



# Year 10 Work Experience

What's next?!



First of all.....



Well done – over **65%** of you have gained a work placement!



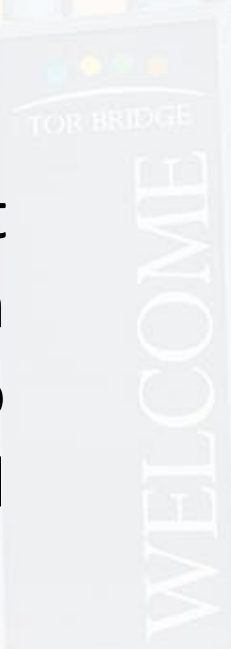


# Work Experience Week starts July 8th!

Now is the time to get excited about trying something new and getting a feel of what the world of work is like...



But however you are feeling, it **will** be OK, this is an opportunity for you to do something different and hopefully, fun!

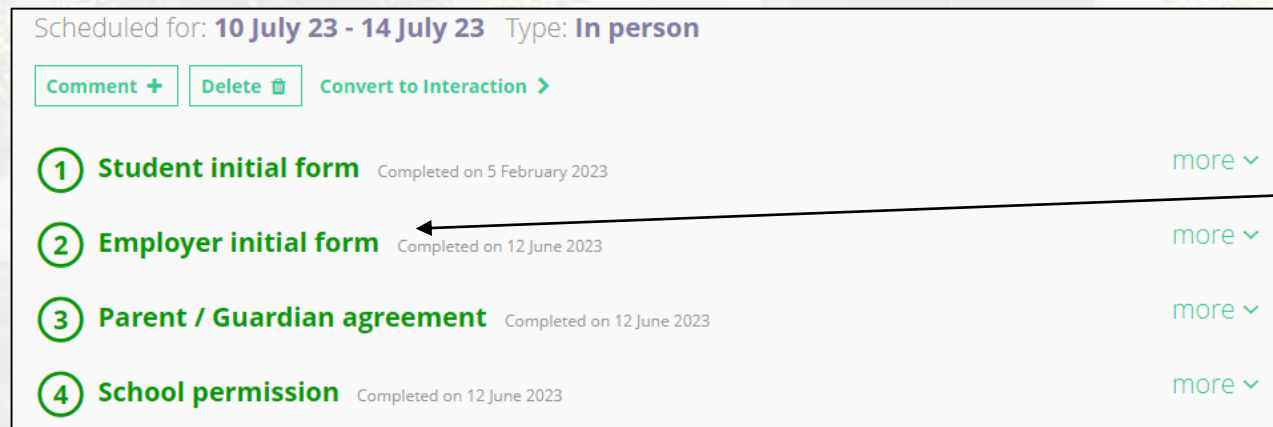
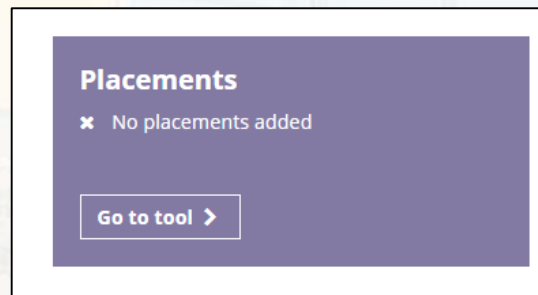






# Log into Unifrog...

- Find your placement by logging into Unifrog and selecting the Placements tool...



Under 'Employer initial form' you will find details such as the name and contact details for your placement, an overview of your placement, things they may need you to bring/wear, timings etc.

**It is important that if you have any questions/queries, you contact the employer ASAP!**

# Planning in advance...

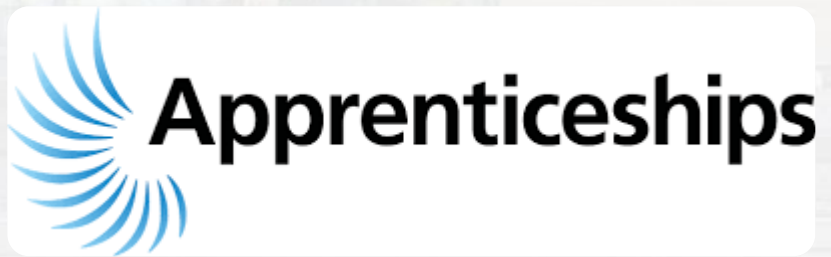
- Plan your transport – are you getting a bus?
- Are you being dropped in by a parent/carer?
- Are you walking?
- Plan to get there in plenty of time – 15 minutes early.
- What are you going to wear?
- Dress appropriately for your placement - plan in advance!





# Making a good impression

- Remember that this placement could lead to future part time jobs, references or even future apprenticeships!
- If you make a good impression at your work placement, you could open up endless possibilities...







# Get out what you put in!

- Most of all, work hard at your placement, learn new skills and make the most of the opportunity
- Make new friends, speak to the manager, speak to your colleagues
- Always make yourself available for new tasks if you have finished your previous task – employers remember proactive students and you may be asking for a reference from them one day





# Things to remember

- If you are sick – your parent/carer **must** phone up both the employer and your school office
- If you run out of things to do on your placement, ask if there is anything else you can do. Be proactive!
- During the week, you are classed as an employee of that company. You must remain professional at all times.







# Placement Visits

- You will be visited by a member of staff whilst you are on placement to see how you're getting on
- They will complete a Google form with you
- There will also be another Unifrog form for your feedback once you have completed the placement that you will fill in during tutor the week after the placement
- Your employer will also review your placement and give you feedback via Unifrog

**Have fun, work hard and enjoy!**





# Students without a WEX placement

- There is an in-school provision for students without a Work Experience Placement / students that have had a placement on a different week
- Details for this will be going out to your parents/carers ahead of the week.
- If you have any queries, please email [sixthform@torbridge.net](mailto:sixthform@torbridge.net)