

Year 12



E X P E R I E N C E

Student Pack

2024

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Date: Monday 1st to Friday 5th July 2024

What is Work Experience?

Work Experience is when students spend their time in an employment setting, rather than education. Effective work experience placements often link to the student's career pathway, wherever possible. Occasionally, placements can be limited by safety, insurance, or security restrictions, in these circumstances requesting a work shadowing placement with the employer maybe more suitable and will help alleviate these concerns. Please see the section on work shadowing for further details.

Key information

General expectations

- All year 12 students are expected to participate in work experience for a full week.
- The timing of your day will depend on the company hosting you and their normal working hours.
- All students will be expected to find, secure, complete and review their work experience placement. The school will offer support throughout this process.
- Students who do not secure a placement for the full week will be expected to be in school as normal. They will be given tasks/activities to complete.

Transport

Students are responsible for their own travel arrangements to and from their placements. The school is unable to subsidise the cost of these. If students receive local authority transport to/from school, please contact the schools work experience coordinator to see if this transport can be altered during the placement week.

Meals

Students will be expected to source their own lunch/food during their work experience placement. Pupils eligible for free school meals can collect a packed lunch, from school reception, each morning of their placement. Please contact the work experience coordinator in advance to arrange this. Collecting a school packed lunch will need to be factored into students travel arrangements and placement start times. Where applicable, employers will be made aware of the situation and asked to provide flexibility, if possible.

Placement Vetting & Health and Safety

All placements will be vetted by the school/work experience coordinator. This process will utilise the 'Placements Tool' on Unifrog. Once a student has verbally secured a placement, they must submit the placement details to Unifrog via the placement tool and student form. There will be a final deadline for all placements to be submitted onto Unifrog.

The placement vetting process is a series of forms- Student, Employer & Parent/carer. At each stage the individual is asked and inputs key information regarding the placement. Employers are either asked about or required to share their insurance, risk assessment and health & safety policy depending on the nature of the work experience and the organisations set-up. Employers are also asked to clarify other important information e.g. timing, clothing, food arrangements, lone working, placement activities etc.

Why is work experience important?

Unfortunately, the following statistics are true.

“43% of young people do not feel ready to enter the workforce”

“72% of workers said they did not have the soft skills required to do well when they first started working”

(Princes Trust, 2017)

“Young people are three times more likely to be unemployed than the rest of the population.”

(Careers and Enterprise Company)

“7% of young adults surveyed who recalled four or more activities [with employers] while at school were five times less likely to be NEET and earned, on average, 16% more than peers who recalled no such activities.”

(Gatsby Foundation)

Work experience gives students the opportunity to try before they embark on a career pathway. It gives young people the chance to see what certain jobs/roles will be like and consider if this is something they would like to pursue. Ruling out a career option is just as important too. Careers often require years of training, qualifications, time, effort and funding from the individual. The better insight a student has regarding a career option the more informed, motivated and hard-working they will be to pursue it. Poor understanding could lead to low job satisfaction and unemployment.

Work experience also give students the opportunity to engage and interact with other people outside of the school and family environment. This networking will allow students to make connections and could potentially lead to future employment or support with the company.

For many students this opportunity will provide the first part of their CV, giving them something to record and evidence as they begin their search for future paid employment. Many employers are also happy to provide students with a reference to support future job applications (permission to do this must be obtained from the individual before nominating them).

The whole work experience process gives students the opportunity to be independent and take on a level of responsibility. It can also develop some of the wider skills all employers are looking for, examples include:

- Effective communication
- Working with others
- Problem solving
- Confidence
- Resilience

Work experience gives students the chance to evidence these skills in the real world. It can provide specific examples to support listed skills and qualities on their CV and post 16/18 applications.

Finally, the system mimics the real-world process of finding, securing and undertaking employment, a vital experience that we all have to do.

How to find work experience

The school will help with providing information and offers support with the process **BUT** students are expected to find their own placement. At most, the school may direct some students to potentially suitable employers; however, students will be expected to contact the employer, complete any application forms and attend any interviews themselves. Starting early will help students get ahead of other individuals enquiring about similar opportunities. Many local schools send their students out on work experience at similar times.

Depending on your current career thinking, and decisiveness on where you want to try and undertake work experience, will determine whether you are ready to start contacting local employers immediately (step 2) or if you need to generate and explore career ideas first (step 1). Even if a student knows the sort of career they would like in the future, it is essential they fully research the profession and wider industry. The resources in step 1 will help with this.

Step 1- Identify career areas of interest

To secure a meaningful and informative work experience opportunity, you need to have a rough idea of the sort of role you might want in the future. To do this, you can explore the following areas, making notes on the answers (see page 8). If you already know what you would like to do in the future, research the role and then you can jump to step 2.

Generating career ideas, use Unifrog and other careers platforms to:

- Explore and research careers relating to your favourite subjects.
- Explore and research careers related to your hobbies or interests e.g. sport, music, fashion, working with people, numbers, or animals.
- Utilise the various quizzes on Unifrog and other sites to generate career ideas and research them further. Which ones appeal the most? Unifrog quizzes include 'Interests' 'Personality' 'Work Environments' and 'Skills'-all will match you to related careers. Other useful careers websites are below.
- Talk to your family and friends- what do they think you would be good at and why?

Useful Links:

Careers information & Job Profiles:

- ⇒ Unifrog – unifrog.org/sign-in
- ⇒ Icould - <https://icould.com/explore> - Also has a career test call the 'Buzz Quiz'
- ⇒ Career Quiz SACU - sacu-student.com/?page_id=2760 – Click on 'NEW STUDENTS REGISTER' & create an account.
- ⇒ UCAS- <https://www.ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs>
- ⇒ Prospects- <https://www.prospects.ac.uk/job-profiles>
- ⇒ National Careers Service- <https://nationalcareers.service.gov.uk/explore-careers>
- ⇒ National Careers Service nationalcareers.service.gov.uk/skills-assessment – Career Quiz
- ⇒ Career Pilot- <https://www.careerpilot.org.uk/>

Other important things to think about when considering placements:

- The type of job sector/industry
- How far am I prepared to travel?
- Do I want to be office based? Inside? Outside or a mix?
- The type of clients or services I want to work with.
- How practical and hands-on do I want the role to be?

Step 2- Contacting Employers

- If you already know what you would like to do for work experience or have completed step 1, and now have a better idea, you are ready to move on. Do ensure you have a good understanding of all careers of interest. Make certain you have researched their day-to-day activities, requirements, and routes into the profession. The 'Careers Library' in Unifrog can help with this. This research will help ensure your work experience opportunity is maximised.
- Next, you need to search for local companies operating in your career area of interest; creating a list of employers to contact. Use the following websites and Google to help with this. Input your career sector of interest and location e.g. 'engineering' 'Coventry'.
 - ◇ <https://www.yell.com/>
 - ◇ <https://www.thomsonlocal.com/>

Your results will provide a list of employers to contact. It is recommended you briefly research each company you are going to contact and double check/find out:

- What they do- are they suitable for your interests/needs?
- Where are they based? - can you get there?
- Find a contact name, if possible, or preferred method of contact for general enquiries.

Once you deem the organisation as suitable, make an enquiry with them. See the appendix for advice and guidance on how to make initial contact with an employer, this includes how to structure an email, and telephone conversation (pages 9 & 10).

Things to remember:

- Follow up any emails with a telephone call 1-2 weeks later, if there has been no response.
- Ensure your email address and methods of contacting you are appropriate, accurate and checked regularly.
- Always be positive- it is important to sound enthusiastic and show you have something to offer.
- Be pro-active - you could suggest a meeting or interview to discuss the opportunity further.
- Some employers will not be able to accommodate a work experience placement, so do not get annoyed or upset. It is more than likely the time-period or environment are not suitable, rather than you.
- Consider work shadowing rather than work experience if more appropriate, see appendix for further details on the difference.

REMEMBER NETWORKING IS AN IMPORTANT ASPECT OF WORK, SO UTILISE YOUR FAMILY, FRIENDS AND OTHER CONNECTIONS- you never know a family friend may already work in the sector or for a business that has roles you are interested in.

Finally, if an employer is unsure about accommodating you because of insurance, health and safety or any other reasons they can contact the schools work experience coordinators to discuss the matter further.

Work Experience Coordinators: Hannah Wallis, Rebecca Mahloudji, Angela Boland.

Ash Green School,

Ash Green Lane,

Coventry

CV7 9AH

02476 366772

Email: Hannah.Wallis@Ashgreenschool.org.uk, Rebecca.mahloudji@ashgreenschool.org.uk, Angela.boland@ashgreenschool.org.uk

Step 3- When a placement is offered

Once an employer has agreed to host you for work experience you then need to gather all the key information, **ready** to complete the 'Placement Tool' on Unifrog.

Essential Placement information needed. Record the answers below.

Employer/Company Name:

Name of the employer contact supporting the placement:

Email of employer contact:

Telephone number:

Employer address:

Is this address where you will be working during your placement: Yes / No

Other placement details to check, make a note of answers, if needed.

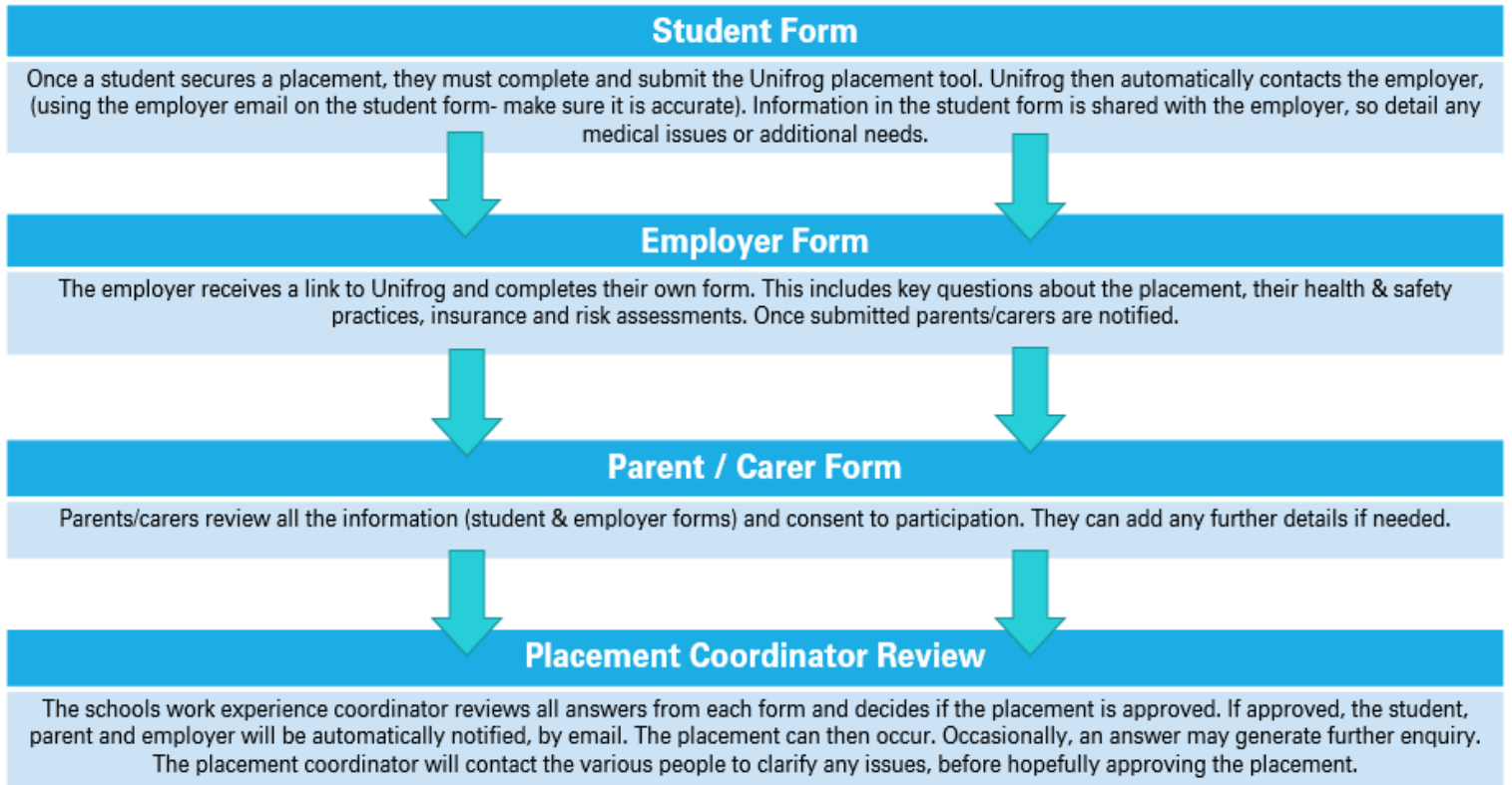
- Start/finish times for the working day -
- Lunch breaks and access to food- is there a canteen where you can purchase food? -
- Dress code -
- Where and who do you report to on the first day and for the remainder of the placements? The first day can often be different as you may need to be introduced to staff, go through health and safety/fire procedures before joining the relevant department. Details:
- Clarify company objectives and expectations- What are they likely to ask you to do or what can't you do because of safety/training reasons?
- Clarify what you would like to experience- would you like to see a certain department, task or project and is it possible the company could facilitate this?

In addition...

You should inform the employer that there will be a placement vetting process and for them to expect an email from an organisation called Unifrog. You should share with them a copy of the employer's guide to Unifrog. This is located in the appendix of the student support pack and an electronic copy is available on the school website, under the 'curriculum' tab. Link: ashgreenschool.org.uk/main/curriculum/work-experience

Placement vetting explained:

All placements will be vetted by the school/work experience coordinator. The placement vetting process is a series of forms. This includes a Student form, Employer form & Parent/carer Form. They must be completed in that order. Each person can only complete their form once the previous person has done theirs. At each stage the individual is asked and inputs key information regarding the placement. Employers are either asked about or required to share their insurance, risk assessment and health & safety policy, depending on the nature of the work experience and the organisations set-up. The flowchart below summaries the placement vetting process.



When a placement is offered

Once an employer **has agreed to host you** for work experience you then need to:

1. Gather all the key information, ready to complete the 'Placement Tool' on Unifrog. See below for a reminder of the information needed. This is a repeat of the same section in part 1 of your student pack. You may have already recorded your information there.
2. Inform the employer that there is a placement vetting process and for them to expect an email from an organisation called Unifrog. Share with them a copy of the employer's guide to Unifrog. This is located at the end of this support pack. An electronic copy is available on the school website, under the 'curriculum' tab. Link: ashgreenschool.org.uk/main/curriculum/work-experience You could direct the employer to this webpage if easier.
3. Add the placement to Unifrog, by completing the student form in the 'Placements tool'. A detailed guide to completing the student form is on the following pages.

Essential placement information needed to complete the student part of the placement tool.

Employer/Company Name:

Name of the employer contact supporting the placement:

Email of employer contact:

Telephone number:

Employer address:

Is this address where you will be working during your placement: Yes / No

Other placement details to check, make a note of answers, if needed.

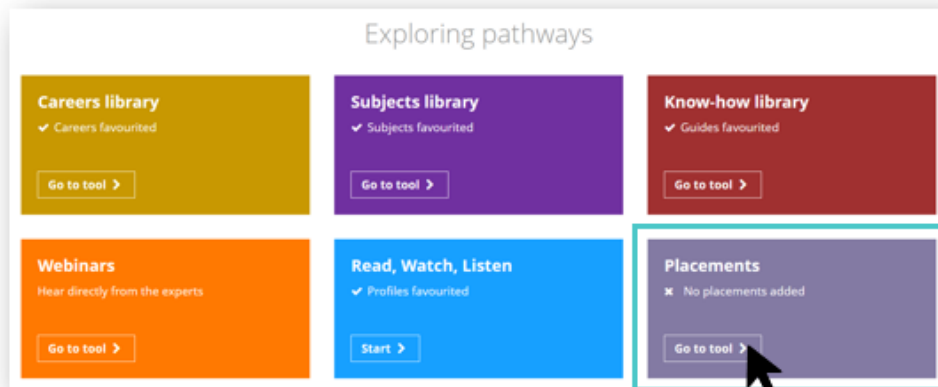
- Start/finish times for the working day -
- Lunch breaks and access to food- is there a canteen where you can purchase food? -
- Dress code -
- Where and who do you report to on the first day and for the remainder of the placements? The first day can often be different as you may need to be introduced to staff, go through health and safety/fire procedures before joining the relevant department. Details:
- Clarify company objectives and expectations- What are they likely to ask you to do or what can't you do because of safety/training reasons?
- Clarify what you would like to experience- would you like to see a certain department, task or project and is it possible the company could facilitate this?

Guide to completing the student form

Please see below for a walk-through to completing the placement tool- student form. Key information to enter at each stage, is highlighted in red.

Step 1– Log into Unifrog, from any internet enabled device. Unifrog.org/sign-in

- After logging into your Unifrog account, scroll down to 'Exploring pathways.'
- Click 'Go to tool' on the 'Placements' tile.



unifrog

Step 2

To get started, click 'Add new placement.'

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

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

[+ Add new placement](#)

Step 3– You will then see your student initial form. Here you will be able to enter important details about your placement. The following images will highlight key questions and responses for this form. Work through each, ensuring you are accurate and double check all details. Mistakes here will affect the speed and potential approval of the placement.

* In person or Virtual

Placements tool or Activities tool? The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the **Activities tool instead** >

Virtual or In person? If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

Select 'in-Person'

All students are expected to be physically with an employer.

* Placement coordinator

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

Select 'Mrs Mahloudji'

Select the staff member at school/college who is coordinating your placement.

* Name of placement business / organisation

* Placement start date

Placement end date

* Describe the time commitment

The placement dates are:

1st July 2024 -

5th July 2024

Then enter the business name, placement dates, and time commitment.

For the time commitment input **'Full-time'** if your placement will be for **5 full days, Monday – Friday**. Anything less than this put 'Part-time' and note down which days you will **not** be at the placement e.g. not Wednesday. You will be expected to be in school on any days you are **not** attending your placement.

If your placement would like you to work a Saturday or Sunday, instead of a day in the week., complete the following. Record as full-time and detail which day you are not working and the alternative day e.g. Not Monday, Saturday 6th instead .

* Employer placement lead: name

* Employer placement lead: email

Important: this must be correct, or we won't be able to progress the placement.

* Employer placement lead: email (again)

The employers email address is **very important**, recorded incorrectly will cause a failure in the delivery of the employer form or an email to an incorrect person! Either will delay the vetting process.

Enter the employer placement lead's name and email address.

! Double check that you've entered the email address correctly!

* Employer placement lead: phone number	United Kingdom (+44)	2033725991
* Placement country	United Kingdom	
* Placement address	Brickfields, Unit 215, 37 Cremer Street	
* Placement postcode / zip code	E2 8HD	

Enter the placement lead's phone number and the location of the placement.

* Is this the workplace where you'll be based throughout the placement?

* Is this the workplace where you'll be based throughout the placement?

* Explain where you'll be based throughout the placement

Select whether or not the placement address is where you'll be based.

If you select 'no' then you'll need to explain where you'll be based.

Sometimes employers have multiple sites or the role requires attendance to a customers address. The school needs to know where you will be based and if you are likely to be 'offsite' at anytime.

* Will you live at home as normal during the placement?

* How will you travel to and from the placement?

* Will you live at home as normal during the placement?

* Explain where you'll live during the placement

* How will you travel to and from the placement?

If you select 'no' then you'll need to explain where you'll live during the placement.

* Your date of birth

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

Enter your date of birth. Then select whether or not you have any special needs, illnesses, medical conditions, allergies, or injuries that may affect your placement.

It is essential you inform the employer of any illnesses, medical issues or special educational needs. Failure to do this could risk your safety or of those around you. Being honest about additional needs will help the employer manage the placement better and tailor the opportunity, wherever possible.

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

* Describe what special needs, illnesses, medical conditions, allergies or injuries you have that may affect your placement.

We'll share this with the school placement coordinator and employer placement lead that you have specified above, but we won't share it with your parent / guardian.

If you select 'yes' then you'll need to provide a description.

If your placement is **in person**, you'll enter some additional information:

* Parent / guardian (who must also be your emergency contact)

* Parent / guardian email
Important: this must be correct, or we won't be able to progress the placement.

* Parent / guardian email (again)

Enter your parent / guardian's name and email address.



Double check that you've entered the email address correctly!

Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

* Agree Yes, I agree to **all four points** above.

Read the four points and tick 'Agree' to acknowledge your agreement.

Form finished? mark this form as finished and notify employer to fill in their initial form

You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

[Add placement.](#) or cancel changes

Once you've checked your form, tick 'Form finished?' and then click 'Add placement.'

Ensure you mark the form as **'Finished'** and add the placement otherwise the next stage will not occur. You can input details and use the **'save'** function, at the bottom of the form, to store your progress and return to complete at a later date, if needed.

Unifrog
Scheduled for: 01 May 23 - 12 May 23 Type: In person

- 1 Student initial form Completed on 21 March 2023 [more](#)
- 2 Employer initial form [more](#)
- 3 Parent / Guardian agreement [more](#)
- 4 School permission [more](#)
- 5 School during-placement check-in [more](#)
- 6 Employer review form [more](#)
- 7 Student reflection form [more](#)

If you need to change anything, click 'more' next to 'Student initial form' and then 'Edit.'

You'll be able to keep track of the next steps by clicking 'more' next to the other forms.

The view above will allow you to **track where your placement is** in the vetting process. Green means the form and stage is finished. Orange means this stage still needs completing. For example, the one above is waiting on the employer to complete their form.

Work Experience Timeline

January 2024	Student Launch Student support packs issued. Starting conducting your research- Identify careers sectors of interest and local companies that operate in this area.
February-April 2024	Students should be actively contacting employers and making enquiries- Use the support pack for examples of emails and phone conversations. Tutor support activities.
3 rd May 2024	Have secured a placement and submitted details on Unifrog, using the placements tool– this will trigger health & safety checks to start.
Notification of placement approval	
W/B 3 rd June 2024	Contact placement provider again and remind them you will be joining them shortly. Double check key information e.g. start/finish times, arrival on the first day, dress code, lunch arrangements.
W/B 1 st July 2024	Undertake placement & Complete logbook.
W/B 8 th July 2024	Review placement and update your CV.

As soon as you have a placement secured, complete the placement tool (Unifrog).

Sample Email to enquire about work experience

Insert here ONE of the following:
A person's name, if known
Madam/Sir or
To Whom It May Concern - remove
the 'Dear' part if using this.

Dear

I am a year 12 student at Ash Green School, seeking a work experience or work shadowing opportunity from (INSERT DATES).

I am particularly interested in undertaking this opportunity with (insert company name here) because I am considering a career in (whatever they do/sector they operate in). I am a (list 2-3 key skills/qualities you think apply to you and will be important in the workplace) student, who is willing to attend an interview to discuss the matter further. I understand that providing a work experience placement is a lot of work for a company but would really appreciate the chance to work for (name of the company/organisation).

Should you have any reservations or concerns about accommodating a student, please feel free to contact me further or you can contact my school on the details below.

School Details:

Work Experience Coordinators: Rebecca Mahloudji & Angela Boland

Ash Green School,

Ash Green Lane

Coventry

CV7 9AH

02476 366772

Email: rebecca.mahloudji@ashgreenschool.org.uk

angela.boland@ashgreenschool.org.uk

I look forward to your response.

Yours Sincerely

(Type your Name)

REMEMBER: Ensure you use an appropriate email address. You have an email account as a student at Ash Green School which you can use, or you can create a new account through companies such as Google or Outlook. When creating a new account try to use your name and 1-2 numbers as the address. Utilising emails will be an important aspect of your adult and working life.

When you get offered a placement:

Thank the company and collect the necessary information (see step 3). Inform them about the school's placement vetting process that they will need to complete. Explain this will be via a platform called Unifrog and they should expect an email from them shortly (check junk/spam too). Share the employers guide to Unifrog with them (either via a link to the work experience section of the school website or your physical copy in the student support pack). Make sure you submit the work experience details on the placements tool, via Unifrog. This will generate the employers form for the company to complete.

Sample Telephone or face-to-face conversation

1. Greeting- e.g. Hi, Hello, Good Morning/afternoon
2. Introduce yourself and explain the reason for your call, for example- “My name is I am a year 12 student at Ash Green School, seeking a work experience or work shadowing opportunity from (insert dates). I am interested in undertaking this with (say company name here) is it possible to speak to someone about this?

REMEMBER: In this sort of scenario, you are unlikely to find yourself speaking directly to the person who can approve a work experience placement straight away. You are likely to be speaking to a receptionist or general enquires department.

3. The person is likely to either put your call through to the correct person/department, give you a direct contact number or email address or may go and find someone to come and talk to you -if you are there in person. Whichever happens you will probably need to introduce yourself again to the new contact. Do this by repeating steps 1 and 2 or using the sample email.
4. From here the conversation should start to flow naturally as the company asks questions and you answer them. Things to remember:
 - Be polite and take your time.
 - If appropriate, explain why you would like to undertake work experience with the company e.g. links to your careers aspiration, would like to get a better understanding of the sector etc.
 - Offer to attend an interview or complete an application form, if they require this.
 - Record and remember the name of the person you are speaking to- you will need this in the future or to get back in touch with them. Write it down.
5. If the company says they will get back to you and you have not heard anything after 2-3 weeks, contact them again. Ask for the person you spoke to before. Re-introduce yourself and politely remind them you were in contact with them a few weeks ago, and what it was about (work experience). Then, ask if the placement is possible.
6. If the answer is
 - ‘no’ thank the company for considering the placement and bid farewell. If they have reservations or concerns, inform them they could contact the school to discuss the matter (give them the work experience coordinators contact details, on the previous page).
 - If the answer is ‘Yes’ thank them, collect the necessary information (see step 3) and inform them about the school’s placement vetting process that they will need to complete. Explain this will be via a platform called Unifrog and they should expect an email from them shortly (check junk/spam too). Share the employers guide to Unifrog with them (either via a link to the work experience section of the school website or your physical copy in the student support pack). Make sure you submit the work experience details on the placements tool, via Unifrog. This will generate the employers form for the company to complete.

Guidance: If you are asked to attend an interview, complete an application form, or submit a CV

Occasionally, students are asked to complete a short recruitment process for the employer before a decision is made on a placement, or to support the employers internal working practices. This is particularly applicable for larger companies and when they receive a high volume of requests. Below is some guidance to help you navigate these requests.

Interviews

Prepare for an interview by considering the following questions and some possible answers. Try viewing it from the perspective of the person interviewing you- would you hire you?

- Why do you want work experience at this particular company? – The answer is NOT because I need to find something! Maybe they are well known, have good reviews, offer goods, services or work with clients that interest you and you want to work with in the future.
- How much do you know about the sector and the company? - Find out, from their website, what they do, their values and projects. Knowing this could help you answer the question above too. Do you have some shared interests?
- Why should the company take you on/ what can you offer? - It can be a lot of work offering a work experience placement, why should they go to the effort? What skills/qualities can you bring?
- What do you hope to achieve/learn from the placement? A good answer here will help the employer shape the placement to your aspirations (if possible). Maybe you want to observe/support certain departments or have a go at certain tasks/activities. Maybe you want to develop certain skills or qualities or gain a better understanding of the company and industry they operate in.

Practice answering these questions with another person and get their feedback.

Submitting an application

Some companies, especially big employers who get lots of requests for work experience, may ask you to apply for a work experience role. This could just be for information purposes, or it could be used to select students to invite to interview! - So, make sure it is good.

Things to consider when completing the form:

- Ensure your information is accurate and appropriate – completing the sections on who you are, your address and contact details is easy but double check it, you do not want to find you have not been called to interview because you mistyped your phone number!
- Ensure you complete all sections and answer any questions. They will most likely want to know why you want to undertake work experience with them and what you are hoping to get out of it. Prepare good answers.
- Ensure sections or questions asking about personal skills, qualities or interests are written in full sentences, they address the question and are supported by specific examples of where you have used these skills. For example, “I work well in a team, as demonstrated during a recent drama performance where I had to devise, perform and review a piece of theatre with four other students”.

Asked to submit a CV?

If you get asked to submit a CV either with an application or interview, or just in general, use the template on the next page to help you. Unifrog also has the ‘CV / Resume’ tool you can use.

If you would like support with any of these aspects, see your tutor or work experience coordinator.

CV Guidance

Your Name

Your address

Your Phone number and email address

Personal Profile

A short introduction to your CV. You should explain who you are, a short summary of what you'll bring to the company, and why you are interested in the role. Your profile should be no longer than 5-6 sentences and keep it relevant to the job/role you are applying for. Think about some positive words and phrases friends and family would say about you and include them in your sentences.

Key Skills

-
-
- Here bullet point 4-6 skills/qualities that you possess and would be useful for the specific job role and/or in general to any employment. For example, 'excellent IT skills in (naming specific programs)' or soft skills such as 'good problem-solving ability' or 'strong public speaker'. Other qualities could relate to interpersonal skills, communication, independence, team work etc. – Ensure you can support your skills with specific examples if asked.

Education

Give details of your formal education and qualifications, start with your current or most recent first and work backwards. You will need to give the education providers name and address, the dates of study, followed by the level and title of the qualification and the results. If you are waiting on results, you can list Mock results or predicted grades but make sure it is clear this is the case. The format for this section is up to you, it could be tabulated, bullet pointed or just written out, but ensure it is clear, easy to read and looks well presented.

Other Qualifications/Training

Here detail any other qualifications or training you have completed, this could include coaching certificates for certain sports, first aid, music grades, Duke of Edinburgh, any other short courses you have completed. – If you do not have any you can remove this section until you do.

Work Experience

List any experience you may have. You can include babysitting (shows reliability and responsibility), paper rounds, supporting friends/family members businesses, any volunteering or positions of responsibility e.g. Prefect. For each aspect state the job/role title, the employers name and location (e.g. Coventry, Bedworth) and then briefly give details of the main roles/responsibilities involved with that position. – If you do not have any you can remove this section until you do. Start with the most recent first and work backwards. If you are still working at a place, put the start date to 'present', if the dates vary put 'casual work'.

Hobbies/Interests

Give details of any hobbies or interests you have- such as sports/arts/drama/exercise classes/activities/topic areas. These could be at a club or personal level. Try to identify the skills and qualities they demonstrate or promote and link this to the sort of role you are applying for.

References

You could simply state 'Available on request' or give the name, work address and contact details of someone who is willing to complete a reference for you. This could be a member of staff at school- ALWAYS ASK PERMISSION FIRST.

Things to REMEMBER- CV's are personal so the exact format is up to you, but don't use funny fonts, paper or pictures. They are designed to reflect you and will be your first impression to the company. They will need to be updated regularly and should be tailored to the job role you are applying for- this will mean multiple versions.

CV EXAMPLE

Name

Address

• 0713 000 0000 • name@mail.com

Personal statement

A highly motivated and hardworking individual, who is currently completing their GCSEs. I have received excellent mock exam grades in both Maths and Science. I am seeking an apprenticeship in the engineering industry to build upon a keen scientific interest and start a career as a maintenance engineer.

I am mechanically minded, with a methodical approach to working and an eagerness to learn and develop personal skills in a practical setting. My career goal is to become a fully qualified and experienced maintenance or electrical engineer, with the longer-term aspiration of moving into project management.

Key Skills

- Advanced problem solving and numeracy skills.
- Accomplished communication skills, both written and verbal, developed through numerous essays and presentations given during my time at college.
- Ability to take the initiative and work well under pressure, ensuring strict deadlines are met, as successfully demonstrated during a work experience placement project.
- Flexibility, whilst maintaining enthusiasm and commitment to each project.
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint.

Education

Name of school Dates to/from		
Subject	Qualification/Level	Grade (Predicted)
English Language	GCSE	5
English Literature	GCSE	5
Maths	GCSE	7
Combined Science Award	GCSE	7-7
Sport	BTEC Level 2	Merit
Other qualifications		Grade
Bronze Duke of Edinburgh Award		Pass
Level 1 Assistant Football Coach		Pass

Please note: if you do not have your results yet either put the word 'pending' or put down your target/predicted grades- if you do this, make sure it is clear these are your target grades in the **column header**.
List all subjects you are/have studied.

Work Experience

Part-time Sales Assistant, Shop Name, Location

(April 2021 – Present)

Responsibilities:

- Effectively managing stock rotation, organisation and replenishment.
- Delivering excellent customer service, advising on products and managing enquiries.
- Handling financial transactions, including sales, returns and price checks.
- Maintaining a safe, clean and orderly environment for customers and colleagues.

Pharmaceutical Company (*unpaid work experience*)

(Summer 2019)

Duties included:

- Shadowing a key member of laboratory staff, observing their day-to-day work.
- Spent a morning working within the customer service centre, listening to client complaints and understanding company best practice when responding.
- Assisted in a project on risk management and contingency planning.
- Learning about company project management and lifecycle methodology.
- Gained knowledge of key health and safety standards used within the industry.

Hobbies & Interests

Over the last two summers I have helped a family friend restore a classic sports car. This has triggered a passionate interest in mechanics and automotive restoration and, now that the project is finished, I have continued to build my knowledge by attending various classic car events and following automotive companies on social media. I find it fascinating how cars have evolved over time, both in performance and design. This experience has developed my problem solving skills and resilience through the challenges that came with restoring a car and ensuring it continues to function effectively.

During this time, I also decided to set up a blog around the project. Initially starting as a way to ask other collectors for advice whilst tracking progress, I began to enjoy writing about the subject and have continued the blog, adding videos and guidance from my experiences. These aspects have developed my skills in video editing software and being creative to further engage my audience. The qualities developed through this experience will support an apprenticeship and I can utilise them further.

References

Name:

Name:

Organisation:

Organisation:

Role:

Role:

Address:

Address:

Telephone:

Telephone:

Email:

Email:

Guide: Work Experience or Work Shadowing?

Some types of job roles or employers may be challenging to get work experience in. This could be because of insurance, health and safety, confidentiality or the role could require specialised training. If this is likely to apply to you, enquire about a work shadowing opportunity instead.

Work shadowing is where you observe someone in their role to understand how they do their job. It aims to provide an insight rather than a hands-on experience. You will probably still be able to do some minor admin or support tasks.

Generally speaking, all work experience placements involve an element of work shadowing, however work shadowing placements can have very specific do's and don'ts to maintain safety, standards or confidentiality. Some employers may not have heard or even considered work shadowing as a possibility, so make sure you suggest this to them as an alternative.

If offered work shadowing, you should:

- Use the opportunity to ask questions about the role, how staff secured employment, what training is needed, essential skills and qualities needed, positives and negatives of the position.
- Ask if you can visit different departments/people within the company.
- Talk to staff about the job role, day-to-day activities, tasks, workload, hours etc.
- Gain an insight – is it what you expected? Can you see yourself doing the role once trained?

Sample paragraph for enquiring about work shadowing-

Use this in addition to your general work experience enquiry. – ensure your email still flows before inserting the paragraph.

“I appreciate that my presence with you may create challenges in terms of health and safety, insurance or confidentiality. If this is likely to be the case, would you consider a work shadowing opportunity instead? This would involve a more observational and less practical experience that would still be valuable, especially as I am keen to pursue a career in [\(insert job sector here\)](#). The opportunity would allow me to gain further insight into the industry, interact with people working in the sector and better understand the company and various departments. Where possible, I could support with minor tasks or activities. Before starting we could discuss the specific restrictions in detail and possibly consider a shorter placement, if appropriate”.

How to log into Unifrog for the first time

All student Unifrog accounts are linked to their school email address. Your school email address will look something like the example below. You will need to be able to access this account in order to log into Unifrog for the first time.

Your computer login handle, @ the school domain. For example:

ags-20abcd@ashgreenschool.org.uk

You can access the inbox to this email address in a few ways, see below:

- In school– once logged into a school computer, launch a webpage. One of the tiles that appears will be your email account.
- Outside of school– Via the school website and the ‘portal login’ function, at the bottom of the home page. Use your school ICT credentials to access. Once logged in, one of the tiles in the ‘quick links’ section will contain your email account.
- Outside of school– Via the outlook/office 365 sign in page. Use your school ICT credentials.

Once you can access your student email account, follow the steps below.

1. Sign in at: unifrog.org/sign-in
2. Select the ‘[Rest password/ resend welcome email](#)’ option.
3. Enter your school email address (any other will not work as they will be unknown to Unifrog at this point in time. You can link personal email addresses to Unifrog, in the future and if you want too).
4. You will now receive an email to your school account containing a new link to create/reset your password. Log in and follow the instructions to do this– check junk folders.
5. You should now be able to access Unifrog at any time. In the future, just visit the Unifrog sign in page and enter your details. Make sure you remember your password!
6. Once logged in, spend some time reviewing all the features and tools Unifrog has to offer. Start your careers research now.

Overview of tools below:

Exploring pathways	Recording what you've done	Searching for opportunities	Drafting application materials	Making applications
Careers library	Activities	UK universities	UK Personal Statement	Post 18 Intentions
Subjects library	Competencies	US universities	Classes	Locker
Know-how library	Interactions	European universities	Subject References	Applications list
MOOC		Oxbridge	CV / Resumé	
Personality profile		Canadian universities	Writing tool	
Interests profile		Asian universities	Common App Essay	
Read, Watch, Listen		Australasian universities	US recommenders	
Webinars		ME and African universities	Notes for Reference writers	
Placements		Irish universities		
		Special Opportunities		
		Events		