

# WORK EXPERIENCE 2025



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 7<sup>TH</sup> – FRIDAY** 

**11<sup>TH</sup> JULY 2025**

# 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)

" Young adults 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.



# Work experience offers...

- Opportunity to **test a career-** before committing to courses /training
- A chance to **engage & interact** with people outside your normal remit- we all have to do this!
- Something else to **write on your CV & support future** course / job applications- this could make all the difference.
- Experience **the working world (professionally)**
- **Make connections (networking)** for future employment/support.
- Potential **reference.**
- A chance to be **independent & take responsibility-** This mimics the recruitment process – its good practice, so use it.



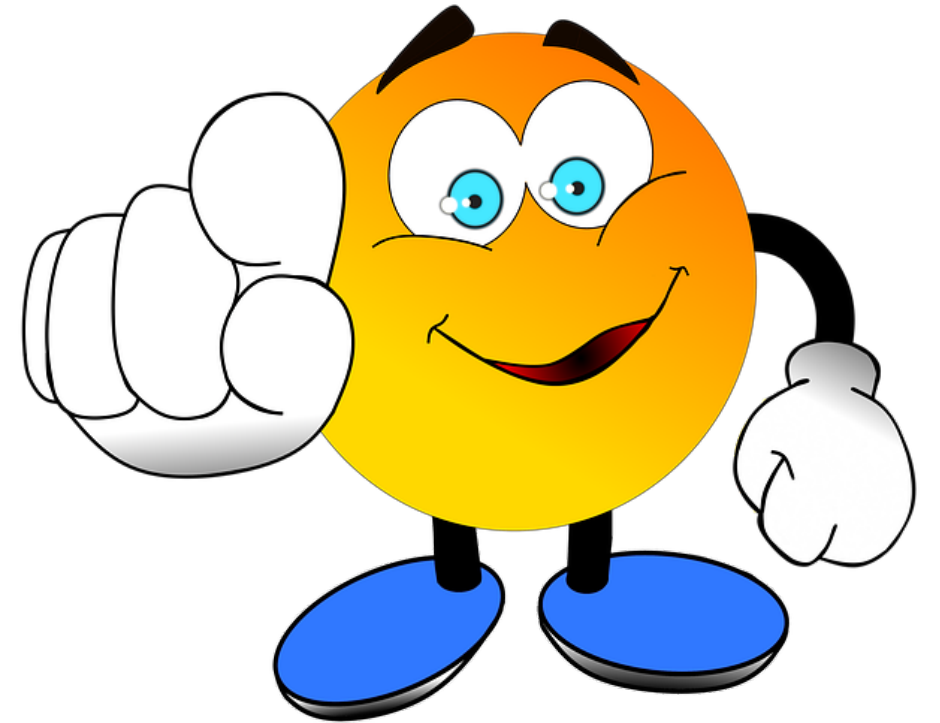
# WHAT IS EXPECTED OF STUDENTS?



Work Experience 2025

# 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)



# SUPPORT AVAILABLE



To help with finding a placement:

- ➔ Student guide- details all the key information needed.
- ➔ Tutor activities- with hints & tips
- ➔ Access to Unifrog- a wealth of information and guidance- try the apprenticeship tool for employers who typically employ young people.
- ➔ Database of previous employers



# THE WORK EXPERIENCE PROCESS

1. Generate career ideas & professions of interest- Unifrog & NCS website.
2. Actively enquire about opportunities with employers.
3. Secure an opportunity verbally & gather relevant information
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 (You & the employer)

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

# The Placement **MUST**...

- Be **outside** of your normal experiences- **NOT** current work/activities
- Have **Employers Liability Insurance** (Public Liability is not the same)
- Have **written down Risk Assessments & Health & Safety Policies**  
(These are a legal requirement for all company with 5+ employees)

# THE CHALLENGES

Finding a placement can be **difficult.**

+

Expect the following:

- 'No' a lot – often mentioning insurance!
- Contact plenty of employers – 20+
- Not receiving a response or long delays

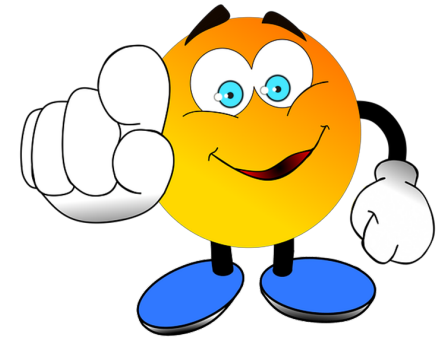
Tips:

- Contact multiple organisations- **don't** wait for a response
- Follow up enquiries with phone calls or visits



# Placement Vetting

- All placements must be checked & approved, well in advance
- Vetting takes place through the **Placements Tool** on **Unifrog**.
- 4 stages, with **YOU** starting the process, by adding the initial placement details & completing the student form.
- Understanding the vetting process will help you with employer communication and tracking the process.



# Placement Vetting: Overview

## Student Form

Once a student verbally secures a placement, they must complete and submit the Unifrog placement tool. Unifrog automatically contacts the employer, (using the employer email on the student form- make sure this 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

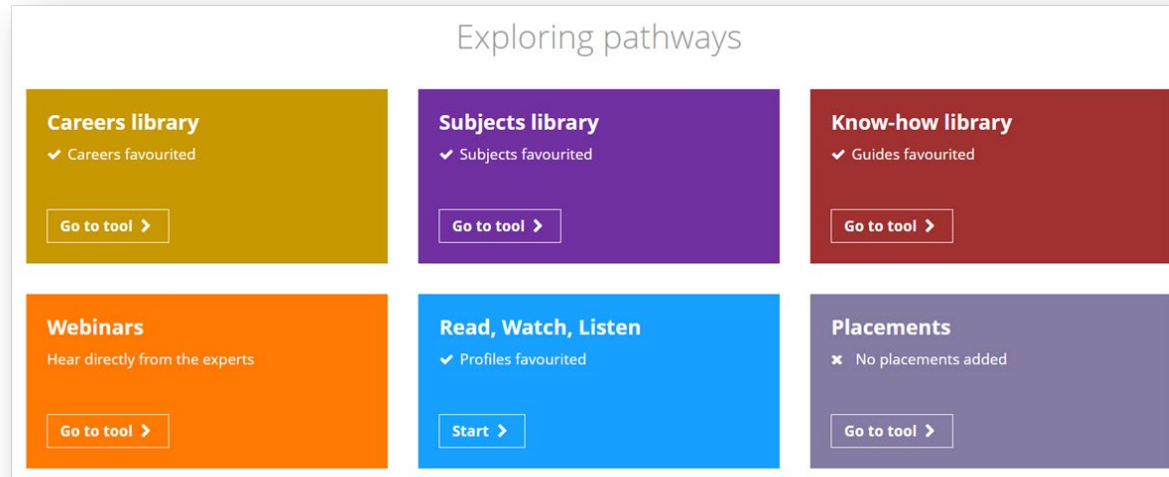
Parents/carers review ALL the information (student & employer forms) and consent to participation. They can add any further details if needed.

## 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.

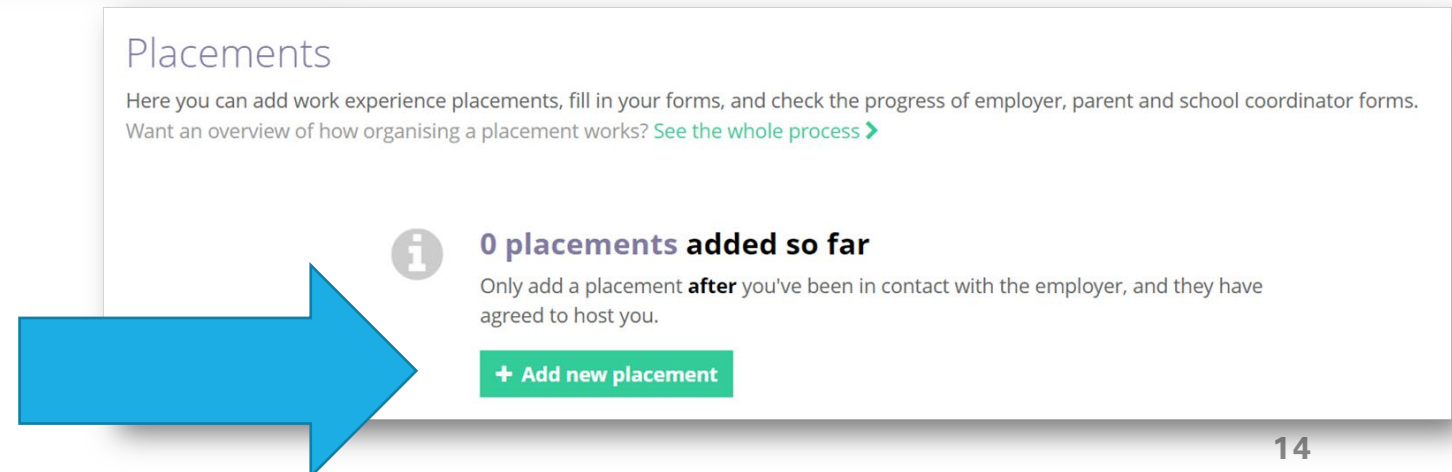
# The Student Form

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.



# The Student Form: Key Answers

- Select 'in-person' for the placement type.
- Placement coordinator: Mrs Mahloudji
- Placement dates: Monday 7<sup>th</sup> – Friday 11<sup>th</sup> July 2025.
- 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
- Question: 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 & 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.
- 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.

# TOP TIPS



- Try to include a range of tasks and/or departments
- Actively engage in this process & the opportunity
- Use it to test a career idea- as best you can
- Highlight you are 16+ in initial emails/calls
- Offer Work Shadowing (observation based) if more applicable
- Remember: all placements are an experience & will develop employability skills & learning
- When making enquiries, try to get the name & contact details of the person in charge of work experience at the organisation.
- Help each other- utilise yours & others friends & family network

# Work Experience 2025- Timeline

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

February 2025	Launch & support packs issued Start conducting your research- Identify careers sectors of interest & local companies.
February - April 2025	Students should be actively contacting employers & making enquiries- Use the support pack for examples of emails & phone conversations. Engage in tutor support activities.
6 <sup>th</sup> May 2025	Have secured a placement and submitted details on Unifrog (placements tool)– this will trigger health & safety checks to start.
<b>On-going notification of placement approval- Via Email</b>	
W/B 9 <sup>th</sup> June 2025	Contact placement provider again & remind them you will joining them shortly. Double check key information e.g. start/finish times, arrival location, dress code, lunch arrangements etc.
W/B 7 <sup>th</sup> July 2025	Undertake placement & Complete a review
W/B 14 <sup>th</sup> July 2025	Review placement & 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 for  
support)

Start  
Contact  
employers

# WHAT NEXT?

Work Experience 2025