



# Work Experience

## Student Information Booklet

6th—10th July 2026



## Key Dates

November

Students will receive a work experience information booklet and will be encouraged to start looking for a placement.

December

January

February

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, see section '*Once You Have Been Offered a Placement*' for more information.

20th March

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

April

May

In order for us to approve your placement we need to ensure that the correct Health and Safety checks have been completed. These checks are to ensure that you will be safe when working with your employer.

June

Contact your employer to confirm details like; start and finish time, where to report to, dress code etc. so you know what to do when you arrive and that they will be expecting you.

July

Make sure you have received your Student Workbook and you have completed as much of it as you can before you start your work experience.

**Enjoy your placement—try to complete a bit of your workbook everyday!**

At the end of the week get your employer to complete the Employers Review.

Afterwards, don't forget to send a thank you to your placement contact. You will also receive, via your school email a short questionnaire to complete about your placement.

## **Welcome to the Year 10 Work Experience Programme for 2026!**

Please read this booklet carefully as it contains important information about the process.

### **Why do we do Work Experience?**

Work experience forms an important and interesting part of your year 10 education. It is an opportunity to learn valuable skills which cannot be taught in school.

- You will gain experience of how recruitment and job searching works.
- It is an opportunity to see how the working world relates to your school studies.
- It may be your first step into the adult world and wider community.
- You will develop your communication skills, independence and team working.
- You will be exposed to working environments, different work patterns and workplace etiquette, dress code, time-keeping, regulations and responsibilities.
- It may be an opportunity to gain a better understanding of possible future career pathways.
- And it is a valuable experience to be able to put on your CV, improving your employability.

### **How do I Find a Placement?**

Students are required to find their own placements. This can be a challenge, but it is important to see this as an opportunity to learn about job seeking and the recruitment and employment process. Please do not rely on your parents/ carer to sort out your work experience, students who make contact in person are more likely to be given the placement than if a parent / carer makes contact on your behalf.

To help you research possible placements, we have included a list of employers who have offered work experience placements to Swavesey students in the past, see Appendix 1. We also encourage you to approach new companies and organisations.

## **Things to Think About When Looking for a Placement**

If you have a specific industry, company or role in mind for your placement it is important to start looking as early as possible. Placements are in demand and our work experience week often coincides with other colleges. There can be a lot of competition.

If you don't already have a placement in mind then think about what you could imagine doing as a future career; which subjects do you like most at school; or hobbies that you enjoy, and how these might link to a career.

But remember whilst it is great if you can find a placement that matches your career aspirations, work experience is not necessarily meant to be a career taster, and valuable experience can be gained in all placements.

Think about who you know. Talk to friends, family, neighbours and older siblings. They may know someone who can help you with a suitable placement or provide advice.

Think about where you live and what forms of transport you have to get to your placement.

Some organisations offer more formal work experience schemes which may involve filling out an application form and attending an interview. These are all valuable learning experiences.

**Placement companies/organisations will require Employer Liability Insurance in order to be eligible for inclusion in the Swavesey Village College Work Experience Scheme.**

**Students who have a placement in horticulture/agriculture or with animals will need to have an up to date tetanus immunisation.**

## **What is the Best Way to Contact an Employer?**

You will need to think about what the best way to approach an employer will be; in person, by telephone, email, or letter? This may differ depending on their industry, but typically the best approach maybe to call the company and find out the name of the person who deals with work experience, and to ask what the best way of making contact with them would be.

If you are wanting to work in retail, food or an animal related industry it is often best to go and visit them in person, and ask to speak to someone about work experience.

It is important that when you are communicating with employers that you do not use slang or text type language, first impressions count!!!

## **Preparing to Contact an Employer**

Before making contact with an Employer you should make sure you are prepared.

- Write a shortlist of a few companies who you are going to contact.
- 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 that you have that might be relevant to the placement.
- Think about what skills you have that maybe useful: problem solving, good team player, eager to learn.
- And be prepared to answer any questions!
- You may be asked to attend an interview, so give some thought to when you are available—discuss this with parents/carers BEFORE you make the call to avoid transport issues.

Use the Unifrog CV tool to create or update your CV:

<https://www.unifrog.org/student/cv>

## **Final Things to Consider**

### **Telephone**

- If making contact by telephone use a land line to ensure a good conversation—a poor mobile signal can cause confusion and appear unprofessional.

### **In Person**

- If you are visiting in person, choose a time when the employer is not busy and be prepared to come back at a time that is more convenient for them.
- Think about your language and clothing. You could wear your school uniform.
- Take a copy of your CV with you.

### **Email or Letter**

- Think about the title you give your email, choose something professional that also makes your email stand out.
- Take time to check your email /letter for spelling and grammar mistakes.
- Ask someone to proof read it for you.
- Attach a copy of your CV.
- Employers receive large numbers of emails every day so this can be the least effective way to find a work experience placement.

**Keep a list of who you have contacted and if you don't hear back, follow up with a telephone call. You can refer to your email or letter which can be a good opening to the conversation.**

## How to Get Your Placement Approved

Once you have been offered a placement make sure you inform the employer that you wish to accept it. You can then start the process of getting your placement approved:

1. You need to upload the details of your placement to Unifrog. Information on how to do this is provided below.
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. Once these have been completed your placement will be approved.

**We are not able to authorise a placement until all of these steps have been completed.** The deadline for submitting the details of your placement to Unifrog is: **Friday 20th March 2026.**

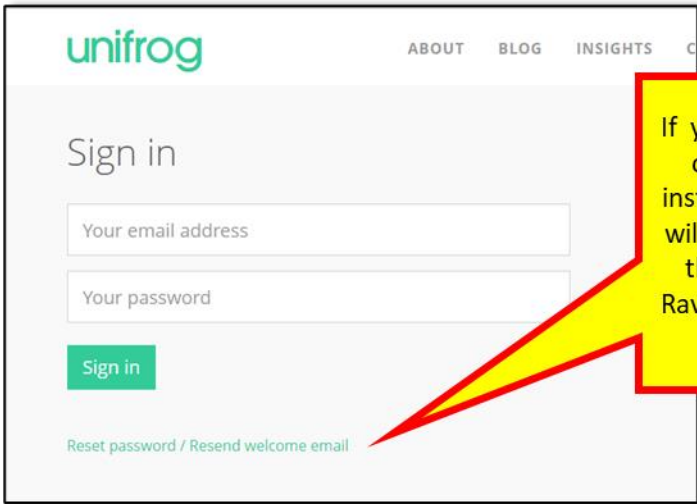
## Uploading Your Placement Details to Unifrog

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

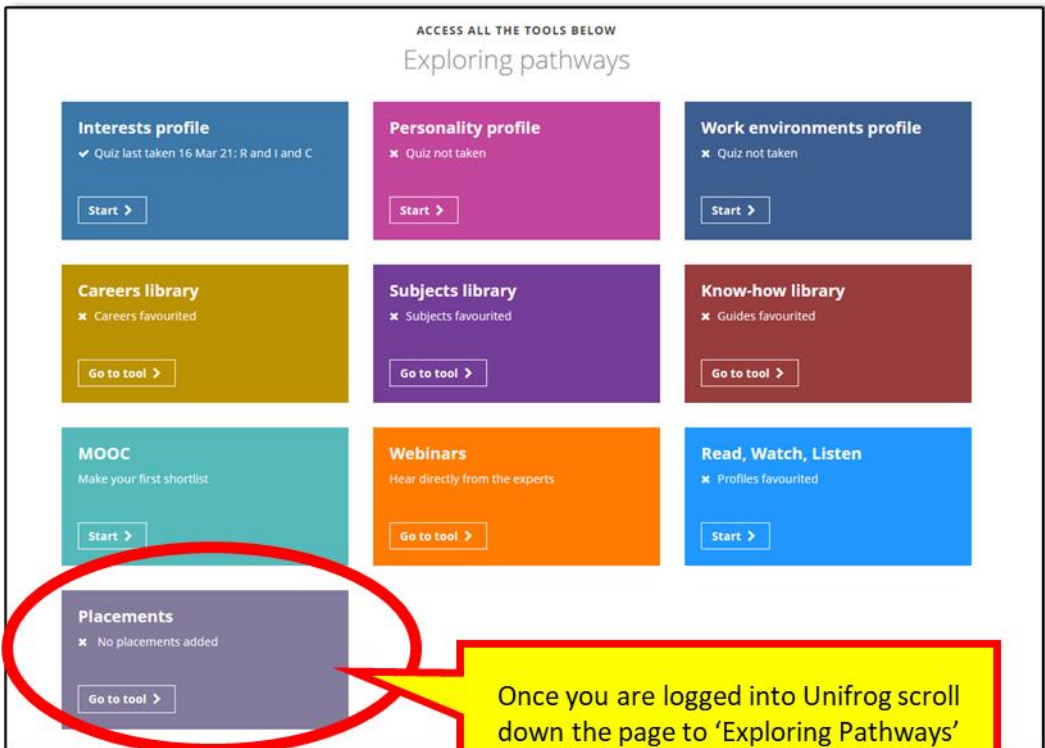
- Name of the placement business -The name of the company where you will be doing your placement.
- Employer placement lead name -The name of the person who has offered you the placement.
- Email address of the person who has offered you the placement.
- Company address and postcode.
- Your parent or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

You can then log into Unifrog at [www.unifrog.org/sign-in](http://www.unifrog.org/sign-in) or scan the QR code below:

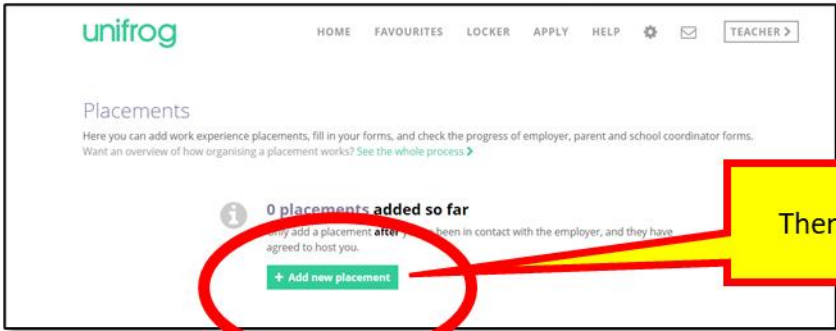




If you can't remember your password, click on 'Reset password' and an email with instructions on how to reset your password will be sent to your school email address. If this still doesn't work, then contact Mrs Raven in the Careers Office (opposite L7) or email [sraven@swaveseyvc.co.uk](mailto:sraven@swaveseyvc.co.uk)



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



Then select 'Add new placement.'

## Important - Make Sure you Select Mrs Raven as your Placement Co-ordinator!

unifrog HOME FAVOURITES LOCKER APPLY HELP

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

\* In person or Virtual

\* Placement coordinator  **Make sure you select Mrs Raven**

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

Help sheets for completing these forms are available for students, employers and parents on the college website: [www.swaveseyvc.co.uk/work-experience/](http://www.swaveseyvc.co.uk/work-experience/).

### Vicki's Photo Shop

Scheduled for: 29 September 22 - 29 September 22 Type: In person

- 1 Student initial form Completed on 28 September 2022 [more](#)
- 2 Employer initial form Completed on 28 September 2022 [more](#)
- 3 Parent / Guardian agreement [more](#)  
The next stages are for: your parent / guardian needs to agree for it to happen, and lastly Mrs Raven the school placement coordinator needs to give permission for it to happen.  
We have sent an email to your parent / guardian, but they have not yet completed their agreement form.  
Email sent to: 123@swaveseyvc.co.uk  
Email sent: 28 September 2022 10:26:23
- 4 School permission [more](#)
- 5 School during-placement check-in [more](#)
- 6 Employer review form [more](#)
- 7 Student reflection form [more](#)

If you have any problems uploading the details of your placement please contact Mrs Raven in the Careers Office (opposite L7) or email [sraven@swaveseyvc.co.uk](mailto:sraven@swaveseyvc.co.uk).

# Appendix 1

## Companies that have offered Work Experience placements to Swavesey Village College students in the past include:

4Basebio	Cambridge Design Partnership	Elsworth Pre-School
A.R.Aspinall & sons	Cambridge Glass & Glazing	Emmaus Cambridge
ADC Theatre	Cambridge sports partnership	Escape & Create
AG Motors	Cambridge University:	Estelle's Beauty
AIXTRON	- Department of Engineering	Fen Drayton Nursery
ALR Training	- Department of Medicine	Fen Drayton Primary School
Anglia CNC Engineering	- Department of Zoology	Fenstanton & Hilton Primary School
Anthias Consulting	- Department of Information Services	Fenstanton Pre School
APM Papworth Services	- Department of Cyber Security	Forget Me Not Florists
Apps UK	- Department of Zoology	Freeland Rees Roberts Architects
ARM	Cambridge University Library	GM Pake & Son
Arthur Rank Hospice	Cambridgeshire Chamber of Commerce	Gnawtybites Coffee Shop
Ashcroft Vets	Cambridgeshire County Council	Gymfinity
Asylum Hair Design	Cambridgeshire FA	Harvey Road Day Nursery
Aveillant	Cambridgeshire Sports Partnership	Hatton Park Primary School
Bannolds	Caterpillar	Heatsense Plumbing and Heating
Bar Hill Pre-school	CATS College	Heffers Bookshop
Bar Hill Primary School	Cheffins	Hemingford Primary School
Barkley Grange	Childrens Ark Day Nursery	Hexagon Pharma
Belfry Hotel	Citrus Rooms	Hill Top Equestrian Centre
Bellaclaire	CMR Surgical	Hills Road Sports and Tennis Centre
Bella's Childcare	Coffee World	Hotel Du Vin
Birch's Coffee Shop	Collabora	Houghton Primary School
Brewista	Colours of Dance	Huntingdon District Council
British Antarctic Survey	Compass Car Repairs	Huntingdon Gymnastics Club
Buttercups Childcare	Co-op Godmanchester	Illumia
Buzz Marketing	Co-op Longstanton	Jagex
Cambridge Arts Theatre	Dalkia	Jesus College Cambridge
Cambridge Belfry Hotel & Spa	Domino Printing	Johnson & Scott Veterinary Clinics
Cambridge Bioscience	DQ Carpentry & Construction	Jones Boatyard
Cambridge Broadband Networks	Drainage Facilities Management	KLM Engineering
Cambridge Bus and Coaches	Durman Stearn	KPMG Cambridge
Cambridge Campervans	Elm Leisure	LA Academy
Cambridge City Council	Elsworth CE Primary School	La Mac Hair and Beauty

Labcorp Early Development Labs	Over Puddleducks	Stem & Glory
Ladybird Day Nursery	Owers Warwick Architects	Steve Fallon Sports
Law Staff Legal Recruitment	Papworth Furniture	Sunhill Day Nursery
Leeds Day LLP	Park Pharmacy	Super Sharp Space System
Liquid Skillz	Pathfinder School	Swavesey Primary School
Little Hair Boutique	Pendragon Primary School	Swiss Laundry
Little Hens Childcare	Peppy's Barbers	Syngenta
Living Sport	Pinnies Cafe	Tees Law Cambridge
Local Buzz Marketing	Polkadotfrog	Tesco Stores
Luxaviation Technical Services	Precious Paws Pet Grooming	The Animal Experience
M & M Heating	Pre-Construct Archaeology	The Bushel Box Farm Shop
Marleigh Primary Academy	Profile Digital Agency	The Castle School
Marsh Mushroom Garden Services	Pro-Serv (Cambridge)	The Dog Bar
Marshall Land Systems	Qualcomm Technologies	The Fitzwilliam Museum
Max Spielmann Photo Printing	Queen's College Cambridge	The Nook Café
Meadow Lane Children's Nursery	R & D Precision	The Raptor Foundation
Mears Group PLC	Raptor Foundation	The Vindis Group
Media Services Department at ARU	The Taproom	TIDE Services
Mediatek Wireless	Romsey Mill	Timespace Technology
Medivet Brampton	Root Solutions	Tindalls Art & Graphics
Medivet Impington	Rossdales Laboratories	Urban Car Company
Medivet St Ives	Rowan Humberstone	Vicky Grant School of Dance
MG Owner's Club	Rural Cambs Citizens Advice	VL Hair Salon
Miller's Music	Samuel Pepys School	Waitrose St Ives
Millturn	Saunders Boston Architects	Waitrose Trumpington
Monach Farm	Savills	Webtec
Montagu Physio Clinic	Sawston Riding School	West Hub Canteen & Coffee Bar
MRC Laboratory of Molecular Biology	Sallywags Day Nursery	Willingham Auctions Café
Multi-Care Community Services	Scruffs	Woodgreen Charity Shops
Nebula Physio and Wellbeing	Seesaw Preschool	Worldpay Services Cambridge
Newmarket Equine Hospital	Social Skills Clinic	WTL Truck and Van Centre
Norfolk Street Deli	South Cambridgeshire District Council	Wyboston Lakes Resort
Northbrooke Equestrian Centre	South Cambridgeshire Sports Partnership	Xtreme Events
NP Architects	Springhill Stables	YMCA Trinity Group
One Space Media	St Andrews The Great Church, Cambridge	Z-Tech Control Systems.
Over Day Centre	St Catherine's College	
Over New Road Preschool	St Ives (Hunts) Golf Club	
Over Power Fitness	St Ives Town FC Community Programme	
Over Primary School	St. John's Innovation Centre	

*Some of the feedback from previous students....*

*"Having a great time  
and getting loads of ad-  
vice about my career  
path!"*

*"Its been fun, its  
interesting, its not  
just one job its  
varied."*

*"An eye opener, a good  
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*"It was very different  
to school and I enjoyed  
the responsibility."*

*"I had a great time!  
The staff were  
welcoming and helpful!"*



Swavesey  
Village College