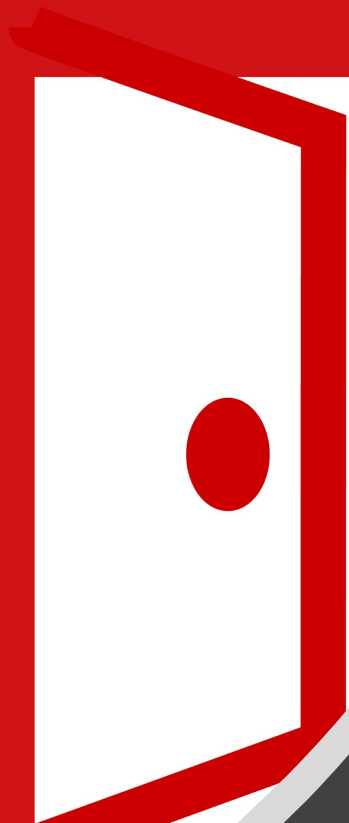


CAREER



**GUIDANCE
INFORMATION**



Year 12 Work
Experience

Why do work experience?

Whatever future pathway you are following, this is your chance to have a taste of working life. You will:

- Develop transferable skills, such as communication, time management and teamwork
- Understand how organisations work
- Bring a job you have read about to life
- Build confidence in interacting with adults and new people
- Discover what sort of job and workplace you want to build a career in

Whatever you do, you will definitely learn something!

Specific pathways

Certain courses at university will require you to have work experience before you apply, and you will need to evidence and discuss this in your personal statement.

These include: Healthcare, Veterinary and Education

It is also recommended for courses like:

Law

Engineering

Accountancy

Architecture

Media production

Town and country planning

Apprenticeship applications will be hugely strengthened by work experience!

Work experience (12-16th Feb)

1. Start looking NOW. You should all be doing something in that week.
2. Ask your family and friends if they can offer you work experience or have useful contacts in relevant industries.
3. Look through suggested placements and information posted onto the Google Classroom.
4. Contact (email or phone) a range of organisations - persevere if the first ones don't come off!
5. Read the model email first, then write your own application letters - make sure these are tailored!
6. Track your applications
7. Speak to Mrs Griffiths Plunkett if you need guidance.
8. Apply to opportunities which the sixth form team suggest to you!
9. Confirm your placement in good time! Log it on UniFrog

How to register your placement(s)

You will need log your placement on UniFrog. For this, you will need:

- Company name and address
- Employer - contact name and email (who will supervise you)
- Employment address
- Parent/guardian email address

Remember, work experience is not confirmed until it is logged in UniFrog!

How to register your placement(s)

Log into UniFrog, scroll down the homepage to the **Placements** box

The screenshot displays a grid of interactive boxes on the UniFrog homepage. At the top, under the heading "Quizzes", there are three boxes: "Interests profile" (blue), "Personality profile" (pink), and "Work environments profile" (dark blue). Below these are two more quiz boxes: "Skills profile" (purple) and "Work environments profile" (dark blue). The next section, "Exploring pathways", contains six boxes: "Careers library" (yellow), "Subjects library" (purple), "Know-how library" (dark red), "MOOC" (teal), "Webinars" (orange), and "Read, Watch, Listen" (blue). At the bottom, the "Placements" box (grey) is circled in red. Each box includes a title, a status indicator (e.g., "Quiz not taken" or "No placements added"), and a "Start" or "Go to tool" button.

Quizzes

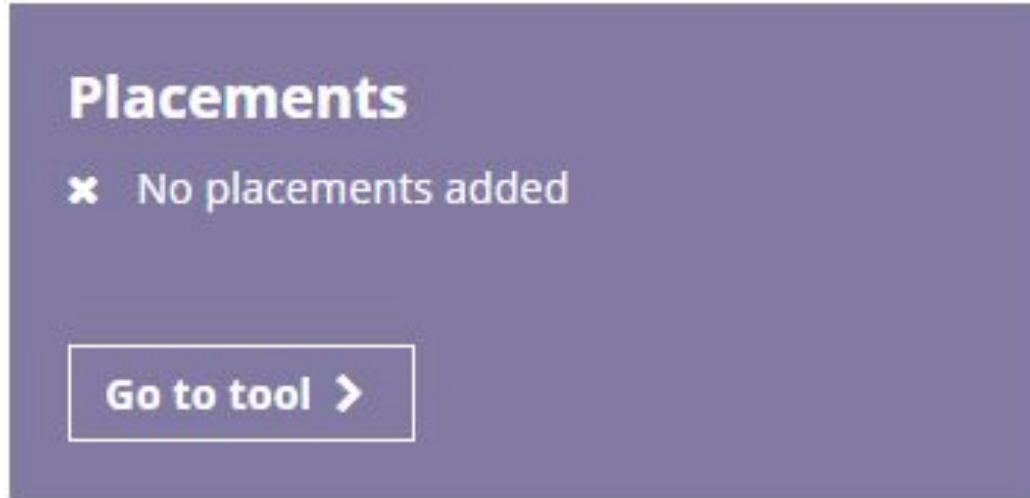
- Interests profile
× Quiz not taken
Start >
- Personality profile
× Quiz not taken
Start >
- Work environments profile
× Quiz not taken
Start >
- Skills profile
× Quiz not taken
Start >

Exploring pathways

- Careers library
× Careers favourited
Go to tool >
- Subjects library
× Subjects favourited
Go to tool >
- Know-how library
× Guides favourited
Go to tool >
- MOOC
Make your first shortlist
Start >
- Webinars
Hear directly from the experts
Go to tool >
- Read, Watch, Listen
× Profiles favourited
Start >
- Placements**
× No placements added
Go to tool >

How to register your placement(s)

Click on **Go to tool**



How to register your placement(s)

The screenshot shows the Unifrog website interface. At the top left is the 'unifrog' logo. The top navigation bar includes links for HOME, FAVOURITES, LOCKER, APPLY, and HELP, along with search, settings, and email icons, and a SIGN OUT button. The main heading is 'Placements', followed by a sub-heading: '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 >](#)'

The central part of the page features a status message: '0 placements added so far'. This message is accompanied by an information icon (a lowercase 'i' in a circle) and a red oval that highlights the entire message area, including the text and the '+ Add new placement' button below it. The text below the status message reads: 'Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.'

At the bottom of the page, there is a link: 'Some inspiration from the Know-how library'.

How to register your placement(s)

Complete the form. You must **select Year 12 Work Experience** from the dropdown as the placement coordinator.

* Placement coordinator



--- pick one ---

--- pick one ---

Mrs Eady

Year 12 Work Experience

The image shows a web form with a dropdown menu. The label to the left is '* Placement coordinator'. The dropdown menu is open, showing a list of options. The top option is '--- pick one ---'. Below it is another '--- pick one ---'. The next two options are 'Mrs Eady' and 'Year 12 Work Experience'. The 'Year 12 Work Experience' option is highlighted with a blue background, indicating it is the selected choice.

Common issues with the placement tool

Time commitment? Type 'Full time' if completing 7/8 hours in a day. 'Part time' if less.
When completed, you must **tick agree, tick Form finished** and **click on Add placement**.

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.

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

Need more help with the placement tool?

Watch the video on UniFrog. You will find this video on the first page of '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](#)

Some inspiration from the Know-how library



How to... use the Placements tool

Here's how our Placements tool works



For employers: how to run a successful placement

Top tips for employers on how to run a placement that makes everyone happy



For students: a guide to placements / work experience

Students: how to find it and how to be successful on it

Or check out all the placements / Work experience guides in the [Know-how library >](#)

[Looking for any deleted placements?](#)

