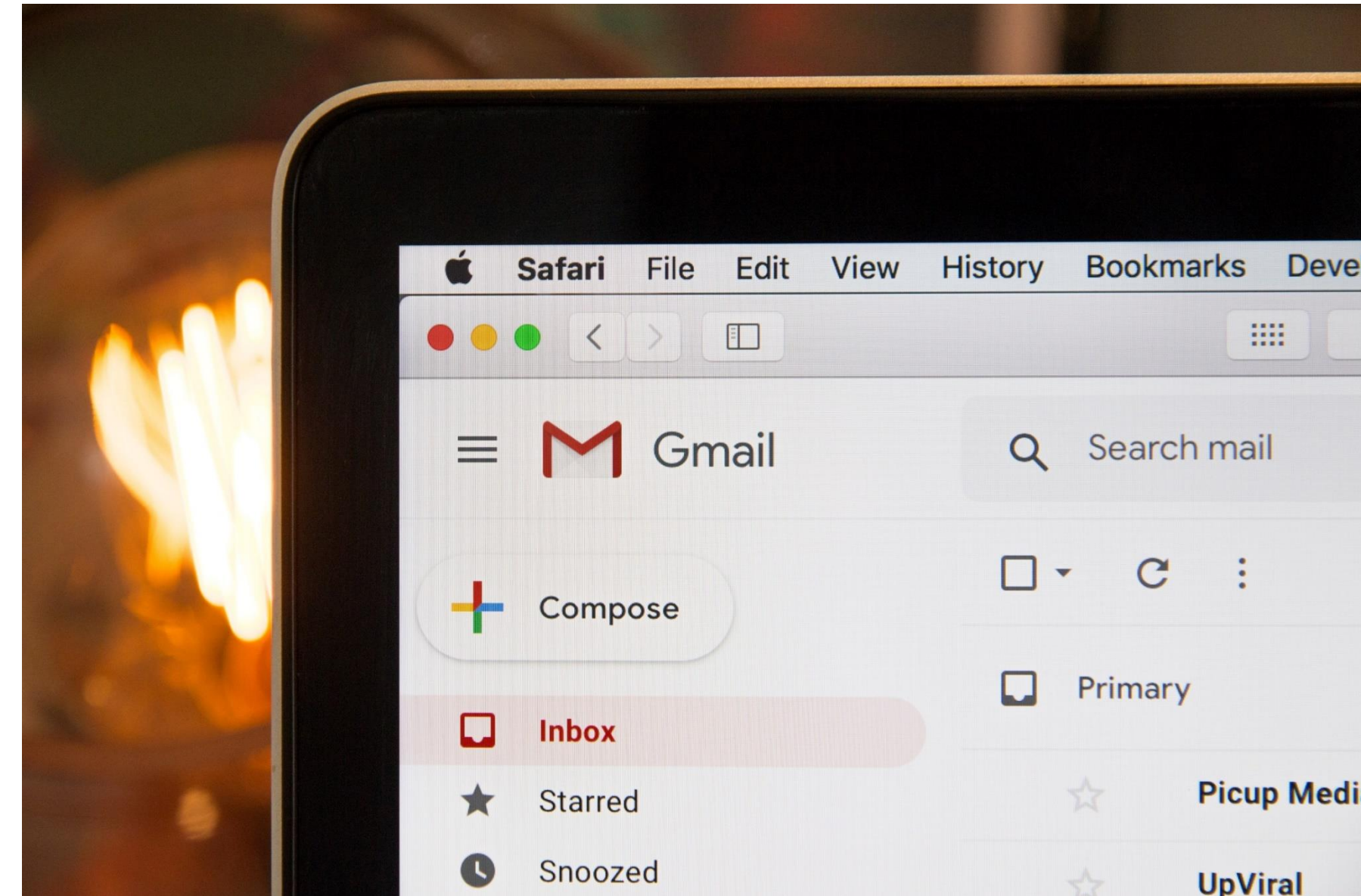
- Gaining an experience of the workplace
- Furthering your skills and knowledge
- You may not necessarily be able to secure a placement in the job that you would like to do in the future
- All experience is good experience and gives you transferable skills.
- No placements can take place abroad
- All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





# Contacting an employer

- Contact an employer by phone or email
- Check the dates are available
- You then need to get the details of the person who is responsible for your placement
- This needs to be someone who can provide details of Risk Assessments and Employers Liability Insurance
- An employer may ask you to visit them in person or send a CV



# Unifrog

- We are using Unifrog
- Students should have received a welcome email to your school email address
- Check this and set up your password.
- You will receive further guidance on how to add your placement to Unifrog
- Student and Parent Information booklet

**Please see Mrs Ellis if you do not receive your welcome email**

# 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?



# Timeline for Work Experience

September 2023 - Launch of Work Experience and access to Unifrog

September 2023 to January 2024 - Students source a placement – sessions in form time to help with this on **26/9, 3/10 and 11/10**

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

January 2024 – April 2024

- Placements checked and finalised by the careers team
- Students attend preparation sessions on expectations of the workplace and visit their employer

22nd April to 26th April 2024 - Students out on placement week

May/June 2024 – reflections and feedback from employer





# Who to contact if you need support

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 sent electronically to parents.

