

WORK  
EXPERIENCE

AT  
SOUTHMOOR  
ACADEMY




# *Year 10 Work Experience 2023-2024*

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*Preparation*



# *Why do Work Experience?*

- Gain insight into a career
  - Gives a purpose to your education showing the link between how education prepares you for the world of work
  - It can help you find a job
  - It can help with your application to Sixth Form, College or University
  - You gain valuable skills for your development
  - Adds value to your CV
  - To gain a positive reference from an employer
  - Building up contacts
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# *Take work experience seriously*

- All work experience is valuable, no matter in what field it is. Evidence of:
  - Positive attitude to work, being polite
  - **Flexibility and enthusiasm**
  - Initiative – ability to think for yourself in the workplace
  - **Reliability – turning up on time**
  - Communication skills – confident to talk to people, willing to ask for help and a good listener
  - **Team worker – gets on well with others**
  - Literacy, Numeracy & computer skills



# *Next steps*

- Approximately 210 students are going out on Work Experience starting on Monday 10 June.
- **Majority of Health and Safety Checks have been completed – there are still more taking place this week and final paperwork being checked.**
- There are still some employers and parents who have not completed their part on Unifrog. PD teachers have a list – these are now urgent.
- **Mrs Robinson is available ONLY at breaktime today and tomorrow for final queries.**
- No more placements can be added.



# Next steps

- Unifrog will show when your placement has been approved
- **Steps 1 – 4 need to be in green to show placement approved**

## Simran's Placements

Simran has added the following 1 placement.

So far 0 general comments have been added. [Add / View comments?](#)

### Bakery

Scheduled for: **10 January 22 - 10 February 22** Type: **In person**

[Comment +](#)

[Convert to Interaction >](#) (disabled until Employer review form complete)

① **Student initial form** Completed on 7 January 2022

[more v](#)

② **Employer initial form** Completed on 7 January 2022

[more v](#)

③ **Parent / Guardian agreement** Completed on 7 January 2022

[more v](#)

④ **School permission** Completed on 18 January 2022

[more v](#)



# *Next steps*

- **By Friday, a list will be displayed outside the Careers Hub which will have the list of all approved placements.**
- **On Unifrog, click on step 2 (Employer initial form) to find out key information:**
  - Dress code
  - Working hours
  - Specialist equipment needed
  - Contact name and other details



# To do before Monday 10 June

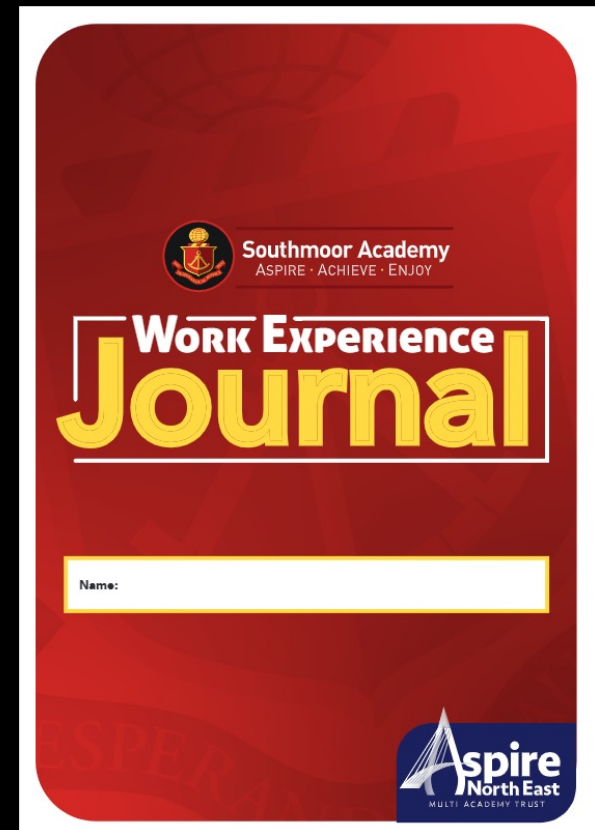
- Phone or go in to see the employer before you start your work placement.
- Remind them that you will be arriving on Monday 10 June.
- Check:
  - How are you going to get there?
  - What time will you need to leave to get there on time?
  - Start times and finishing times
  - Who to report to on arrival
  - What to wear (specialist clothing?)
  - What happens at lunchtime
  - Do you need to bring anything with you?
- It is important to make the employer aware of:
  - Any medical needs that may affect your work placement





# *Work Experience Journal*

- We are providing you with a work experience journal which we expect you to complete each day
- Complete the first two pages before Monday
- On the last page, there is a space for employers to provide a reference which you can use for future applications.



# ***Important Information***

- **For any reason you will be unable to attend your work placement on a particular day:**
  - **Parents to contact school as normal to report absence**
  - **You must contact employer to let them know by giving the reason**
- **If you ever feel at risk, please contact your parents and let school know immediately**



# *During/After your placement*

- **Step 5 on Unifrog will be completed during your time at the placement where school will be checking on your progress.**
- **Step 6 on Unifrog is the 'Employer Review Form' which employers will be prompted to complete after your placement.**
- **Step 7 on Unifrog is the 'Student reflection form' which you are asked to complete after your placement. You will be reminded by email to complete this and by Form Tutors on your return to school.**



# ***If you have not secured a work experience***

- You will be in school **as normal** on Monday morning.
  - Only those with a work experience that has been fully checked and approved will be allowed out of school from Monday.
  - You will be in most of your normal lessons but there will be some extra careers-based activities taking place during the week.
  - You will not go to your usual registration room – form tutors will inform you of the room for that week.
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