



The John of Gaunt School



EQUA Mead
Learning Trust
Every Child, Every Chance

A GUIDE TO WORK EXPERIENCE

**30th June – 4th July
2025**

YEAR 12

Work experience is a valuable contribution to learning as you prepare for the world of work. It replaces school-based education and students are expected to organise a 5-day placement to take place Monday 30th June – 4th July 2025.

You will need to be organised and the online form on Unifrog completed by 1st April 2025.

Failure to meet the deadline may mean the placement cannot go ahead.

You are expected to find your own placements and should start looking **as soon as possible**.

Why do work experience?

'Experiences of work give young people a competitive advantage – about 80% of employers think work experience is essential and two-thirds of employers would be more likely to hire a young person with work experience over someone with none' (Careers and Enterprise Company).

Work experience helps build confidence and provides you with a valuable insight into a career path which may interest you. It allows you to see a workplace first hand, ask questions and find out about work roles and desired qualities, as well as possibly gaining a reference that you can use in the future. You need to be realistic about the kind of placement you can expect to do and consider what is available locally. Whilst you may not be able to find a placement directly related to your career choice, you can still gain much from a work placement. It can help broaden your career ideas, giving you an insight into the skills and attitudes required by employers and offers you an opportunity to practise and develop key skills such as communication, teamwork, problem solving, time keeping, responsibility and an awareness of others in a work setting: important skills, transferable to any occupation.

Stepping outside of school can be a challenging prospect, but it is worth it.

If you have no idea about which jobs might interest you, you could logon to www.careerpilot.org.uk to research jobs related to your favourite subjects at school or try the careers matching quiz.

If you are still unsure, e-mail Mrs Candy-Cornish ccandycornish@jogschool.org or Mr Francis bfrancis@jogschool.org, Careers Advisers, to arrange a careers interview.

Suggestions on how to arrange a placement:

It is recommended that you make the approach to employers yourself, rather than relying on parents to make the first contact. Employers respect this direct approach and it allows you to gain first-hand experience of what it can be like to apply for employment. Ideally, you should find out the name of the person you need to approach in a company, as direct contact with the most appropriate person is likely to be more fruitful.

You may choose to email the company initially but you must be prepared to follow this up with a phone call a week later - emails by themselves rarely lead to placements.

Employers are busy people. One email or phone call may not be enough so persevere. It is also important not to focus on just one employer; it is better to speak to several.

Use friends and family networks to find a suitable employer.

You can find details of companies to target via:

www.yell.com

www.workwiltshire.co.uk

Find employers who advertise for apprentices via the national apprenticeship website

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch?searchMode=Category>

Google employers and look on their websites directly.

Completing Unifrog

Student

Once a placement has been agreed with an employer, you will need to complete the online form on Unifrog in the Placement tool. Here is a video which explains how to complete this section.

<https://www.unifrog.org/placement/guides/how-to-use-the-placements-tool>

Placements should be recorded as 'in person' and the Work Experience Coordinator is Mrs Pepler. Please make sure that the details are entered accurately, especially email addresses and employer contact name.

On completion of the online work placement form, you are agreeing to the following:

- 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/college as soon as possible of any absences.

(Parents/Carers need to ensure you understand the importance of this).

Keep the contact details of the employer somewhere safe and get back in contact closer to June to confirm arrangements.

Employer

Once you have completed your section, it will automatically contact the employer, who will then need to complete all the necessary placement details. For example, hours of work, dress code, Health & Safety policy, risk assessment and Employers' Liability Insurance and Public Liability Insurance. The employer **must** have **Employer's Liability Insurance and Public Liability Insurance**. Most employers will have this but, if the employer is self-employed, it is unlikely that they will have employer's liability insurance. It is possible for the employer to take this out to cover the term of the placement, but is very costly.

Parent/Carer

When the employer has returned the information, your parent/carer will be sent an email asking that they agree to the placement and giving them the opportunity to add any further information.

School

The final step is for the school to approve the placement.

Once it has been authorised by the school, all parties will receive an email confirming the placement will go ahead.

During work experience, the school will arrange for a member of school staff to visit or phone the employer and you during the week.

Below are suggestions for your initial e-mail to an employer and a sample CV. Following your initial contact, you may be asked to send the employer a copy of your CV. Please use this as a guide and do not simply copy the example text.

As this letter/email will provide a potential work experience supervisor with a first impression of you, it needs to be well constructed and to the point. Find out what you can about the company before writing and ring to find out the name of the person you should address your letter/email to.

SAMPLE INITIAL EMAIL

Dear *(use name of person, if known, or if not use Dear Sir/Madam)*

Work Experience Placement

30th June – 4th July 2025

- Para 1 Introduce yourself (e.g. I am a 17 year old student at The John of Gaunt School) and explain that you would like the opportunity to do a placement with their company. State the type of work you are interested in e.g. plumbing, hairdressing, engineering and explain why you are interested in doing the placement with this company/your interest in this type of work.
- Para 2 Say which subjects you are studying and, if you know, say what sort of job/career ambitions you have. Mention any hobbies you have outside school and give brief details of any part-time jobs you have/have had.
- Para 3 Give some details of what you would like to gain from the placement/how you feel the placement will benefit you.
- Para 4 Express your readiness to meet the employer and attend an interview if required. Thank them for taking the time to consider your request and close by saying that you are looking forward to hearing from the employer.

Yours faithfully/sincerely

(Use faithfully if you have Dear Sir/Madam or sincerely if you have used the person's name).

Paul Jones

SAMPLE CV

PAUL JONES

E-mail address

PERSONAL PROFILE

(Ask yourself, who am I? What do I want? Why do I want to do it? Employers need to be able to read this and understand why you want to do your work experience with them).

I am a hardworking, positive young person currently studying for A levels at The John of Gaunt School. I have excellent communication skills and enjoy working with people from a range of backgrounds. I am reliable and responsible, take on tasks both at home and at school, and do them to the best of my ability. I am looking for a work placement in *(insert area of interest)* because I would like to explore a career in *(insert area of interest here)*.

KEY SKILLS

(List some key skills that you have here - you can try the pre/post 16 skills map quiz on www.careerpilot.org.uk to help with this and also look at the skills needed for the job you are keen on and use these words).

Excellent IT skills – able to use PowerPoint, Excel Word.

Able to meet deadlines - always handing in coursework on time.

Responsible – look after neighbour’s cat when they are away/babysitting.

EDUCATION AND QUALIFICATIONS

2011 - 2018 The Mead Primary School, Trowbridge

2018 - Present The John of Gaunt School, Trowbridge

WORK EXPERIENCE

You can include any work that you do, even helping at home, paper rounds, babysitting, helping with sports clubs with young children.

July 2024 – McDonald’s, Trowbridge. Responsible for taking orders, cleaning tables and making sure all customers are happy.

INTERESTS

(Include anything that you do outside of school. What do you read? What music do you listen to, what sports do you play? Do you have any hobbies like computing, gaming, looking after animals?)

In my spare time, I sing in a local choir in Bradford on Avon, am a keen photographer and love to play football for Trowbridge Warriors.

REFERENCES

Head of Year/ tutor contacts – *someone who knows you well but is not a relative.*