

Northstowe Sixth Form

Work Experience

**Monday 7 July – Friday 18
July 2025**



Northstowe
Sixth Form College



Who has done work experience before?

What is work experience?

YOU
create
YOUR OWN
OPPORTUNITIES

Benefits of Work Experience

- Looks good! Really helpful when applying for University, job or adding to a CV for future job applications.
- Gives you experience of a sector that you might be interested in working in after you leave Sixth Form
- Can build self-confidence, independence, maturity
- **You choose** an area you're interested in
- Helps to develop skills: Communication, Problem Solving, Team Work etc.
- Possible **job/apprenticeship** at the end of it
- Get to meet and **network** with lots of people who might help you in your future career or support with University applications
- Puts you ahead of other students in other Sixth Forms



UCAS



How does it work?

- You find your own placement
- Unifrog will be how everything is recorded
- Employer provides all the risk assessments and company details

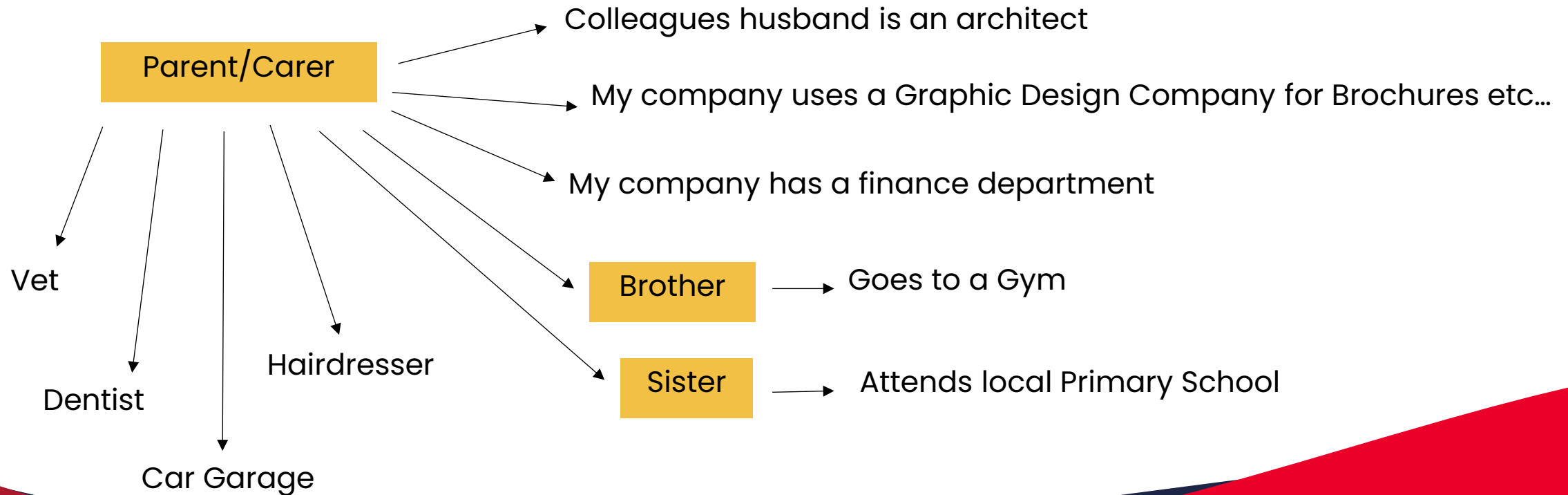
When is it?

- You need to do a minimum of **5 days'** work experience
- But you have a 2-week window- flexibility for the employer
- Window is: **Monday 7th July- Friday 18th July**

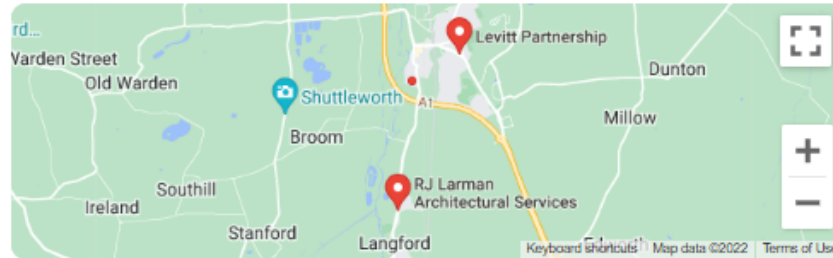


Finding a placement: Networking

Most placements are found through family and friends. Speak to as many people as possible...



Research companies online



Rating ▾ Hours ▾ Sort by ▾

Levitt Partnership
No reviews · Architect
10+ years in business · 57 London Rd · 01767 312808
Open · Closes 5PM [Directions](#)

R J Larman Architectural Services
5.0 ★★★★★ (1) · Architect
10+ years in business · 88 Church St · 01462 701289
Open · Closes 6PM [Directions](#)

Atelior Brown
5.0 ★★★★★ (9) · Architect
3+ years in business · 01933 350912
Open · Closes 6PM
Online appointments [Website](#)





Working in Cambridgeshire



Companies in the Local Area



Bar Hill Motors



Before making contact, make sure you are prepared

- Shortlist a few companies who you are going to contact- find out the name of someone there.
- Prepare notes and be clear about what you are asking for, how long the placement will be and **what the dates are**.
- Make sure you **know about the company** and can **explain why** you have chosen to contact them.
- Share any experience or skills that you have that might be relevant to the placement
- Think about what **skills you have** that may be useful: problem solving, good team player, eager to learn.



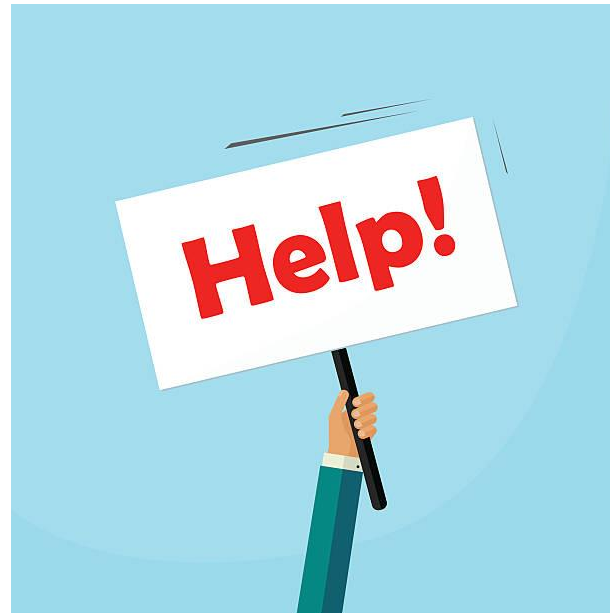
Sell Yourself: Email Skills

- What are your strengths, skills or achievements?
- What sets you apart from others?
- Address to a **specific person**- Head of HR, Team Leader
- Keep it short!
- Have a sensible email address
- Remember to proofread, or ask someone else, before you send
- Follow up your email one week later with a phone call

Some companies are really busy, you might need to chase them.

Help!

Miss Leaney will be available in the library to assist with any questions you may have, or if you need some additional help.



FAQ's

What are the requirements of the employer?

Employers will require **Employer Liability Insurance** and relevant up-to-date risk assessments. Students who apply for a placement in horticulture/agriculture or with animals will need to have an up-to-date tetanus immunisation. The employer will also need to complete an initial online form, and a review form after the placement.

Where can the placement be?

Anywhere! As long as families/students are able to get there. NSF are unfortunately not able to support with transport. This could include staying with friends/family during the week for placements further away.

What next?

- All students are expected to find their own work placements. You are in charge.
- **Start researching** companies, ask family and friends to see if they know anyone who might take you on
- Make contact with lots of companies
- Agree a placement with one company and make note of their contact details (Name, Email, Business Address)
- Upload details to Unifrog (more information on how to do this will be shared with you following this talk).

unifrog

Deadline

Submit the details of your placement (including name, address and contact details) by:

Monday 24th February 2025