

Benefits of work experience

1. An improved understanding of how business and industry operate.
2. Relevance of school subjects to the world of work.
3. Greater self-confidence, self-reliance, maturity.
4. The different job areas within the world of work. (Human Resources, Finance, Sales and Marketing)
5. The skills which are developed. (Communication, Problem Solving, Team Work)
6. The different businesses and organisations that exist.
7. Work experience **must be mentioned** in any letter of application or CV to a future employer.

Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Student finance	<input checked="" type="checkbox"/>
Choices	<input checked="" type="checkbox"/>
Education	<input checked="" type="checkbox"/>
Employment	<input checked="" type="checkbox"/>
References	<input checked="" type="checkbox"/>
View all details	<input checked="" type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

Your personal details

They need to know who you are after your name, address and phone number.

Your education history

This part of the form will ask you for your education history as well as what qualifications and exam results you have achieved.

Your employment history

When you enter a fairly straightforward list of things like the job title, company name and dates.

Don't sweat it if you have got too much to do, we're expecting loads of high-flying jobs here.

Your skills

If a section like this is included, you'll be asked to describe your skills in an apprenticeship or school leaver programme and any other activities.

You may also be asked to fill in some of the questions which case you may be given a word of advice.

Career motivations

Professional Profile

*Motivated young professional with an exemplary academic record and financial independence.

Having achieved excellent grades at GCSE level maths, English and science, and involvement in a number of clubs and societies, I am keen to demonstrate a proven aptitude for mathematics which would make me a valuable asset to your department. My part-time roles and volunteer work have allowed me to develop such as relationship building, communication and team work.

Core skills & achievements

- 8 A-C GCSE grades
- Mathematical aptitude
- Customer facing experience
- Team work

Education

GCSES – Secondary School – 2015

- Maths, science, English **A**
- Geography, Media, French **B**
- History, Religious studies **C**

Work experience

Sep 2014 - Present Joe's cafe Part time dish washer

Working in a busy café supporting the kitchen and front of house in a healthy environment.

Responsibilities

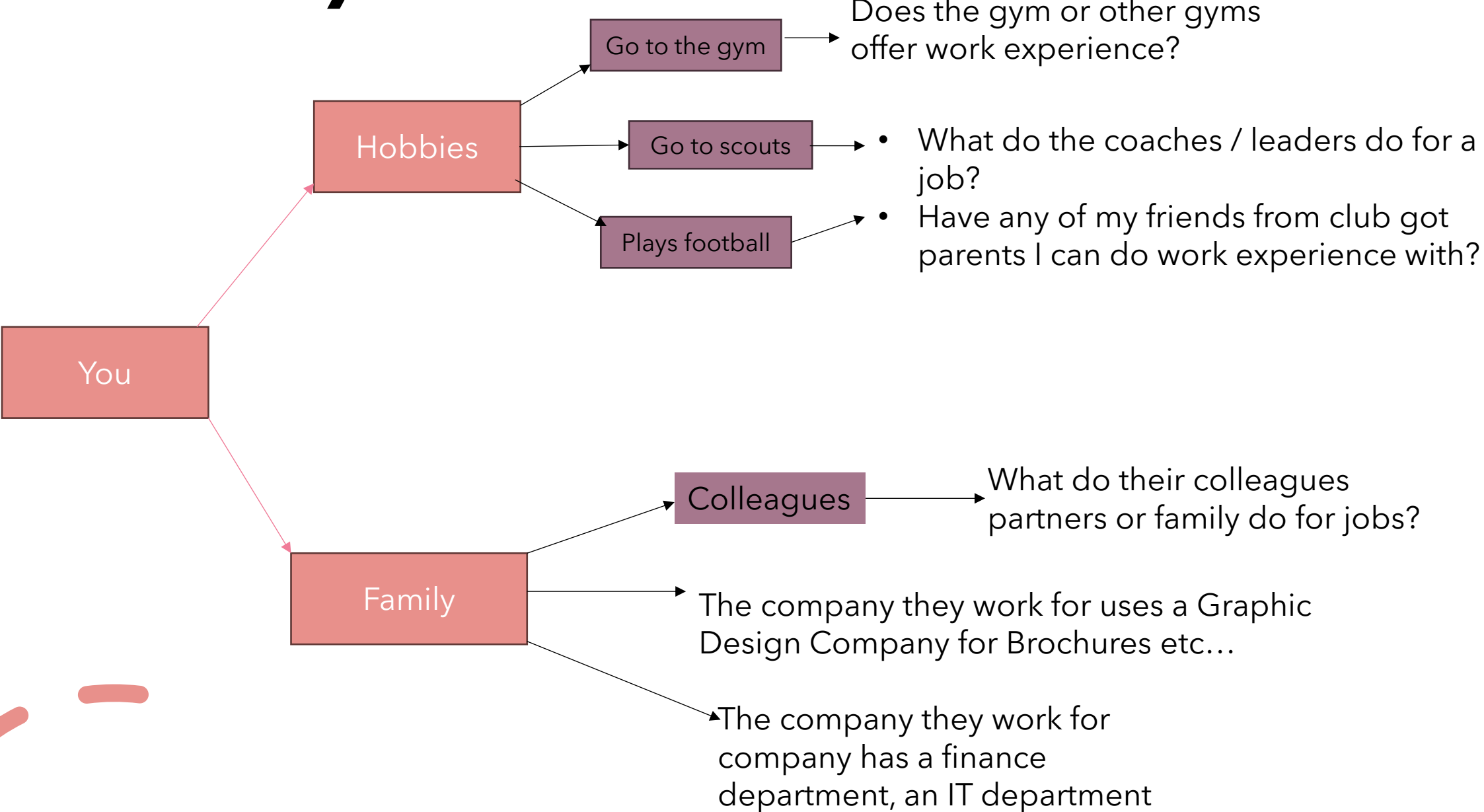
- Interacting with kitchen and waiting staff to collect orders and provide excellent customer service
- Loading and unloading dishwasher efficiently to ensure dishes and cutlery are clean and ready for use
- Supporting events and busy periods by providing excellent service
- Checking cutlery, kitchen and tables in line with standards
- Supporting kitchen preparations during opening

References available on request

Preparing and planning your placement

- Be proactive / use your initiative
- Speak to family, friends, neighbours, anyone you know.
- Search / Google companies in the area
- Search / Google companies in a sector you are interested in
- Email or drop in to speak to them

Think about your network



Companies and sectors we have placements at:

Please do not contact the following directly:

- Birketts
- Irwin Mitchell
- Fitswilliam
- Schools and Nurseries
- Charity Shops
- Co-ops

If you are interested in these or need assistance, please speak to Ms Mansfield

Email template

Dear Sir/Madam [or name],

I am a year 10 student from North Cambridge Academy, studying [list of subjects].

I'd like to enquire about a potential work experience placement at [company name], from Monday 7th July - Friday 11th July 2025.

I'm keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

I'm a [relevant skills and attributes], which can be shown in my [real-life examples that demonstrate your skills].

In my spare time, I like to [list relevant hobbies and interests], and I've also had some experience in/am a member of [list any groups/clubs/other work experience].

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/faithfully]

[Your name]

Email top tips

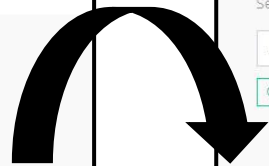
- Use a straight-to-the-point subject.
- Use the employer's name if you know it, or Sir/Madam if you don't.
- Paragraph 1: Introduce yourself and the school or college you go to.
- Paragraph 2: Say a little about why you are interested in the industry; a couple of sentences is enough. This shows that you've done research and have thought carefully about where you'd like to do work experience.
- Paragraph 3: Politely ask about work experience opportunities on dates you are able to attend. You can also ask for a meeting/phone call here too.
- If you know the name of the employer, use 'Yours sincerely' and if not, use 'Yours faithfully'.
- Remember to proof read the email so there aren't any mistakes.

Stuck for ideas?

unifrog

or Meridian Pathways

The dashboard shows a progress indicator with a circular gauge at 2% complete and a star icon indicating the user is 37th in their year group. A recommendation box suggests starting a UK uni, app or college search with a 1.8% completion rate. Below this, there are five tool cards: Careers library (favourites), Subjects library (favourites), Know-how library (guides favoured), MOOC (first shortlist), and Personality profile (quiz not taken).



The search interface is divided into two main sections. The top section has two search boxes: 'Search by keyword' (with an example 'eg Computers') and 'Search by school subjects' (with three optional subject boxes). The bottom section is organized into three columns: 'By area' (listing subjects like Arts, Business, Engineering, etc.), 'By characteristics' (listing filters like 'Fewest students', 'Least competitive', etc.), and 'By interests' (listing topics like 'Arguing', 'Computers', 'Food', etc.). At the bottom, there is a 'Featured guides' section with three video thumbnails for Agriculture, Civil engineering, and Film and Photography, each with a brief description and a 'Read the guide' link.

Expectations

- All students are expected to find their own work placements. You are in charge.
- This encourages you to take personal responsibility for finding the placement. It will provide you with confidence, a sense of achievement and first hand knowledge of how to approach searching/finding and securing a job.
- Huge benefits to researching your further education and career path options. Everybody only knows a little – their surroundings and what they are exposed to.
- We will provide support and inspiration in school to help.
- Deadline – Friday March 14th 2025



Once you have been offered a placement make sure you thank your employer for their offer so that they know you intend to spend your work experience week with them.

You now need to upload details of your Work Experience Placement to Unifrog. (How to do this is on the next slide)

1. You need to upload the details of your placement to Unifrog.
2. A form will then be emailed to your employer for them to complete.
3. Once your employer has completed their form, details will be emailed to your parent or guardian for their approval.
4. Finally, we will carry out Health and Safety checks (if required). Once these have been completed your placement will be approved.

Final deadline for finding a placement and uploading the details to Unifrog.

- [Deadline – Friday March 14th 2025](#)
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- In the bottom left corner, there are several red, curved, brush-stroke-like decorative lines.



Uploading Your Placement Details to Unifrog.

Before you start the process of uploading your placement to Unifrog you will need to make sure that you have the following information:

- Name of the placement business - The name of the company where you will be doing your placement.
- Employer placement lead name -The name of the person who has offered you the placement.
- Email address of the person who has offered you the placement.
- Company address and postcode.
- Your parent or guardian's email address.

You can then log into Unifrog at www.unifrog.org/sign-in

ACCESS ALL THE TOOLS BELOW

Exploring pathways

Interests profile

✔ Quiz last taken 16 Mar 21: R and I and C

Start >

Personality profile

✘ Quiz not taken

Start >

Work environments profile

✘ Quiz not taken

Start >

Careers library

✘ Careers favoured

Go to tool >

Subjects library

✘ Subjects favoured

Go to tool >

Know-how library

✘ Guides favoured

Go to tool >

MOOC

Make your first shortlist

Start >

Webinars

Hear directly from the experts

Go to tool >

Read, Watch, Listen

✘ Profiles favoured

Start >

Placements

✘ No placements added

Go to tool >

Once you are logged into Unifrog scroll down the page to 'Exploring Pathways' and select the 'Placements' option.

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 >](#)

 **0 placements added so far**

You can only add a placement after you have been in contact with the employer, and they have agreed to host you.

[+ Add new placements](#)

Then select 'Add new placement.'

Important! - Make Sure you put Miss Kruse as your placement coordinator

1 Student initial 2 Employer initial

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'
Afterwards we'll ask the placement lead at the employer to fill in the next form.


* In person or Virtual

* Placement coordinator

This is the **school / college** staff member who will be coordinating the placement from your
school / college's side

* Name of placement business / organisation

* Placement start date



Vicki's Photo Shop
Scheduled for: 29 September 22 - 29 September 22 Type: In person

- 1 Student initial form Completed on 20 September 2022 [Track >](#)
- 2 Employer initial form Completed on 20 September 2022 [Track >](#)
- 3 Parent / Guardian agreement Completed on 20 September 2022 [Track >](#)
The first stage was for your parent / guardian to agree for it to happen and send the form to the school placement coordinator to give permission for it to happen.
The second stage was for your parent / guardian to sign and return completed their agreement form.
Completed on:
Send email
- 4 School permission Completed on 20 September 2022 [Track >](#)
- 5 School starting placement check in Completed on 20 September 2022 [Track >](#)
- 6 Employer review form Completed on 20 September 2022 [Track >](#)
- 7 Student reflection form Completed on 20 September 2022 [Track >](#)

You can track the progress of your placement approval in the placement tool summary view.

The employer will need to respond to the form.

Parent/carers will need to access the form.