

Getting Ready for Work Experience 2027

Preparing for work experience is an exciting but possibly daunting activity. It is good to plan work experience early so you have time and do not feel pressured. Speak to your careers team, tutor, parents/carers, friends and contacts so you can receive advice and guidance and gain the most valuable experience for you.

WHY IS WORK EXPERIENCE IMPORTANT?

- Young people are more likely to be successful in their job hunt if they have had some work experience
- It's an ideal way to 'sample' a career option - identify something you like, or don't like!
- You will develop your skills and discover your strengths and areas to develop
- You might impress the company so much they offer you part-time work, or even an apprenticeship when you finish academic study
- It is important to meet new people and increase your network – sometimes, it's who you know, not what you know!
- Of course, it will also give you a great experience to write about on your CV or on course or job applications

HOW DO I CHOOSE WHAT I DO?

For many students, choosing what to do for their work experience week is the hardest part. Remember, work experience is not about choosing a career for the rest of your life - it's about gaining experience of the world of work. The decision should be led by you, but ask your parent/carer and our Careers Team, for support and guidance.

When applying for placements you may get rejections. Do not take these rejections personally; sometimes an employer is unable to help at that time or perhaps they have already offered a placement to someone else.



FINDING A PLACEMENT - TIPS!

- Start early - the process of gaining a placement can take a lot of time – e.g. **reaching out to employers, adding to Unifrog...**
- Decide what kind of work experience you would like. Use www.unifrog.org and www.careerpilot.org.uk to help you with your research.
- If you have an idea, tell your parent/carer, friends, teachers or the careers team - they may be able to help you investigate your idea further. Think about the businesses local to you that you would enjoy working in.
- If you don't hear back from your application emails, follow up with a phone call after a week – ask someone to help you.
- You may be asked to attend a short interview or meeting – go prepared and practice some interview questions beforehand.

Use the **Apprenticeships Tool** on Unifrog to source local employers who could potentially offer you work experience

YEAR 10 WORK EXPERIENCE EMAIL TEMPLATE

Below is a template email you can use to send to potential employers when searching for work experience placements. Feel free to edit as required but ensure you have your parent/carer, CREW Leader or PD teacher check your email before you send it off. It is important to ensure you tailor each email to the business you are reaching out to - do not send a blanket email to employers as this will look unprofessional. Use this opportunity to sell yourself!

Dear Sir/Madam [or name],

am a Year 10 student from Ashby School, studying [list of subjects].

I'd like to enquire about the potential of any work experience placements available at [company name], from Monday 14th June – Friday 18th June 2027.

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 when I leave school, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Best regards,
[Your name]

Tip: Another way to reach out to businesses when looking for a work experience placement is by telephone. You can find contact numbers for businesses by looking on their website. Introduce yourself at the start of the call and explain what the purpose of your call is. You may want to write a short script to use as a prompt during the phone call but remember to always be polite!

AN EMPLOYER HAS OFFERED YOU A WORK EXPERIENCE PLACEMENT... NOW WHAT?

You need to add your placement onto Unifrog, but you can only do this once you have the following:

- A confirmed work experience placement.
- A contact name, email and number from the business you will be working for

You need to fill out the form on the 'Placements' tool on Unifrog.

1. On the placements tool, click 'Add new placement' to access the 'Student initial form'
2. Confirm that you've agreed your placement with your employer, and fill in the details
 - a. Your placement start and end dates must be Monday 8th March - Friday 12th March
 - b. Your Placement coordinator will be 'Mx Careers Team' from the drop down menu.
 - c. The placement coordinators email is workexperience@ivanhoe.co.uk
3. If any part of your placement is in-person, select 'Yes, it's all part or in-person'
4. Complete the rest of the form and double-check every detail.

This video link will show you how to fill out the form correctly:

<https://cdn.unifrog.org/video/g6k0b9a2zb/720.mp4>

There is also a separate guide on the website through this form in more detail.



GET YOUR PLACEMENT CONFIRMED AND APPROVED

You must ensure the employer has received the details via Unifrog.

There is a guide on how they do this on the school website under the careers tab and in the work experience folder.

- The employer will automatically get an email asking them to complete an online form
- Your parent/carer will also receive an email for them to agree to your placement
- The emails will be from Unifrog who use the email address: noreply@unifrog.org

Top Tip:

If your employer or parent/carer hasn't got the email, get them to check their junk/spam folder.

If they're still having trouble, they should get in touch with the careers team who will be able to help.

Then, the careers team will look over your placement and make sure everything is good to go.

Once they've approved your placement, Unifrog will send a confirmation email to you, your employer, your parent/caregiver, and the careers team.

Top tip:

You can prepare for your work experience using the Unifrog's Know-how library.

Type 'professional' in the search bar to find helpful guides. Start with '[Professionalism: how to be work-ready](#)'

These will help you feel confident for your first day!

SO, YOU'VE GOT A PLACEMENT - NOW WHAT?

Day one may be a nerve-racking experience, going into an unfamiliar situation can be daunting for anyone. Think about the following key things to minimise your concerns:

TRANSPORT - How are you going to get there? Think about the cost; what's the most affordable method? Check timetables if using public transport.

WHAT TO WEAR - Make sure you've checked with your employer what you should wear - for example, you may need protective clothing, smart office clothing, or non-slip shoes. Think about the appropriateness of your appearance.

LUNCH - Do you need to take it with you, or can you buy it on site?

CONTACT - Do you have a phone number for your parent/carer and the school in case you need to get in touch?

WORKING HOURS - If your placement requires you to work specific hours (earlier in the morning or later at night) make sure you confirm this and have transport arrangements in place.

WHAT TO TAKE - Remember to take your work experience diary; it is very important to record your experiences and the skills learnt and developed.

DURING WORK EXPERIENCE

Please follow these important points:

ATTITUDE - Throw yourself into the placement; be open-minded and inquisitive; take every opportunity that comes your way. Be flexible - it's a chance to learn as much as you can. Ask sensible questions - this will help you gain a wide understanding about the organisation. You are representing the school so ensure your attitude will be a good reflection on everyone.

SAFETY - On your first day, your employer should provide you with an induction, giving you the details about first aiders, fire safety and general health and safety information.

MOBILE PHONES - Most companies have a policy on mobile phones. Keep them in your bag/pocket and only use them at lunch time unless you are told otherwise.

SICKNESS - If you are ill, make sure you call your employer and the school first thing in the morning and let them know.

RECORD - Make sure you record what you have learnt and the challenges you have faced. You can always ask if you can take photos (some employers have a no photo policy).

DON'T LIKE IT? - Or something goes wrong? If you feel you cannot talk to your employer, call the school and discuss your concerns - but don't give up after just one day! It is a new experience so be patient!

AND ON YOUR LAST DAY OF YOUR PLACEMENT...

- Ask your employer for some written feedback - there is a place for this in your work experience diary. It is useful for you to reflect with your employer on what went well and where you might be able to improve.
- Most importantly, thank your employer - they have put a lot of time and resources into your placement. Perhaps take in a box of chocolates or some biscuits!

For further support : Contact Ivanhoe School Careers Team via workexperience@ivanhoe.co.uk