



Millais

Work Experience

Mon. 10th – Fri. 14th
June 2024

A Guide for Students on
Work Experience



If in doubt:

- Ask a fellow student
- Ask a parent
- Contact Mrs Jones: caroline.jones@millais.org.uk

How this booklet will help you:

This booklet will contain (hopefully) all the information you will need regarding Unifrog AND Work Experience.

Contents of the booklet:

- What is Unifrog and how do I login?
- Work Experience Summary Timeline
- How you I find a placement?
- How do I use Unifrog?
- Placement Journal - Helpful preparation before starting Work Experience.

What is Unifrog and how do I login?

Every Year 10 student has access to Unifrog

Unifrog is basically a careers and post 16 / post 18 platform designed to support learners in making informed decisions about their futures. Each student has their own personal account that provides a wide range of information related to their interests and aspirations. Key features of the platform include:

- Exploring Pathways – personality quizzes, career and subject profiles and webinars
- Recording – self-reflection about extracurricular activities and key employability skills
- Opportunities – search tools showing live vacancies/courses/placements for apprenticeships, universities (in the UK and abroad), FE, virtual work experience etc.
- Applications – tools to help students build applications for a range of pathways (e.g., CVs, Personal Statements, Common App Essays)

Year 10 will have PD lesson where they are formally introduced to the site and its utility. We really hope they enjoy using this tool.

As of Monday 22nd January, each Year 10 student will be sent a login code to their school email.

Students access the platform by clicking the link in their welcome email, where they create a password and can begin using the platform.

Students will then be able to login to Unifrog using **their school email address** and the password they have selected (we advise you use an easily remembered password!). Students can login from any computer, tablet or smartphone.

Work Experience Summary Timeline

18 – 22 Jan. 2024

- Work Experience Launch
- Work Experience Channel set up on Year 10 TEAMS
- All relevant guides and whole year group communication will happen over this channel.
- Unifrog email sent to each student's school email account.

The sooner you find a placement and get started the better!

18 Jan – 28 March (first check in deadline). BY NOW.....

- You will have logged onto the Unifrog platform.
- If you are struggling to do so – please attend a Friday lunchtime surgery in the LRC (12.45-1.05pm). Mrs Jones will be available every to help.
- **Secure a work placement as soon as possible to make sure you get what you want!** Ensure that information required (shown below) is gathered from the placement and input this on to the Unifrog Placements section – Student Initial Form (instructions below)
- **The information you need to gather is:**
 1. **Name of placement (e.g. Lottie's Bakery)**
 2. **Placement start date and end date: (10th June – 14th June 2024)**
 3. **Describe the time commitment: (e.g. 8am – 5pm)**
 4. **Employer placement lead name:**
 5. **Employer placement lead email:**
- A payment of £10 should be paid via Parentpay to cover the administration of WEX costs.
- After the 28 March – the school will meet with students who have not been able to secure a placement yet.

As soon as you input the employer's details on Unifrog

Employer Form

- The Employer will be sent an email from Unifrog. They must fill in their forms / upload their documentation.

As soon as the employer uploads their documentation

Parent Form

Your parent will be sent an email from Unifrog. They must tick to state they agree to the Work Experience placement.

As soon as a parent agrees to the placement

School Form

The school will be sent an email from Unifrog. The school must then sign off on the Work Experience.

In school

Year 10 will have a number of assemblies and PD lessons to prepare them for Work Experience. This is a part of wider post 16 and careers programme, including an Industry Meet and Greet Day and Post 16 preparation which will take place over various dates in May - June. Students will be issued with WEX journals to fill in during WEX. There will be an opportunity to complete a WEX reflection at the end.

Out of school

Monday 10th – Friday 14th June – students will participate in **Work Experience** (or if no placement secured – a virtual Work Experience opportunity and/ or an online Employability Skills programme).

Road to WEX Checklist:

Login into Unifrog using Welcome email – received on Monday 22 nd January	
Made a shortlist of organisations	
Make contact with organisation/s	
Secured placement – and contacted to confirm	
Gathered details for the Unifrog form (name of placement / main contact name and email / time commitment)	
Input details onto Unifrog (Placement Section)	
Gathered details about start time / transport / what to wear	
Downloaded WEX placement journal	
Attended WEX placement and completed WEX reflection	

How can I find a placement?

It is expected that students will find their own placement.

Millais has established a database of employers who have offered to take work experience placements. This database is very limited – therefore, there is no guarantee that a placement will be found through school helping you. We cannot emphasise enough how you will need to find your own placement where possible. If you do need additional help – please make sure that you come to a Work Experience surgery - Friday lunchtime in the LRC.

One of the best places to start finding a placement is to consider:

1. What am I interested in?
2. What skills would I like to develop?
3. Where can I get to? (transport will cost you money)
4. Who do I already know that might be able to help me with a placement?
5. What local companies / organisations might be happy to have me?

Contacting a potential employer:

The Unifrog guide below will help you to prepare for an approach to a potential placement.

<https://www.unifrog.org/teacher/resources/favourite/know-how-for-students-a-guide-to-placements-work-experience>

Please make sure that you engage with all the advice on this platform.

Once you have a shortlist of organisations to contact – it often helps to follow the **communications flow** below:

1. Phone the company to ask for a contact email / name for you to email about Work Experience.
2. Email your contact with a polite request – include your phone contact and make sure that you continue to check your email for a response.
3. Phone the company as a polite follow up to see if they are able to accept your work experience request if they have not emailed you back.
4. Once you have been accepted on a placement – make sure that you email them to accept and thank them. Check who the main contact is / start times / end times / what you need to wear and anything other important to know information. Make sure they know that they will receive a Unifrog form to the contact email that needs to be filled in to confirm your placement can go ahead.

Phone Contact:

Taking the time to phone someone might seem old-fashioned! But it's still key way for people to communicate in many businesses.

Emails might get lost in an inbox with hundreds of others. A phone call shows that you're confident (even if you're not!) and that you're making the extra effort to ask for an experience with the company.

As with an email, a phone call is a great opportunity to **show that you've done your research** and have thought carefully about where you'd like to do work experience.

You may want to email first to ask for an appropriate time to speak to the person you are trying to reach. That is completely fine.

Whether you do this or call straight away, these top tips will help you stay calm and in control!

1. **Be polite and cheerful** – even if the employer decides not to offer you a placement!
2. **Speak clearly** and not too fast, so you're easily understood.
3. **Make some notes** before the call about what you want to talk about so you don't forget anything.
4. **Remember to introduce yourself**, the reasons you're interested in work experience, and set out the dates you're available for work experience - Monday 10th - Friday 14th June 2024.
 - Even if you don't feel very confident, try and sound like you are! **Take a deep breath** before you call, and give yourself time to think when asked a question.
 - Decide how the organisation will get back to you – school email? Mobile? Have your own contact details to hand.

It is helpful to have a notepad and pen with you when you call, so you can make a note of anything important that's said while you're talking.

Email Contact:

Write either a formal email or letter - even if you know the person you are contacting - and have someone else read it before you send it to check it for errors.

To make sure you remember to set out all the right information and questions in your email to an employer, we recommend you follow the structure below:

- **Paragraph 1:** introduce yourself and the school or college you go to.
- **Paragraph 2:** say a little about why you're interested in the industry or company. A couple of sentences is enough!
- **Paragraph 3:** politely ask about work experience opportunities on dates you are able to attend. You can also ask for a meeting/phone call here too.
- Remember to use an appropriate email address. Your school email address is a good one to use!

Ready? Now it's time to practise writing your own email to an employer below:

To:
Subject:
Dear...
Paragraph 1: <i>Introduction</i>
Paragraph 2: <i>Why are you interested in the industry?</i> Why you would like to complete your experience at this organisation- <i>what do you want to learn? What do you want to experience?</i>
Paragraph 3: <i>Ask about opportunities on the dates you are looking for work experience.</i> The days or dates on which you are able to complete your work experience – <i>Millais dates are Monday 10th – Friday 14th June.</i>
Yours... <i>faithfully or sincerely</i>

The deadline of 28th March for the school to be notified of

details of own placements.

The time after 28th March will allow us to check all paperwork is in place – and that the employer / a parent and the school have all signed off on the Work Experience.

How to input information onto Unifrog:

This useful video explains how it all works:

<https://www.unifrog.org/teacher/resources/sort/know-how-unifrog-placements-tool-faqs>

The student starts the Unifrog placement through logging onto the platform using their own student email and password.

LOG IN TO UNIFROG: <https://www.unifrog.org/>

Press the 'sign in' button

Enter your Millais email address and the password you set for your Unifrog profile.

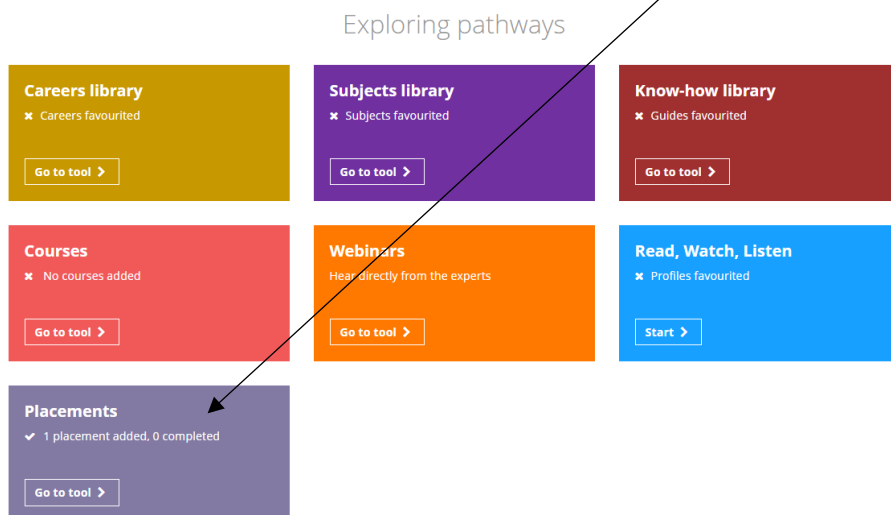
If you cannot remember the password for your Unifrog profile, click the 'Reset password / Resend welcome email' link and enter your Millais email address.

Next, log into your Millais email inbox and find the email from Unifrog to reset your password.

When you have done this, use your reset password to log onto your Unifrog profile.

GO TO THE 'PLACEMENTS' SECTION OF YOUR UNIFROG PROFILE

Scroll down your Unifrog profile until you find the 'Placements' box. Click on 'Go to tool >' within the 'Placements' box to be taken to the 'Placements' page.



CLICK 'ADD NEW PLACEMENT'

If you have already added your placement form, you do not need to click this again. Instead, you should see your placement form slightly further down the page to continue filling it in and/or check the status of it.



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

YOU WILL THEN BE TAKEN THROUGH TO YOUR STUDENT INITIAL FORM:

How to fill in your Student Initial Form

Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form.
Afterwards we'll ask the placement lead at the employer to fill in the next form.

* In person or Virtual

In person

Only fill in a form if it is In Person (as in, you are attending an establishment with an employer).

Placements tool or Activities tool? The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

Virtual or In person? If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

* Placement coordinator

Ms Jones

You will only be able to choose Mrs Jones.

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

* Name of placement business / organisation

Lottie's Bakery

* Placement start date

10th

June

2024

These are our dates

Placement end date

14th

June

2024

* Describe the time commitment

Full Time (9am - 5pm)

* Employer placement lead: name

Tim Cook

Please make sure that the email is accurate!

* Employer placement lead: email

tcook@lbakery.com

Important: this must be correct, or we won't be able to progress the placement.

* Employer placement lead: email

tcook@lbakery.com

* Employer placement lead: phone number

* Placement country

* Placement address

* Placement postcode / zip code

* Is this the workplace where you'll be based throughout the placement?

* Will you live at home as normal during the placement?

* How will you travel to and from the placement?

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

* Parent / guardian (who must also be your emergency contact)

* Parent / guardian email

* Parent / guardian email (again)

Only fill in any special needs if it will affect your placement.

Again – please check that this is accurate! Otherwise, the email will not be sent to your parent to get permission for the 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.

Finished? mark as finished and notify employer to fill in their initial...

Make sure that you tick agree. Click finished when you are happy all is complete. **CLICK THE ADD PLACEMENT BUTTON!**

or cancel changes

Once you have pressed 'Add Placement', you will be taken back to the placements page. Here you can see the status of your Unifrog placement form.

The Student Initial Form will be GREEN if you correctly clicked the 'mark as finished and notify the employer to fill in their initial form' box

The Employer Initial Form is ORANGE as they have not returned anything yet. It will show you to whom the email has been sent.

Unifrog will send an email to you school email account to let you know that the employer has been sent their initial form.

Lottie's Bakery

Scheduled for: 17 July 23 - 19 July 23 Type: In person

① Student initial form Completed on 20 March 2023

more ▾

② Employer initial form

more ▲

The next stages are for: **Tim Cook** the employer placement lead to fill in the Employer initial form, then your **parent / guardian** needs to agree for it to happen, and lastly **Ms Jones** the school placement coordinator needs to give permission for it to happen. We have sent an email to the employer placement lead, but they have not yet completed their initial form.

Email sent to: Tim Cook, tcook@bakery.com

Email sent: 20 March 2023 17:02:06

Email sent just now ✓ (resend again from 23 March at 17:02)

③ Parent / Guardian agreement

more ▾

④ School permission

more ▾

⑤ School during-placement check-in

more ▾

- When the employer has completed the Employer Initial Form (this includes health and safety and insurance documentation as well as **key information** about your placement) – Unifrog then contacts your listed parent / carer.
- The parent / carer will then fill in their Parent/ Guardian Agreement giving you permission to attend.
- Unifrog then contacts the school – where your details are reviewed and then we give final permission for you to attend! We then complete the School permission form.
- At this stage – steps 1 – 4 will all be in green! You are good to go! A confirmation email will be sent to you and your parent to confirm that all is good for you to attend your Work Experience.

If you wish to add another placement – simply repeat all the steps by going to the placements box and clicking 'add placement'!

Work Experience – Placements Key Information

It is really important that you know what to expect during your Work Experience. You need to work out your plan for how you will get there / what you need to wear and who you are initially reporting to....

Reporting:

Who are you reporting to during your work experience?

.....

Dates of experience:

Start date: End date:

Working hours:

From: am/pm To: am/pm daily

Lunchtime arrangements:

Detail below what your lunchtime arrangements will be e.g. packed lunch, lunch provided by employer, buying lunch etc.

.....

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Work wear:

Detail below if you are required to wear particular clothing for your role. For example, a suit, high visibility jacket, company clothing etc.

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Will this be provided for you?

Travel arrangements:

How will you get to your placement?

How long will this take?

How much will it cost?