

# Year 10 Work Experience Week Assembly – Unsworth Academy



Preparing you for your upcoming  
work experience





# Purpose and Value of Work Experience



## Understanding the Purpose of Year 10 Work Experience



### **Experiencing the Workplace**

Year 10 work experience offers students firsthand insight into professional environments and workplace expectations.

### **Exploring Career Pathways**

Work experience helps students discover interests and challenges in different careers by observing and participating in tasks.

### **Developing Transferable Skills**

The experience fosters skills like teamwork, communication, problem-solving, and self-management valued in any career.

### **Building Professionalism and Reputation**

Students act as ambassadors, making strong impressions that can lead to references and future opportunities.

## Representing Unsworth Academy



### **Professionalism and Behaviour**

Students represent both themselves and Unsworth Academy through their behaviour, attitude, and reliability during placements.



### **Importance of Punctuality**

Arriving on time demonstrates respect for the employer and colleagues, creating a positive impression.

### **Positive Attitude and Effort**

Showing a willingness to learn, asking questions, and offering help reflect maturity and commitment.

### **Effective Communication**

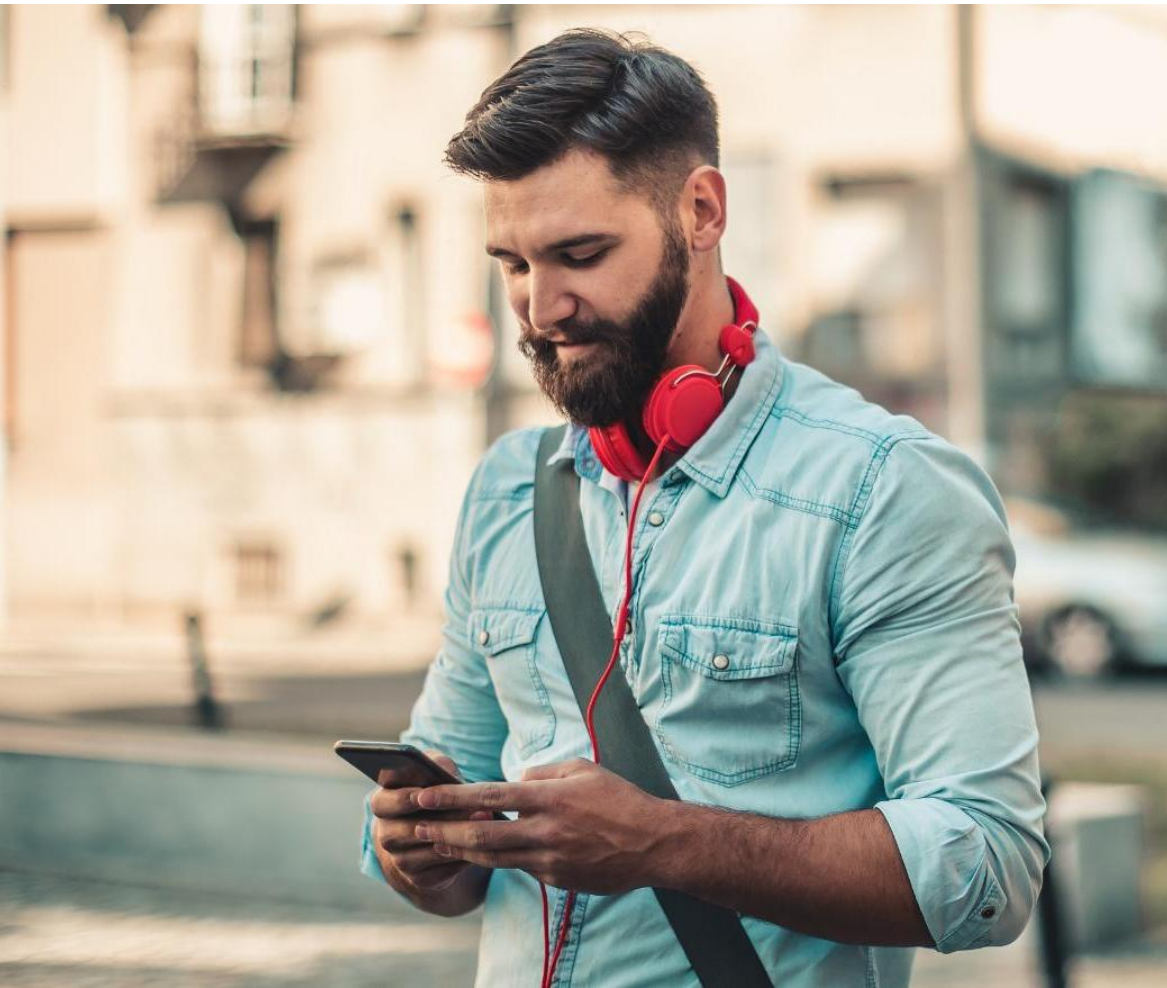
Informing employers promptly about issues like illness or transport ensures professionalism and trust.



# Practical Preparation for Placement



## Planning Your Journey to Placement



### **Advance Journey Planning**

Plan your travel well ahead including route, timing, and transport options to ensure a smooth start.

### **Practice and Familiarization**

Complete a practice run to familiarize yourself with the route and surroundings before your first day.

### **Punctuality Importance**

Arrive 5-10 minutes early daily to create a positive impression and avoid disruptions.

### **Backup Plans and Preparedness**

Have alternative routes and emergency contacts ready; keep your phone charged and travel credit topped up.



# Lunch Arrangements During Work Experience

## **Clarify Lunch Options**

Confirm lunch arrangements before starting, as some employers provide meals while others expect packed or purchased lunches.

## **Plan and Prepare**

Plan where to store packed lunches safely and check nearby shops if buying food to manage costs effectively.

## **Professional Lunch Conduct**

Use lunch breaks responsibly by being polite, tidying up, and following workplace eating rules to show professionalism.



# Choosing Suitable Clothing for the Workplace

## **Follow Workplace Dress Codes**

Always adhere to your placement's dress code and ask if unsure to make a good impression on employers.

## **Smart and Practical Clothing**

Wear smart clothes like trousers, skirts, shirts, and smart shoes that are clean, tidy, and suited to job tasks.

## **Safety and Hygiene Considerations**

Use provided safety clothing properly and keep jewellery, makeup minimal with tied back hair for safety reasons.



# Professional Expectations



## Understanding Working Hours



### **Know Your Working Hours**

Understand your agreed start, finish, and break times before beginning work experience to meet employer expectations.

### **Punctuality and Readiness**

Arrive on time and be ready to start work promptly to demonstrate reliability and professionalism.

### **Accurate Time Recording**

Record your working hours honestly and accurately as requested by your employer to build trust.

### **Communicate Confusions**

Ask your supervisor if you have any doubts about your working hours to avoid misunderstandings.



## Health, Safety, and Professional Conduct



### **Follow Health and Safety Rules**

Always adhere to health and safety procedures and never undertake untrained tasks to avoid risks.

### **Listen and Ask Questions**

Pay attention to employer instructions and ask questions if any procedures or expectations are unclear.

### **Maintain Confidentiality**

Do not share business, staff, or customer information publicly or on social media without permission.

### **Act Responsibly and Safely**

Demonstrating responsible and safe behavior shows trustworthiness in a professional setting.



# Support, Safety, and Final Guidance



## What to Do If You Are Absent

### **Early Absence Reporting**

Inform the correct people as early as possible when you are unable to attend work experience due to illness or other reasons.

### **Follow School Procedures**

Call Unsworth Academy following the normal absence procedures to properly report your absence at school. [0161 796 9820](tel:01617969820)

### **Notify Placement Directly**

Contact your work placement directly to inform them of your absence instead of relying on messages or third parties.

### **Demonstrate Responsibility**

Clear and timely communication shows maturity and respect for workplace expectations, protecting your reputation.



# Safeguarding and Staying Safe



## **Immediate Action on Concerns**

Report any unsafe or uncomfortable situations immediately to the school and your parent or carer without delay. [0161 796 9820](tel:01617969820)

## **Understanding Safeguarding**

Safeguarding means feeling safe physically, emotionally, and socially during your work experience placement.

## **Accessing Support**

School staff are available to support and take all concerns seriously to maintain a safe learning environment.

## **Empowering Yourself**

Knowing who to contact helps ensure your work experience is positive and safe.

# Making the Most of Your Experience and Final Reminder



## **Positive and Open Mindset**

Approach work experience with positivity and eagerness to learn by asking questions and observing others.

## **Reflect and Adapt**

Reflect on enjoyable and challenging tasks to guide future subject or career decisions.

## **Express Gratitude**

Thank employers and colleagues to show good manners and leave a positive lasting impression.

## **Be a Professional Ambassador**

Maintain professionalism and respect to represent Unsworth Academy well and ensure a rewarding experience.

## Final Reminders:



- Make the most of your placement
- Make sure you know who to ask for when you arrive
- Check if you need to bring your own lunch
- Know the hours you will be working
- Plan your journey properly
- Be punctual
- Report any absence to school and your placement
- ANY safeguarding concerns should be reported to school ASAP and to parents/carers
- Complete your booklets to record your experience!