Tarporley High School & 6th Form College

Work Experience 2027

Preparation Booklet

Monday 14th June - Friday 18th June



Student name:

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Key Dates & Required Information

Date	Details
Wednesday 23rd September	**PHSE morning 1 -** sessions to prepare for Work Experience, Work Experience preparation booklet handed out.
Friday 8th January 2027	**Self Placement deadline** - students to have added their placement on 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

When you have found a placement, complete the form below. Once you have done this, go to Unifrog and add your placement. For more guidance on how

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: _____

Why Go On Work Experience?

What do you think is the best reason?

Most students think that work experience is only about trying out a job that they think they want to do in the future. However, it is about so much more than this.

Work Experience is about learning new skills and new ideas to do with the world of work.

It is important that you go on a placement that you are interested in. However, it is better not to restrict yourself just to do a job that you think you want to do in the future.

When you apply for a the sixth form, college or a job, people are far more interested in the skills and attitudes that you have developed through work experience, rather than where you actually went. For example, the ability to work as part of a team or to be able to communicate your ideas both in writing and in speech, is far more important to a university tutor recruiting law students, than the fact you had your work experience in a solicitor's office.

Most employers are interested in general skills and qualities such as the ability to:

- use your initiative, organise and manage yourself well
- get on with people, work as part of a team and communicate with others
- be able and willing to learn new things
- Be enthusiastic, hard working and loyal

Some of these skills are called **Employability Skills.** Employers sometimes refer to these as 'transferable skills' because they are skills that you continue to develop in different jobs throughout your working career. **Employability Skills** are the most important things that you need to develop in order to succeed at work in the future.

Having a **positive attitude** to work experience will ensure you make a very good start to your working life.

What's In It For Me?

Work in the 21st century demands highly skilled and flexible employees. You can benefit from work experience in many ways.

You will have the opportunity to:

- Gain an insight into the world of work
- Apply skills developed in school to 'real life' work
- Develop your **Employability Skills**
- Develop your confidence and personal attributes

Taking part in work experience can have many benefits:

- Allows you to understand about the world of work
- Offers experience of travelling to work
- Allows you to see how businesses work
- Helps you to identify areas of personal weakness in your **Employability Skills**
- Allows you to meet and talk to other people
- Helps you to recognise the advantages and disadvantages of a particular job
- Could lead to a part-time job
- Helps you to understand the importance of your school work
- Gives you a realistic insight into a sector of industry
- Helps you decide what to do in the future
- **Provides potential references for future employment and further education - universities are also looking to see what experience you have as well as your academic achievements!**



Placement Preparation - Finding Your Own Placement

1. **Decide on the type of work you would like to do.** It may be related to an idea for a future career or just an area of work that you would like to experience. All work experience can be equally valuable regardless of the career link, providing it gives you a good opportunity to develop your **Employability Skills.**
2. **Look for a placement by asking your parents or carers, relations and friends, if they know anyone doing the type of work that you are interested in.** You can also ask your tutor and staff at school, look at advertisements in newspapers and magazines, enquire at customer service desks, look at shop fronts and businesses in your area and research on the internet.
3. **Discuss your ideas with your parents or carers and tutor.** You should not arrange a placement where you will be working closely with a parent or relative or where you already have a part-time job. It is important the work experience is a 'new challenge' in terms of people and environment.
4. **Consider the geographical location.** You need to take into account where you live, what transport links are available and how long will the travel time be from your home to your placement.
5. **Contact the company or organisation and ask it they are prepared to accept you for work experience.** This can be done by telephone, personal visit, email or letter. Make sure that you know the dates of your work experience and advise the company of these. Think about why you would like to do work experience within that organisation and remember to be enthusiastic in your communication.
6. **Once you have confirmed a placement, you should complete the form in this booklet and then add your placement details to Unifrog.**
7. **The company must have Employers' Liability Insurance otherwise you will not be able to go there for work experience.** The policy number and the expiry date will be required.
8. **Once the employer has entered their details, your parents will receive an email.** They will be provide some details and agree to the placement. Your placement will then be checked for suitability, insurance and health and safety before it is finally confirmed that you can go there for work experience.

Placement Preparation - Finding Your Own Placement

Complete this section based on your results from the quizzes you have taken on Unifrog. What career profiles were you interested in? Listed them below in the table.

If these don't match your current ideas, note down career areas you think you are interested in.

Note down below your key strengths from the quiz:

Make notes on this page of career areas you are interested in.

Career area	Job title	Description	Qualifications	Top industry for this job	Important skills

Placement Preparation - Finding Your Own Placement

Have a look through the placement list at the **end of this booklet** and note down some employers you would be interested in. Research them on the internet to find contact details.

Company name	Location	Job title	Address	Contact name	Telephone no. email address

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 employer will need to follow the instructions on the form to register the placement online.
- 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.

Placement Preparation - Email Template

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.

Kind regards,

Your name in full

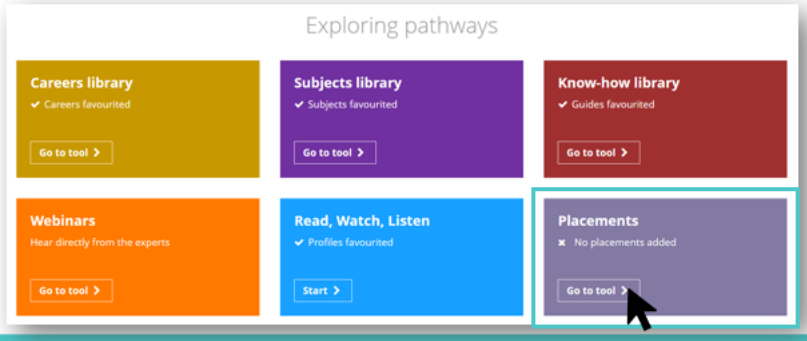
How To Add A Placement In Unifrog

Go to the Unifrog website and log in, using your school username and password , Unifrog no longer has a separate username and password. It uses Microsoft single sign in like web-sites such as Carousel.

Using the Unifrog Placements tool

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

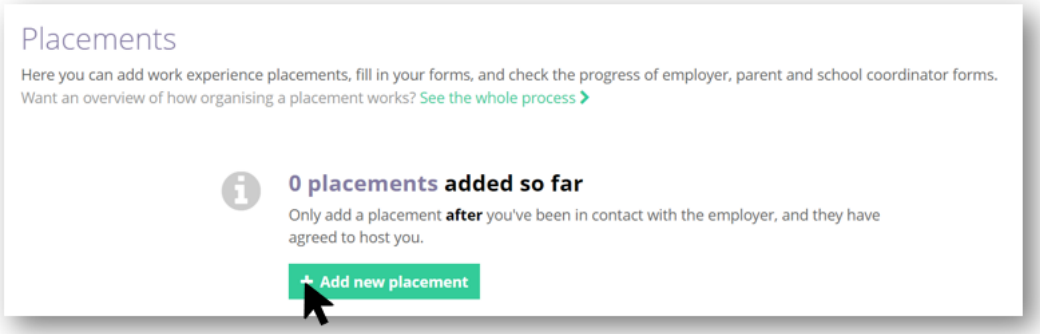
- After logging into your Unifrog account, scroll down to 'Exploring pathways.'
- Click 'Go to tool' on the 'Placements' tile.



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Using the Unifrog Placements tool

To get started, click 'Add new placement.'



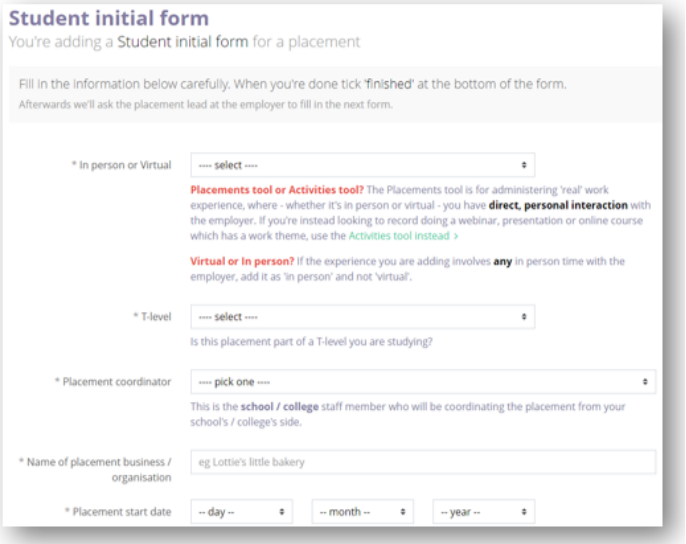
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How To Add A Placement In Unifrog

Using the Unifrog Placements tool

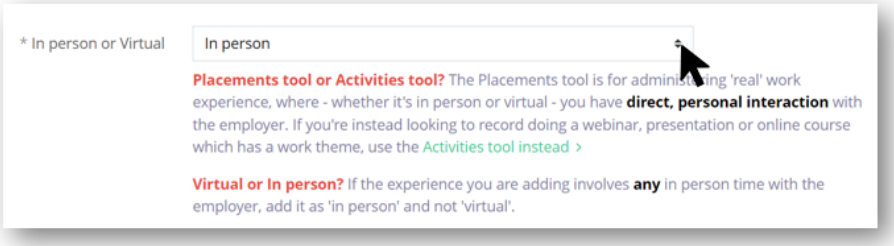
You'll then see your **Student initial form**.

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**.

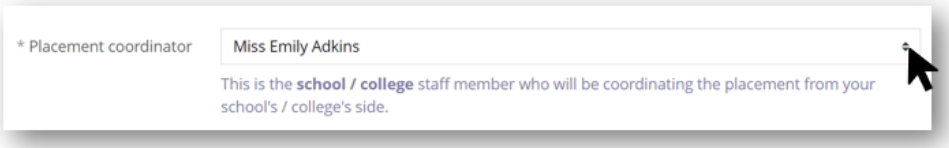
The rest of the form will look different, depending on your selection.

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

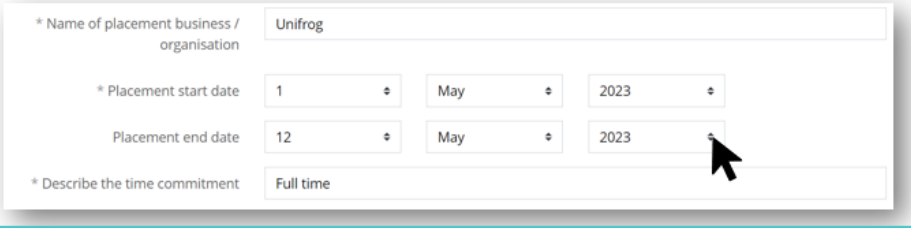
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How To Add A Placement In Unifrog

Using the Unifrog Placements tool: in person and virtual



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

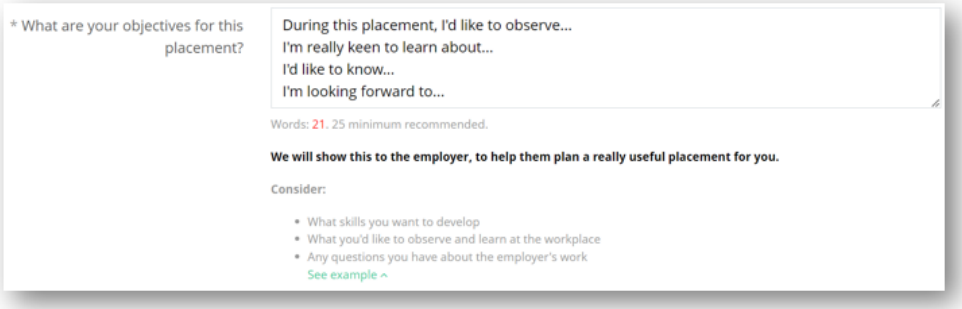


Then enter the business name, placement dates, and time commitment.

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.

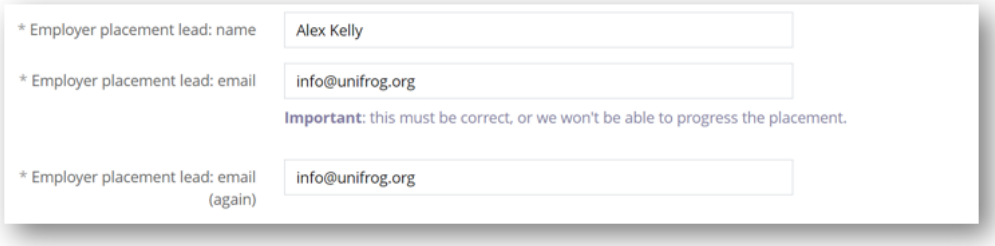
What skills do you want to develop? What do you want to learn?

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



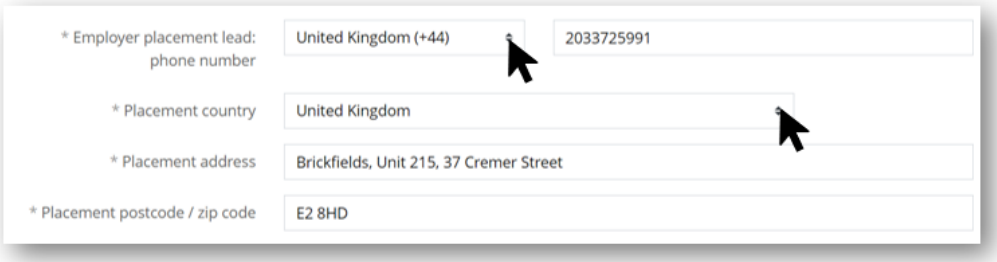
Enter the employer placement lead's name and email address.

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:



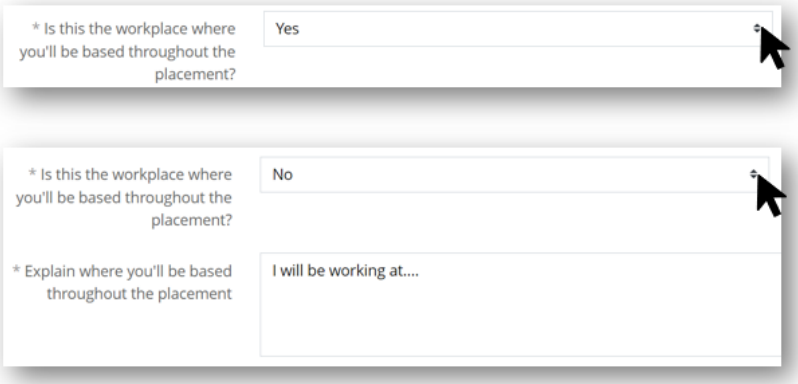
Enter the placement lead's phone number and the location of the placement.

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How To Add A Placement In Unifrog

Using the Unifrog Placements tool: in person

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



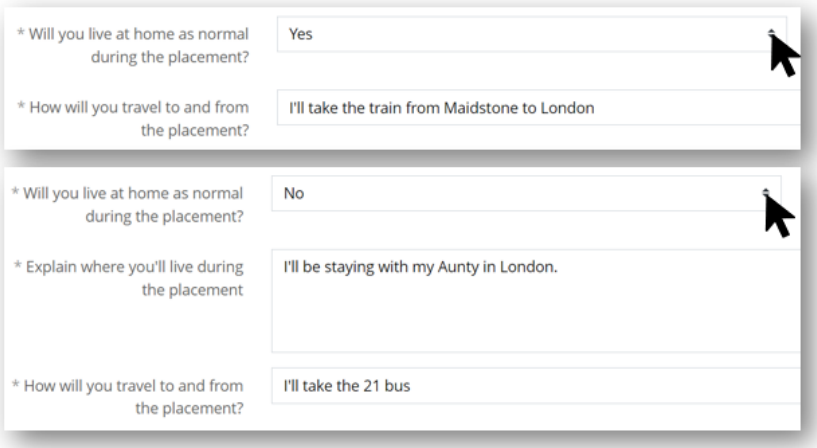
Select whether or not the placement address is where you'll be based.

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

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Using the Unifrog Placements tool: in person

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



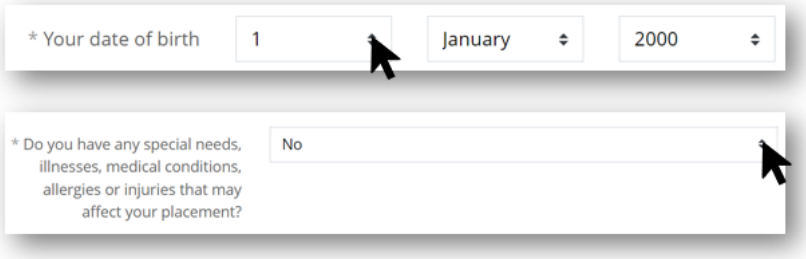
If you select 'no' then you'll need to explain where you'll live during the placement.

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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:

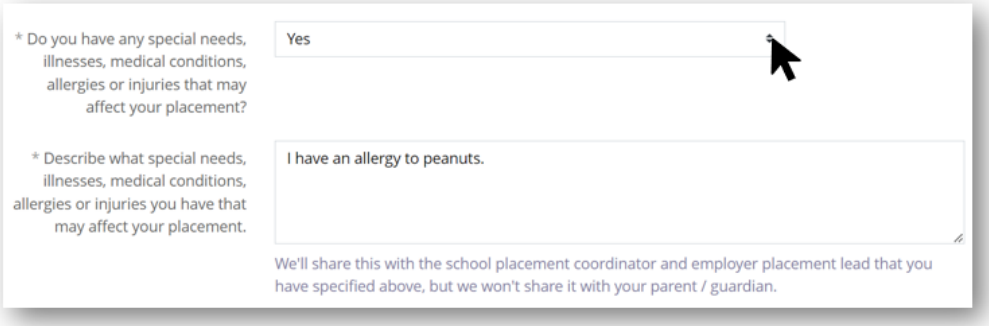


Enter your date of birth. Then select whether or not you have any special needs, illnesses, medical conditions, allergies, or injuries that may affect your placement.

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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.

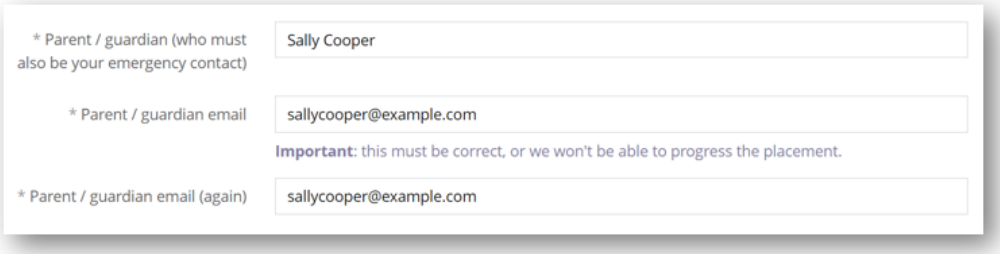
Don't complete this information, your parents can add this information in later if they feel the employer would benefit from this information

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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:

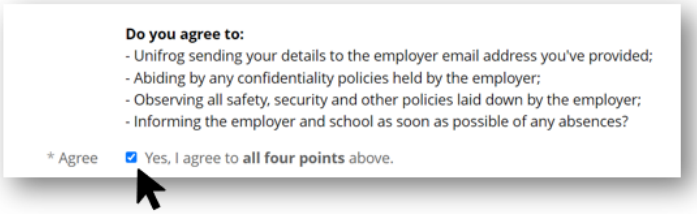


Enter your parent / guardian's name and email address.

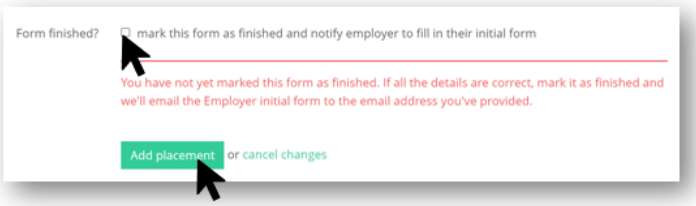
Double check that you've entered the email address correctly!

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Using the Unifrog Placements tool: in person and virtual



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

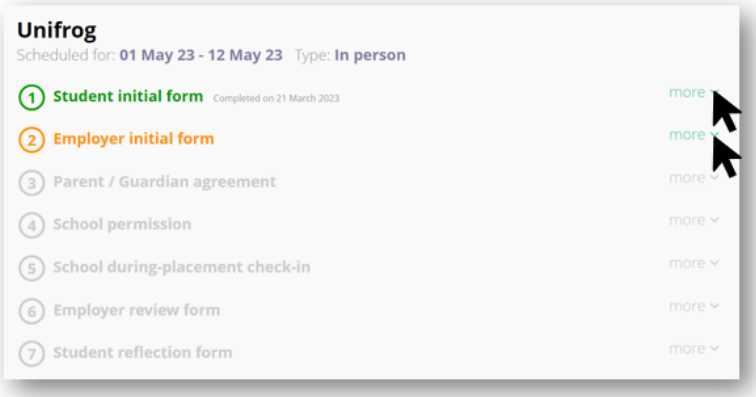


Once you've checked your form, tick 'Form finished?' and then click 'Add placement.'

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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.

You will need to take the Self Placement Form with the details for the employer to register the placement online.

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!

Self Placement Employers

The employers listed below have offered work experience in previous years and would offer work experience in the future.

Business Name	Industry	Town
Ashbrook Equine Hospital	Animal Care	Allostock
Ashton House Nursery	Child Care	Ashton Hayes
Ashton Hayes Primary School	Education	Ashton Hayes
North Wales Wildlife Trust	Animal Care	Bangor
Barbridge Inn	Hospitality	Barbridge
Bickerton Poacher	Hospitality	Bickerton
Bunbury Aldersey CE Primary	Education	Bunbury
Early Birds Pre-School	Education	Bunbury
Tilly's Coffee Shop	Hospitality	Bunbury
NM Dog Grooming	Animal Care	Calveley
Calveley Primary School	Education	Calveley
T H Peacock & Son	Farming	Calveley
Porsche Centre Chester	Car Dealership	Cheshire Oaks
Cullimore Dutton Solicitors	Solicitors	Chester
Digital Workx	Digital Marketing	Chester
Donald Insall Architects	Architecture	Chester
Mickleton Kennels	Animal Care	Chester
Pets at Home	Animal Care	Chester
D2 Architects Ltd	Architect	Chester
Bank of America (MBNA)	Banking	Chester
Smarties Smartcare Ltd	Child Care	Chester
Smart Rend Ltd	Construction	Chester
WorkNest	Employment consultant	Chester
B&S Group Power Systems	Engineering	Chester
Rostons LTD	Estate Agents/ Land surveyors	Chester
SR Football Development	Football Club	Chester
Gary Hanmer Racing Ltd	Horse Trainer	Chester
Carden Park Hotel	Hospitality	Chester
Grosvenor Hotel	Hospitality	Chester
Reed Specialist Recruitment	Job Centre	Chester
Brio Leisure	Leisure	Chester
Tile Farm Off Road LTD	Leisure	Chester
Clicky Media	Marketing Agency	Chester
Cheshire Archives & Local Studies	Public service	Chester
Cheshire West & Chester Council	Public service	Chester
Marks & Spencer	Retail	Chester
Styled Boutique	Retail	Chester
Milton Machinery Ltd	Tractor Dealer	Chester
Foregate Garage	Vehicle repair	Chester
Kings Primary School	Education	Chester
Entyce Creative	Digital Marketing	Chester
Infinity Dance & Theatre School	Dance School	Chester

Self Placement Employers

The employers listed below have offered work experience in previous years and would offer work experience in the future.

Business Name	Industry	Town
Rowton Hall HoteL	Hospitality	Chester
Hawthorn Farming Ltd	Farming	Cholmondeston
Fox & Barrel	Hospitality	Cotebrook
Alvanley Arms	Hopitality	Cotebrook
Shavington Primary School	Education	Crewe
Crewe Alexandra in the community	Sport	Crewe
The shed makers ltd	Garden building supplier	Cuddington
Excent Uk	Engineering	Deeside
Tracs UK Ltd	Bike Hire Shop	Delamere
Delamere Academy	Education	Delamere
Duddon St Peters Primary	Education	Duddon
Morris Corfield & Co Ltd	Farm Equipment Supplier	Duddon
Eaton Primary School	Education	Eaton
Little Bumbles Pre-School	Education	Eaton
EET Fuels Essar Oil UK	Oil Refinery	Ellesmere Port
Passion for Learning	Education	Ellesmere Port
Clever Vine Ltd	Telemarketing	Ellesmere Port
Encirc	Glass Manufacturer	Elton
Rebeccas Day Nursery	Education	Faddiley
Farndon Primary School	Education	Farndon
Ashcroft Vets Surgery	Animal Care	Frodsham
Frodsham Pharmacy	Medical	Frodsham
H E Coward	Butcher	Frodsham
Forest Hills Hotel	Hospitality	Frodsham
RSK Group	Environmental Consultants	Frodsham
Aviagen Turkerys Ltd	Animal Care	Great Barrow
Bluebell Café	Hospitality	Great Barrow
Brownlow Furniture	Manufacturing	Great Barrow
Willows Vet Hospital	Animal Care	Hartford
Hartford Primary School	Education	Hartford
ALS Life Sciences	Science	Hawarden
Aerocare Aviation Services	Aviation	Hawarden Airport
Horns Mill Primary School	Education	Helsby
The Helsby & Elton Practice	Doctors surgery	Helsby
Helsby Library	Public service	Helsby
Hooton Park Circuit - Go Karts	Leisure	Hooton
Huxley CE Primary School	Education	Huxley
Cheshire Vehicle Keys Ltd	Locksmith	Kelsall
Citrus Coffee Shop	Hospitality	Kelsall
The Firs Veterinary Surgeons.	Animal Care	Kelsall
Kelsall Hill Equestrian Centre	Animal/Farm	Kelsall
Beautify Beauty Salon	Beauty	Kelsall
Weetwood Ales	Brewery	Kelsall

Self Placement Employers

The employers listed below have offered work experience in previous years and would offer work experience in the future.

Business Name	Industry	Town
NWD Architects	Architecture	Kelsall
Kelsall Primary School	Education	Kelsall
Weaver Electrical Ltd	Electrician	Kelsall
Kelsall Cycles Ltd	Maintenance	Kelsall
Kingsley St Johns Primary School	Education	Kingsley
Packaging Automation	Manufacturing	Knutsford
Hollies Farm Shop	Retail	Little Budworth
Condy Lofthouse Architects	Architect	Liverpool
Mason & Partners	Chartered surveyor	Liverpool
Norman Pannell Primary School	Education	Liverpool
Barlows Electrical	Building/Construction	Malpas
Ernst & Young	Accountant	Manchester
Royal Northern College of Music	Education	Manchester
Addleshaw Goddard LLP	Law	Manchester
Sports Coaching Group	Sports School	Middlewich
Acton CE Primary School	Education	Nantwich
Lakeside Cattery	Animal Care	Nantwich
Leonard Brothers Vets	Animal Care	Nantwich
GB Cope Ltd Dairy Farm	Farming	Nantwich
Everything Genetic Ltd	Genetic testing	Nantwich
Dee's Venetian Tearoom	Hospitality	Nantwich
Nantwich Library	Public service	Nantwich
Nantwich Bookshop Cafe	Retail	Nantwich
Nantwich Town Football Club	Sports	Nantwich
Afford Bond Chartered Accountants	Finance	Nantwich
Running Bear	Retail	Nantwich
Shell Island Ltd	Leisure	North Wales
Darren Curry Architects	Architecture	Northwich
Vets4pets	Animal Care	Northwich
SMH Americas LTD	Business Support Services	Northwich
Oakmere Motor Group	Car Dealership	Northwich
Charles Darwin Primary school.	Education	Northwich
Rosebank School	Education	Northwich
Air IT	IT Support Services	Northwich
Brio Leisure	Leisure	Northwich
Goblin Gaming	Retail	Northwich
Puddle Ducks Mid Cheshire	Swimming school	Northwich
Eurospecial Express Ltd	Transport	Northwich
Radio Northwich	Media	Northwich
Vector Vehicle Systems	Automotive	Northwich
NJG Architectural Design	Architect	Oakmere
Bodyright Chiropractice	Healthcare	Oakmere
Fourways Café & Grill	Hospitality	Oakmere

Self Placement Employers

The employers listed below have offered work experience in previous years and would offer work experience in the future.

Business Name	Industry	Town
Broughton Electrical Group	Electrical Engineering	Peckforton
Peckforton Castle	Hospitality	Peckforton
W Hodgson & Sons	Agriculture	Rushton
Elson Electrical Ltd	Electrician	Spurstow
Beauty & the Barber	Barbers	Tarporley
Beeston Aspinall Architects	Architecture	Tarporley
Bramble & Bloom	Florist	Tarporley
Hall Livesey Brown	Accountant	Tarporley
Hair Academy	Hairdresser	Tarporley
Skin Deep Beauty Salon	Beauty	Tarporley
Dataframe Solution Ltd	Data Support	Tarporley
OM Tarporley	Day Spa	Tarporley
Tarporley Pre school	Education	Tarporley
Tarporley Primary School	Education	Tarporley
Hinchliffe Homes	Estate Agents	Tarporley
Oak Exports	Exporter	Tarporley
SoulHair Ltd	Hairdresser	Tarporley
Whistles Hairdressers	Hairdresser	Tarporley
Southley Farm	Horse Trainer	Tarporley
Latte Da	Hospitality	Tarporley
Instinct Gym & Wellbeing	Leisure	Tarporley
MacDonald Portal Golf Resort	Leisure	Tarporley
ASI Breakdown Recovery Services	Vehicle repair	Tarporley
Tarporley Service Centre	Vehicle repair	Tarporley
Rising Sun	Hospitality	Tarporley
Tarporley Hair Boutique	Hairdressers	Tarporley
SVE Fashion	Retail	Tarporley
Shady Oak Pub	Hospitality	Tarporley
The Swan Hotel	Hospitality	Tarporley
Barchester Care Home	Care	Tarporley
George & Dragon	Hospitality	Tarvin
Tarvin Pre-School	Education	Tarvin
Tarvin Primary School	Education	Tarvin
Gallery Hair Design	Hairdresser	Tarvin
R A Chilton Electroplating	Metal Finisher	Tarvin
Aldersey Green Golf Club	Leisure	Tattenhall
The Ice Cream Farm	Leisure	Tattenhall
Ferney Lees Farm	Agriculture	Tiverton
Raymond Francis	Hairdresser	Upton
Ridge Hill Kennels	Animal Care	Utkinton
Spot Check Valeting	Car maintenance	Utkinton
St Paul's Primary School	Education	Utkinton
Legacy Personal Training	Leisure	Utkinton

Self Placement Employers

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Business Name	Industry	Town
Rose Farm Shop	Retail	Utkinton
ABB Ltd	Industrial engineer	Warrington
United Utilities	Water supply company	Warrington
Ash House Kennels	Animal Care	Wettenhall
Weaver Pet Care	Animal Care	Whitchurch
Whitegate Pre-school	Education	Whitegate
Willington Riding School	Animal Care	Willington
Woodlands View Kennel	Animal Care	Winsford
Sunrise Nursery	Child Care	Winsford
Darnhall Primary School	Education	Winsford
G R Farms Ltd	Agriculture	Winsford
CC Electronics Europe	Electronics	Winsford
Grange Community Primary School	Education	Winsford
Hebden Green School	Education	Winsford
Over Hall Community School	Education	Winsford
Oakview Academy	Education	Winsford
Wharton Primary School	Education	Winsford
Winsford High Street Primary School	Education	Winsford
DM & EM Drinkall & Son	Farming	Winsford
Brio Leisure	Leisure	Winsford
Funk Fitness Gym	Leisure	Winsford
D&R Pipe Fabrications Ltd	Manufacturing	Winsford
Cheshire Contabulary Police	Public service	Winsford
Winsford Library	Public service	Winsford
Winsford Town Council	Public service	Winsford
The Electric Church Record Store	Retail	Winsford
Winsford Lifestyle Centre	Leisure	Winsford
Robinsons	Transport Service	Winsford
Advanced Medical Solutions	Medical	Winsford
Headway Charity Shop	Charity	Winsford
Rookery Hall Hotel & Spa	Hospitality	Worleston
St Oswald's Primary School	Edcuation	Worleston
GHP Legal	Solicitors	Wrexham