



Therefore, choose

# St Michael's CE High School

*A Church of England Academy*

*Year 10*

## *Work Experience Guide 2024-25*

**Monday 14 July – Friday 18 July 2025**



*Growing in Body, Mind and Spirit*

**ST MICHAEL'S CHURCH OF ENGLAND HIGH SCHOOL**

**A BRIEF SUMMARY OF OUR CHRISTIAN VISION**

Our motto is '**Therefore choose [life]**' from Deuteronomy.



We understand this to mean growing in **body, mind and spirit**, so that all who learn and work here may flourish, experiencing the joy and hope of '**Life in all its fullness**'.

**This is further explained in our Mission Statement,**

'As a vibrant learning community  
we choose to serve God,  
pursue excellence  
and celebrate the uniqueness of each individual.'

# **Work experience guide 2024-25**

## **Monday 14 July – Friday 18 July 2025**

It is important to remember that work experience is all about giving you an insight into the world of work. It doesn't have to be in a career that you would choose in the future. However, if you have a particular passion or ambition this could also be the perfect opportunity to explore this further.

There are a number of schools that undertake work experience in the local area in addition to young people regularly seeking opportunities for work experience. Begin your search as soon as possible to avoid competing or losing out on a placement to others.

Once an employer has agreed to support your work experience placement you must keep the following information safe and ready for the next step:

- Email address and name of contact at the placement
- Name of the organisation/company
- Email address of your parent/carer

You should advise your placement contact that they will be contacted by email by a system called Unifrog to provide information on the work experience week.

You will receive instructions on how to complete the next step of the process in your Year 10 Career Lessons. During this lesson you will learn how to access the placement section on Unifrog which will help us manage your placement.

# A guide to placements / work experience<sup>1</sup>



**Work experience helps you learn about the industries you're interested in, and gives you meaty things to write about in future applications. For some sectors - education, for example - admissions and recruiting staff will 100% expect to see relevant work experience when you apply. This guide will help you find and be successful on work experience.**

## **Finding placements**

Thinking of ideas for work experience can be a challenge, and if you don't live in an urban area, it can feel like there are very limited options. Rather than trying to find the 'perfect' opportunity, look for a placement that ticks as many boxes as possible.

Instead of focusing on one specific job role, consider the wider career industry. For example, it may not be possible to shadow an anaesthetist, but you could explore other roles in the healthcare industry like working in a dental practice. This will give you relevant experience that you can still learn from and reflect on in your applications.

You could also think about the transferable skills that are relevant across industries to help you find a placement. For example, it's unlikely that you'll be able to find work experience as an air steward, but you could reach out to customer services departments as the staff will use very similar skills in their day to day jobs.

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<sup>1</sup> Unifrog, "For students: a guide to placements / work experience", *Unifrog*, <https://www.unifrog.org/student/know-how/placements-work-experience~k1/for-students-a-guide-to-placements-work-experience>, (accessed 16 November 2022).

Or you can think about experiences that are relevant to the school subject that is most related to the job or industry you'd like to go into.

For example:

- History and Classics: museums, archive offices, National Trust sites, and archaeological digs
- Art and Design: galleries, workshops, branding departments, and architectural firms
- Drama and Performing Arts: talent agencies, local theatres, local events spaces
- English and Modern Languages: foreign language classes, translating companies, local newspapers and radio stations, broadcasting companies, libraries, publishing houses, advertising agencies, blogs, and local councils
- Physics, Astronomy, Chemistry, and Engineering: water works, research and development departments at a local factory, energy/oil/gas companies, local pharmacies, local airports or aerodromes, local astronomy observation centres, automobile and aviation manufacturers, and science museums
- Medical Sciences and Human Biology: pharmaceutical companies, dental practices, nursing homes, local hospitals, GP or walk in clinics, opticians, chiropractors, and podiatrists
- Computer Sciences: app development companies, IT security companies, programming companies, tech start-ups, and school IT departments
- Maths: finance departments, accounting firms, insurance firms, tax firms, HR departments, and banks
- All subjects: primary schools, local blogs and magazines, local societies or study groups, supermarkets, department stores, libraries, and local councils



## **Finding contacts**

When organising work experience, try to be realistic. You are unlikely to be allowed access into the head office of a national organisation with no prior experience. Look for local businesses or people with whom you already have a connection - like the parent/carer of a fellow pupil, a family member, a friend, etc.

Below is a list of steps you might take to find a work experience placement:

1. Speak to your parents, family and friends to see if their work would consider you for a work placement. Ask them for a suitable contact email so that you can make contact directly with the organisation.
2. Conduct a search of local businesses to find one that interests you. Most organisations share contact information on their website. Use this to make your initial contact or enquiry, or drop in at the business site in person.  
Useful website: [www.yell.com](http://www.yell.com) and [www.thomsonlocal.com](http://www.thomsonlocal.com).
3. Take a walk around your local area paying close attention to the range of businesses that are on your doorstep.
4. Consider travelling to other local areas to widen your choice. However, remember to factor in travel costs and time.

Once you've decided where you want to work and have a contact, you actually need to contact them. Don't rely on a parent or your school to contact them for you! You need to show that you can be confident and professional, even if you are nervous!

## **Making 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. Make sure you include:

- the days or dates on which you would like to complete your work experience - *make sure to give them plenty of time; you can't ask for your experience to start tomorrow!*
- why you would like to complete your experience at this organisation- *what do you want to learn? What do you want to experience? Some research would help here - maybe they have great customer reviews or are among the top ranked businesses locally? Maybe they have created a new way of doing something and you want to learn how managed this?*
- what you can offer them - *that's right: you can't get something for nothing, so bowl them over with your skills and how your time with them will benefit them, even if that is admin support or helping out busy employees with their workload.*

## **When making any contact with any employer or potential placement provider please use your school email address.**

In order to make initial contact you may first need to telephone the company. Before picking up the phone here are some points to consider to help you to plan your conversation:

1. Write down key information including your name, school, placement dates, and key questions such as 'Is there someone I could speak to at your organisation about an opportunity for work experience?'
2. Take a deep breath and relax before dialling the number.
3. Start the call by introducing yourself: name, school, why you are calling.
4. Be prepared to answer questions about why you are contacting that particular employer: 'Why does this company interest you?'

5. Be polite and try to speak clearly. In all circumstances, thank them for speaking with you, even if the answer is 'No'.
6. If you are nervous about making the call, practise first with a friend or trusted adult, or ask someone to listen to your first call so that they can give you feedback for next time.

The employer may ask you to send them a CV before or after confirming your placement. Always agree to this and then seek support in writing one before sending anything across. There are CV guides available for you to access at school.

Do not expect to find a placement on your first contact with an organisation. It is important to remember that if a company is unable to support your placement this is nothing personal and more than likely because the company does not have the resources to give you a meaningful experience. Do not give up; try another company!

Here are some key dates to be aware of for the remainder of the work experience programme:

11 Oct 2024	Assembly – Introduction to 'Work Experience' Letter to parents – Work experience
18 Dec 2024	Careers Lessons – How to submit the placement on Unifrog (until 22 Jan 2025)
16 Jan 2025	Lunchtime drop in – Placement advice
28 Jan 2025	Letter to parents – Next steps – Approving placements
25 Mar 2025	Lunchtime drop in – Placement advice
22 Apr 2025	Lunchtime drop in – Placement advice
<b>02 May 2025</b>	<b>Pupil deadline for securing and submitting a work experience placement on Unifrog</b>
01 Jul 2025	Letter to parents – Final details and arrangements for the work experience week