Tarporley High School & 6th Form College

Work Experience 2027

Parent Information Booklet

Monday 14th June - Friday 18th June



September 26

INFORMATION ABOUT WORK EXPERIENCE FOR YEAR 10

Monday 14th June to Friday 18th June 2027

Dear Parent/ Carer

As an integral part of the Year 10 curriculum, your child will undertake a period of work experience from Monday 14th June to Friday 18th June 2027. This is designed to give each student a greater understanding of the world of work, prepare them for the responsibilities and opportunities of adult life and to work with adults other than teachers.

Work Experience is an exciting learning opportunity for students as it allows them to have a real-life experience of the workplace whilst still at school age. Furthermore, a placement is an opportunity for a young person to gain valuable insight into a job or a career that they are interested in. The skills and knowledge developed by work experience can prove invaluable to a young person as they complete their education and make important decisions about their route to the job or career of their choice.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

The first part of the process for parents and students is to consider finding a suitable placement. We recommend that students self-place as it is more likely that they will be able to organise a placement that is particularly relevant to them. **Please note that we cannot authorise any placement outside of the UK.**

Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage). The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that students add the initial information about the placement accurately**.

Students who are unable to find a suitable self-placement should inform Mrs Rowlands, who will meet with the students individually to discuss requirements and search for a suitable placement.

If you have any questions regarding work experience, please contact me at school.

Yours sincerely,

R Rowlands

Mrs R Rowlands

Careers Lead

Key Dates

Date	Details
Wednesday 23rd September	Introduction to Work Experience assembly. PHSE morning 1-sessions to prepare for Work Experience, Work Experience preparation booklet.
Friday 8th January 2027	Self Placement deadline - students should have added their placement on to Unifrog
Friday 4th June 2027	Students have made contact with their employer to finalise arrangements
Monday 14th June—Friday 18th June 2027	Students undertake one week Work Experience Placement

Y10 Work Experience Form

Work experience will take place from Monday 14th June to Friday 18th June

Once you have found a placement, complete the information required on the form below.

You should then go to the Unifrog platform and enter the details of the placement. **Guidance on how to access this can be found in the student work experience booklet.**

Inform the employer that they will receive an email once you have entered the placement details into Unifrog.

Name of placement business: _____

Placement address: _____

Placement start date: _____

Placement end date: _____

Employer placement lead name: _____

Employer placement lead email address: _____

How Can Parents/Carers Help?

- Help your child to understand the goodwill of placement providers offering placement opportunities.
- Should your child not be successful in obtaining a placement on their first or second attempt, encourage them to keep trying. There are many students, not just from our school contacting companies for work placements.
- Help your child with their search for a placement, encourage them to look on the inter-net, social media or you may have some friends or family you can ask to help.
- Ensure that all paperwork is completed by the set deadlines. Assist your child in chasing placement providers if necessary.
- Ensure that if a pre-placement interview is required that your child attends. Failure to attend can result in the company withdrawing the placement.
- Help your child to adopt good work habits, e.g. punctuality, appropriate appearance and behaviour.
- Ensure that your child attends the placement every day.
- Contact the school and the placement provider should your child be unable to attend the placement.
- Inform the school of any difficulties or concerns you or your child may have during the process.
- Discuss the placement with your child and encourage them to complete their diary. This will be issued nearer the placement date.
- Encourage your child to have a positive approach to the placement, even if it isn’t quite what they expected.

Placement Preparation - Making A Telephone Call

Before you dial

Have a pen and paper ready to record any information you are given.

- Make sure you know the correct number
- Make sure you know the correct name of the company or organisation you are trying to contact
- If possible, find out the name of the person you are trying to contact in advance.

Making the call

- Ensure that there will be no distracting background noise
- Dial the correct number

When someone answers

- Say “Good Morning” or “Good Afternoon”, as appropriate
- Introduce yourself, giving your name and school
- Explain why you are phoning e.g. “I am phoning to ask about the possibility of your company or organisation offering a Work Experience placement between …….and …etc.”
- Explain why you would like to do your Work Experience there
- Ask to speak to someone who can help you
- Remember to ask for the person’s name

If you are passed to a different person

- Introduce yourself again in the same way and repeat the information suggested above.

If the person agrees to accept you for Work Experience

- You will need to arrange for your Self Placement From to be completed. Please advise the employer of this and arrange to either send or take the form to them
- The form must be signed by a person in a position of responsibility e.g. a manager
- The employer may wish to see you for an interview before they confirm that they will be able to take you for Work Experience.

Remember to always speak politely and clearly and remember to thank people for their help.

Placement Preparation - Writing A ‘Letter Of Application’

Your name and address

Name of contact

Their job title

Name and address of the company

Date

Dear name of contact or
Dear Sir/Madam

1st paragraph - introduce yourself and explain why you are writing e.g.

My name is…… I am a student at Tarporley High School and I am looking for Work Experience from …….. (state dates that you will be doing Work Experience)

2nd paragraph –explain what sort of Work Experience you are looking for and why you have chosen this company.

3rd paragraph - give some information about yourself e.g. what are your best subjects at school or college, hobbies, sports, interests, skills and abilities etc.?

4th paragraph - finish your letter on a positive note and say that you are looking forward to hearing from them.

Yours sincerely (if addressed to named contact)

Yours faithfully (if addressed to Sir/Madam)

Your signature

Your name in full

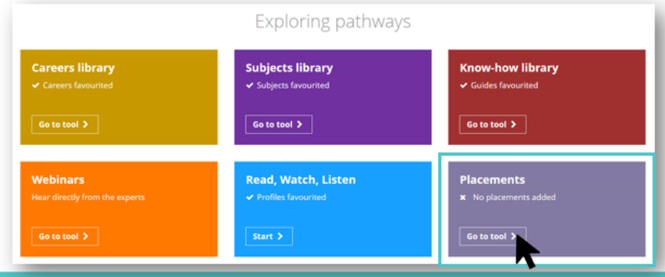
How To Add A Placement In Unifrog

Go to the Unifrog website and log in, your username is your school email address. If you have forgotten your password, then click forgot password and you will be sent an email to your school email. Access your school email and click on the reset link.

Using the Unifrog Placements tool

The next few slides will show you how to use the Placements tool.

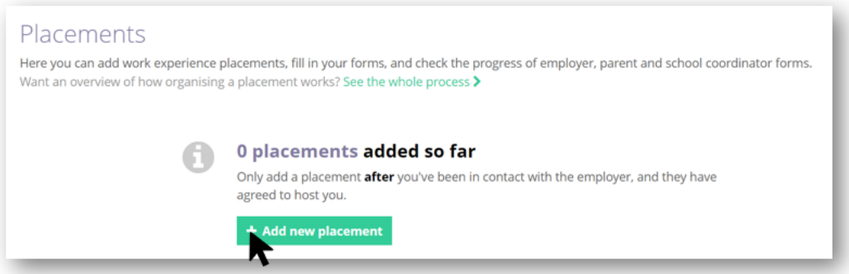
- After logging into your Unifrog account, scroll down to 'Exploring pathways.'
- Click 'Go to tool' on the 'Placements' tile.



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Using the Unifrog Placements tool

To get started, click 'Add new placement.'



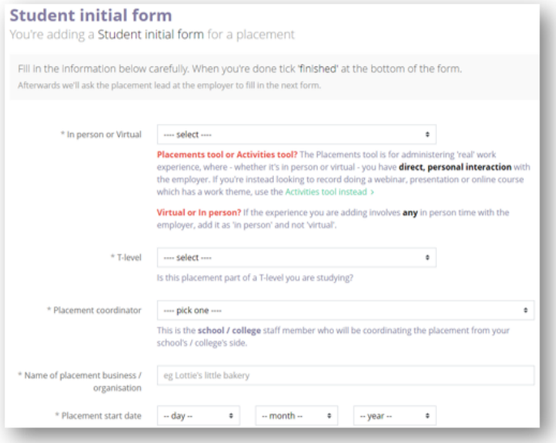
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How To Add A Placement In Unifrog

Using the Unifrog Placements tool

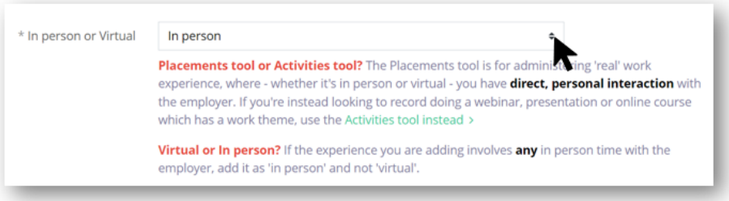
You'll then see your **Student initial form**.

Here, you'll be able to enter important details about your placement.



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Using the Unifrog Placements tool



Select whether your placement is **in person** or **virtual**.

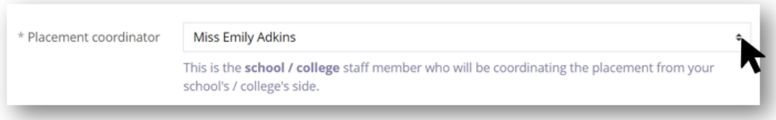
The rest of the form will look different, depending on your selection.

You should **choose in person** here as your placement will take place in the workplace.

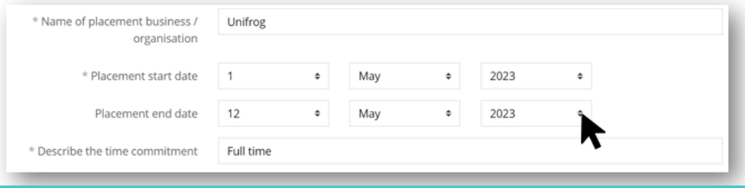
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How To Add A Placement In Unifrog

Using the Unifrog Placements tool: in person and virtual



Select **Mrs Rowlands** as the person coordinating your placement.

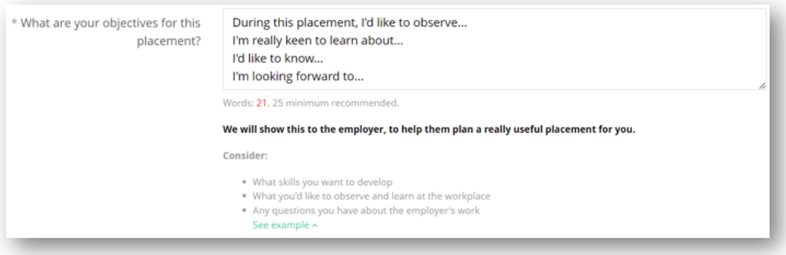


Then enter the business name, placement dates, and time commitment.

Put in full time as you will be working Mon-Fri

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Using the Unifrog Placements tool: in person and virtual



Create some learning objectives for your placement.

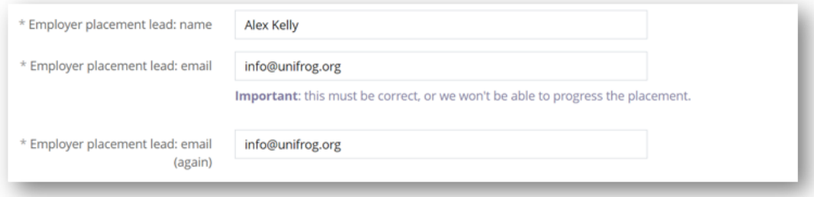
What skills do you want to develop? What do you want to learn?

Remember that this text will be shown to the employer.

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How To Add A Placement In Unifrog

Using the Unifrog Placements tool: in person and virtual



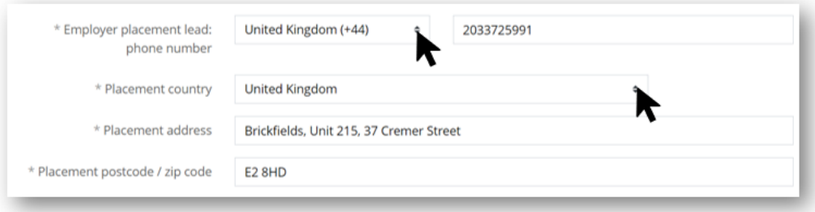
Enter the employer placement lead's name and email address.

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

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Using the Unifrog Placements tool: in person

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

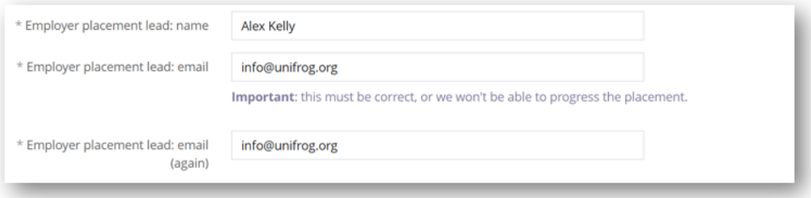


Enter the placement lead's phone number and the location of the placement.

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How To Add A Placement In Unifrog

Using the Unifrog Placements tool: in person and virtual



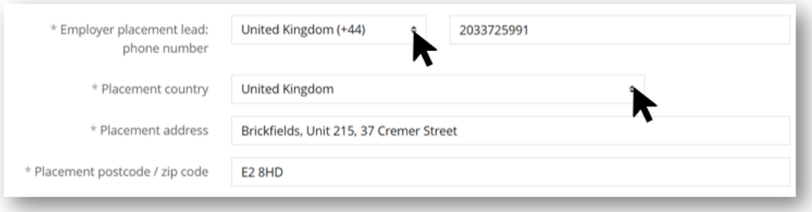
Enter the employer placement lead's name and email address.

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

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Using the Unifrog Placements tool: in person

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



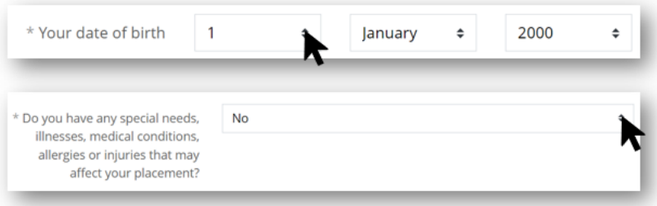
Enter the placement lead's phone number and the location of the placement.

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How To Add A Placement In Unifrog

Using the Unifrog Placements tool: in person

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

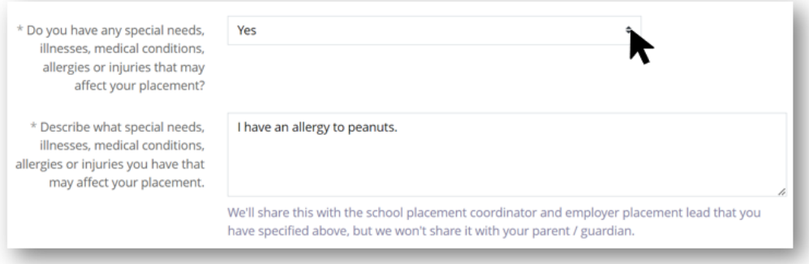


Enter your date of birth. Then select whether or not you have any special needs, illnesses, medical conditions, allergies, or injuries that may affect your placement.

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Using the Unifrog Placements tool: in person

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



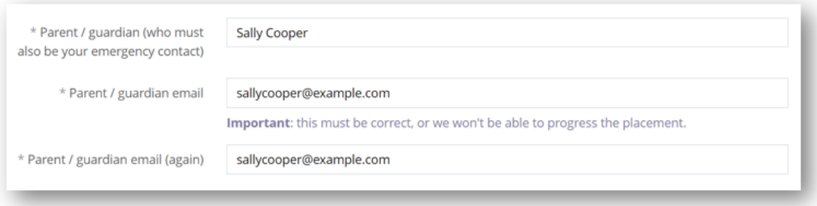
If you select 'yes' then you'll need to provide a description.

Don't complete this information, your parents can add this information in later if they feel the employer would benefit from this information

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Using the Unifrog Placements tool: in person

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

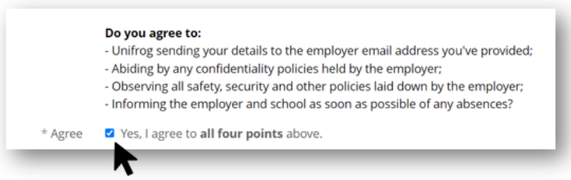


Enter your parent / guardian's name and email address.

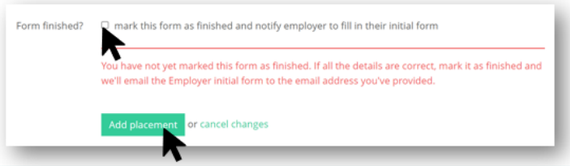
Double check that you've entered the email address correctly!

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Using the Unifrog Placements tool: in person and virtual



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

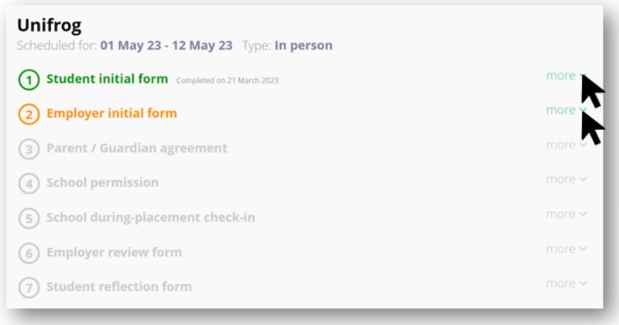


Once you've checked your form, tick 'Form finished?' and then click 'Add placement.'

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How To Add A Placement In Unifrog

Using the Unifrog Placements tool: in person and virtual



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.

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Placement Preparation - Arranging An Interview

You will usually have to attend an interview before you start Work Experience. You will need to create a good impression from the start and it is important to ensure that you prepare well before you contact your employer.

You need to find somewhere quiet where you will not be disturbed. Make sure you have a pen and paper with you, along with details of your work experience placement.

To help you prepare, you should think about what you want to say in advance and record the following before you make your telephone call:

Company Name _____

Telephone No _____

"May I speak to _____ please?" (name of the person)

"I am _____ (your name) from Tarporley High School and I am due to start work experience on _____" (the date you are due to start)

"I am telephoning to arrange an interview before my Work Experience" Listen to the response and note down the following;

Date of interview _____ Interview time _____

Person to report to _____

Where to report to _____

Ideally, this is the way the telephone call should go, but:

- If the line is engaged, try again until you get through
- If the person you want to speak to is unavailable, ask when it would be convenient to telephone them or leave a message but **do** phone again
- If the person you want to speak to has left the company, ask for the name of the person who has taken over responsibility for Work Experience and speak to them. Let your Work Experience Co-ordinator know that the contact person has changed.
- If you cannot contact anyone, let your Work Experience Co-ordinator know at once.

Placement Preparation - At The Interview

Remember first impressions are important

Your appearance will help to create a good impression if you dress appropriately. Make sure that you are clean and tidy.

It is also important to arrive on time. You should plan your travel arrangements carefully and allow plenty of extra time to make the journey in case of delays. Try to arrive a few minutes early to prepare yourself for the interview.

It would be useful to take along your letter of application and any Work Experience information you have been given.

If there is a reception area you should speak to a member of staff there. You should give your name, explain that you have come for an interview and tell them the name of the person you have come to see.

Remember the following:

- No chewing and make sure your mobile phone is switched off!
- Shake hands with people that you meet and make eye contact
- Be polite to everyone, including staff in reception…. Say "please" and "thank you". Wait to be invited to sit down. Smile and try to stay relaxed. Remember that your body language can give-off negative signals!
- Speak clearly and maintain good eye contact with the employer. Give full answers to questions, not just "yes" and "no". Listen to questions and instructions, if you do not understand something then ask politely for an explanation. Write down new information or instructions and don't rely on your memory.
- Prepare some questions about the work that you may be doing and prepare answers to questions they may ask you, for example: "What do you want to do when you leave school?" or "Why did you choose this type of Work Experience?" Be sensible with your answers
- Check that the employer knows what date you are starting and how long the placement lasts. Give advance warning of any time you need to take off e.g. hospital appointments or exams and provide evidence of this.

Remember to be enthusiastic and smile during your interview!

Work Experience Placement Guidance

Hours of work

The Working Time Regulations 1998 and 1999 apply to students on work experience. The number and pattern of hours worked is normally agreed by the placement provider, parents/carers, school and the student. If possible, normal hours should be worked, but students are not allowed to work outside any hours specified by legislation.

It is illegal for students to work more than 5 consecutive days. They should work no more than 40 hours per week and students of compulsory school age should not work on Sundays or Bank Holidays, or between the hours of 10.00pm and 6.00am.

The placement should make provision for appropriate meal breaks in accordance with any general employment legislation that is applicable.

If students have a part time job, they will need to make alternative arrangements during the work experience week.

Transport and Meals

Students are expected to make their own way to and from their placement. Please ensure transport arrangements are considered when sourcing a placement.

Please note that during any break and lunchtime period your child will not be supervised and they will be allowed to leave the placement provider's premises during these times unless otherwise stated on the placement form. If you have any concerns regarding this you should contact Mrs Rowlands, Work Experience Coordinator.

Health and Safety

During preparation in school, students will have the importance of health, safety and welfare responsibilities at work outlined to them. The placement provider will need to reinforce health and safety responsibilities at the start of the placement.

All companies must have in place **Employers Liability Insurance (unless except)**, adequate supervision and management of risk and welfare arrangements.

We will request medical information nearer the time and we ask for consent to pass the information onto the placement provider. Employers are informed that the information is confidential and should only be disclosed to appropriate persons.

Mrs Rowlands will be contactable for the duration of your child's placement. Should you have any concerns during the placement period you should contact the school in the first instance.

If any behaviour incident occurs which results in a student being removed from the workplace, the placement provider is asked to notify the school immediately. The student will be expected to attend school for the remainder of the placement period.

Cancellation Of Placement

Unfortunately, some placements do withdraw their offer of work experience. If this situation arises, depending on what time of year it occurs your child may have time to find another placement. Please be assured that we will do all we can to ensure a alternative placement is found.

After Work Experience

Whilst work experience is discussed when students return to school, you can help by discussing the positive aspects of having undertaken a placement. Students should know more about the world of work, have a better understanding of their own strengths and weaknesses and have practised or acquired important skills – including communication and team working. Most students get a very positive report from their placement provider.

An online certificate will be issued once attendance and satisfactory completion of work experience are confirmed, these are printable along with the work experience log book.

If you have any further queries regarding work experience please do not hesitate to contact Mrs Rowlands at school.

What Did Employers, Parents and Students say about Work Experience in the past?

"One of the best work experience students we've ever had"

"Very impressed with conduct. Polite, punctual and well dressed"

"Fabulous, really pleased with her, offered her a Saturday job"

"I was very pleased with my placement as I was given lots of responsibility"

"My daughters attitude to work was excellent. Her confidence has grown"

"My son is now keen to seek employment on a Saturday as he enjoyed the experience"

"My daughter has talked a lot more about what she would like to do in the future after leaving school"

" My son realises how hard he will have to work to achieve his desired goals and ambitions"

"My son has realised that work is tough and that he needs to work harder at school"