

WORK EXPERIENCE 2024



Ash Green School
CEIAG

What is work experience?



A period in which a student temporarily works for an employer to gain knowledge and skills relevant to a job role/profession.



1 week



For the hours usually undertaken by a permanent employee e.g., 8am-4pm or 9am-5pm or 6:30am-3:30pm



Ideally related to your chosen Career - if known



Date:

MONDAY 1ST – FRIDAY

5TH JULY 2024

Why?

- Unfortunately, the statistics around young people and their preparation for employment are poor!

"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)

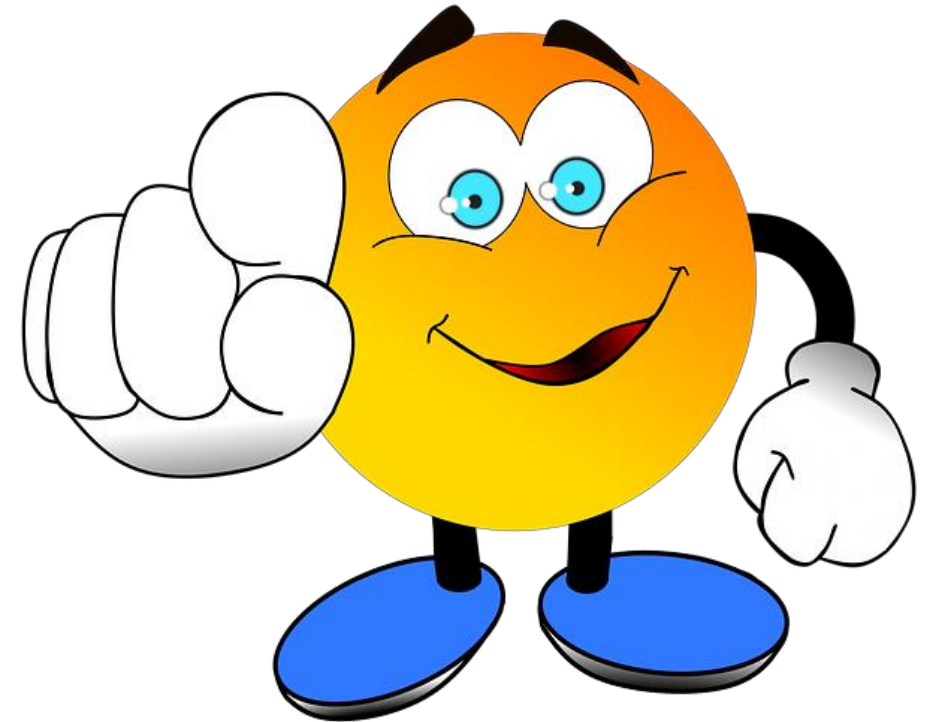
- A positive work experience can help to reduce this.

WHAT IS EXPECTED OF STUDENTS?

Work Experience 2024

What you will need to do ...

- **You** will be expected to find and secure a placement.
 - This will involve contacting local employers and enquiring about opportunities.
- Once the employer has agreed to host you:
 - You will need to gather key information.
 - Submit these details on the placements tool (Unifrog)- [more guidance in the next presentation.](#)



SUPPORT AVAILABLE



To help with the process of finding a placement you will receive the following support:

- ➔ Student guides- detailing all the key information needed.
- ➔ Tutor activities- containing hints & tips to successfully secure a placement.
- ➔ Access to Unifrog- a universal careers platform containing a wealth of information and guidance.
- ➔ Database of previous employers who have hosted students before, (access via the careers 'drop-in' service, Tuesday lunchtime, by the sixth form entrance).

THE WORK EXPERIENCE PROCESS

1. Generate career ideas and professions of interest- use Unifrog to help.
2. Actively enquire about opportunities related to your career interests with local employers.
3. Secure verbally an opportunity & gather relevant information (Part 1).
4. Complete and submit the 'student form' using the Unifrog placement tool (5-10 minutes).
5. Placement vetting occurs.
6. Notification of approval.
7. Undertake the placement.
8. Review the placement.

Student pack contains further guidance on the relevant information needed and inputting placements to Unifrog

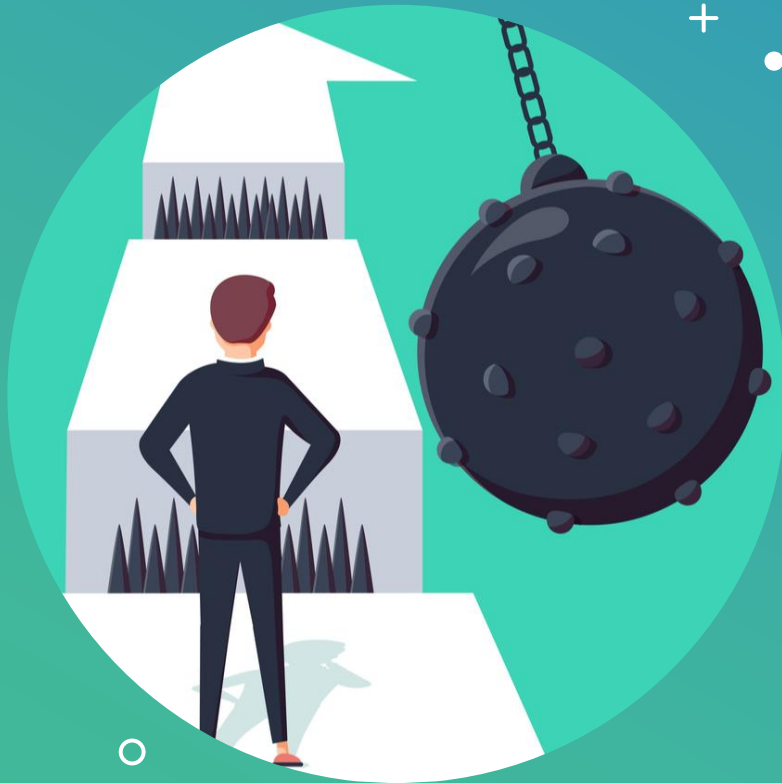
What Makes a Good Placement?

- Involves a range of tasks and/or departments.
- Outside of normal experiences- **not continuing your current work/activities.**
- When you actively engage in this process and the opportunity.
- Allows you to test a career idea- if known.
- Consider Work Shadowing if applicable
- All placements will give you an experience of the working environment and develop general employability skills.
- This experience mimics the recruitment process.



THE CHALLENGES

- Finding a placement can be **difficult.**



Students should expect to:

- Be told 'no' a lot – often mentioning insurance!
- Contacting 20+ employers
- Not receiving responses to enquiries or long delays in responses.
- Contact multiple organisations- **don't** wait for a response before contacting another employer.

Placement Vetting

- All placements must be checked & approved, well before work experience week.
- The vetting process takes place through the **Placements Tool** on **Unifrog**.
- There are 4 stages, with **YOU** starting the process, by adding the placement and completing the student form.
- Understanding the process will support you with employer communication and allow you to track the progress.

Placement Vetting: Overview

Student Form

Once a student secures a placement, they must complete and submit the Unifrog placement tool. Unifrog then automatically contacts the employer, (using the employer email on the student form- please make sure it is accurate). Information in the student form is shared with the employer, so detail any medical issues or additional needs.

Employer Form

The employer receives a link to Unifrog and completes their own form. This includes key questions about the placement, their health & safety practices, insurance and risk assessments. Once submitted parents/carers are notified.

Parent / Carer Form

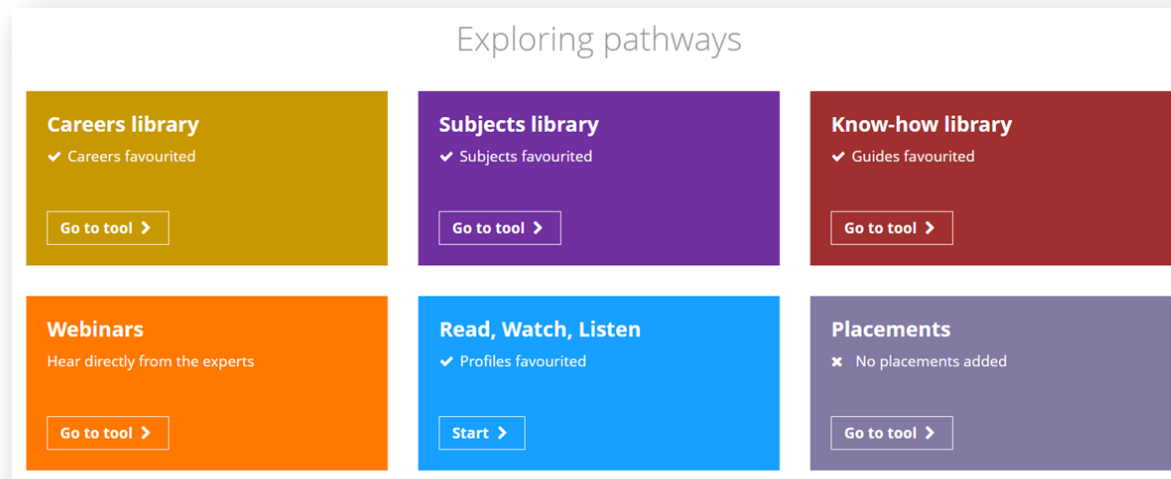
Parents/carers review all the information (student & employer forms) and consent to participation. They can add any further details if needed.

Placement Coordinator Review

The schools work experience coordinator reviews all answers from each form and decides if the placement is approved. If approved, the student, parent and employer will be automatically notified, by email. The placement can then occur. Occasionally, an answer may generate further enquiry. The placement coordinator will contact the various people directly to clarify any issues, before hopefully approving the placement.

The Student Form

Log into Unifrog, locate the placements tool & add new placement.



A detailed 'walk-through' of the student form is in your student support pack.

This will generate the student form. Work through the questions using the information you have gathered from the employer and on the next slide/support pack.

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](#)

The Student Form: Key Answers

- Select **'in-person'** for the placement type.
- Placement coordinator: **Mrs Mahloudji**
- Placement dates: **Monday 1st – Friday 5th July 2024.**
- Time commitment: **'Full-time'** if 5 full days, **Monday – Friday**. Anything else: **'Part-time'** & note which days you will not be attending e.g. not Wednesday. You will be expected to be in school on these days.

The Student Form:

You will need the following employer information to complete the form:

- Employer/Company Name
- Name of the employer contact supporting the placement
- Email of employer contact- **This MUST be accurate**
- Telephone number
- Employer address
- Is this address where you will be working during your placement: Yes / No
- Answer the remaining personal questions e.g. medical issues, additional needs- be honest, they need to know.

Other details to check:

- Start/finish times for the working day.
- Lunch breaks & access to food.
- Dress code
- Where & who do you report to on the first day and for the remainder of the placement.
- Clarify company objectives & 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 e.g. certain departments, tasks or projects and could the company facilitate this?

Other Key Information

- No placement!- you will be in school as normal, undertaking a planned programme.
- **Do not** approach other school staff for placements at AGS- You need to experience other environments.
- If your placement is closed during the school week, you will be required in school for these days.
- You will have a logbook to complete during the placement.
- A member of staff will 'check-in' with the employer and you during the placement.
- If you are eligible for free school meals, you can collect a packed lunch from school reception at the beginning of each day. Please speak to Mrs Mahloudji about this.
- Illness during work experience?- inform the employer **&** school.

Work Experience 2024- Timeline

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

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 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.

Start exploring
job roles of
interest. Utilise
Unifrog.

Engage in
tutor
activities.

Generate
work
experience
ideas.

Research local
employers.
Record their
contact
details.

Draft an enquiry
email & practice
phone
conversations
(see student pack part
1 for support).

Contact
employers

WHAT NEXT?

Work Experience 2024- Part 1