

### Contents

<b>Work Experience at Severn Vale School</b>	2
<b>Top Tips for finding a placement</b>	3
<b>Work Experience Placements you need to apply for</b>	4-5
<b>Virtual Work Experience</b>	5
<b>How to log your placement on Unifrog</b>	6

*Dear Parent / Carer and Year 10 Students,*

### What is Work Experience?

A work experience placement is a period of supervised work, where students will have the opportunity to experience working in a specific role with a company. This placement allows a young person who is looking for employment in a specific field to gain practical experience to find out what it is really like, enabling students to get an idea of a career or industry they're interested in and hopefully be inspired to work to achieve the qualifications necessary to gain entry into this field.

### When do students go on Work Experience?

Work experience takes place in the last week of Term 6 (July) of Year 10. Every Year 10 student is encouraged to take part in the July work experience.

However, work experience is not limited to one week in July, I would encourage students to also have a placement in the Year 10 summer holidays as well as the Year 11 summer holidays

## **Work Experience in Year 10 at Severn Vale School**

All year 10 students are given the opportunity to do a week's work experience, which usually takes place during the last week of term in Term 6 (July) – exact dates will be provided early on in year 10.

However, work experience is not limited to this one week in July, nor is it limited to just Y10s. We encourage students from Y9, Y10 and Y11 to also keep an eye on opportunities that may be advertised throughout the year, which may be in-person or virtual.

Some companies offer work experience schemes or insight days that run in the school holidays. Look out for opportunities offered through the GROWS network ([www.grows.ac.uk](http://www.grows.ac.uk)), Renishaw Software, Business/Marketing and Engineering (<https://www.renishaw.com/en/work-experience-weeks--42171>) and through the NHS <https://www.gloshospitals.nhs.uk/work-for-us/work-experience/>

## **Support to find a placement**

- Your tutor will support you to find a placement: they have a list of companies that you could try
- Your friends and family are a great network that you have already. Who do you know that you could ask?
  - Your school Careers Adviser will be able to discuss ideas and options with you
  - Mr Jordan-Steele will be able to help with any concerns with logging your work experience on Unifrog and the administration side of things

# Top Tips for finding a placement

## TOP TIPS:

- Apply early! Consider the fact that lots of schools in the area will be trying for the same or similar weeks to you. Many companies can only offer 1 or 2 places a year, so it is definitely true that the earlier you apply, the better your chances.
- Start with who you know – ask friends, family, friends of family etc. Where do they work and who could they ask on your behalf?
- Try as many places as possible – don't put all your hopes into 1 or 2 and assume they will get back to you. It is a numbers game!
- Follow up with the company if you don't hear back from them within 2 weeks – don't be afraid to do this, as many people like having a reminder and it shows that you are enthusiastic about working there.
  - Consider going into shops hairdressers, cafes, restaurants and any other public premises to ask – this can often be more effective than emailing.
- If you are emailing, try to phone first to ask who to send your email to and get their full name. You are MUCH more likely to get a response if you write a personalised email to someone's actual email address, rather than a generic one to an 'info@ / admin@ / sales@ email address.
- Look out for some regular schemes that usually offer a more structured placement each year and that have an application process with a closing date - see below for details.
- Try to think broadly about what you could do and what skills you want to develop, instead of pinning your hopes on one company or industry. For example, it's very difficult to get a placement with Gloucestershire Police. But if this is your dream job, you could get some work experience that supports people in your community, whether that's working for a youth centre, a sports organization or even a shop or café. Anything that involves you talking to members of the public!

## Placements you need to apply for in plenty of time

**WORK EXPERIENCE PLACEMENTS** – more formal schemes that need you to apply for and usually have a closing date, so don't miss it!

**Renishaw:** <https://www.renishaw.com/en/work-experience-weeks--42171>

**Gloucestershire Wildlife Trust:**

<https://www.gloucestershirewildlifetrust.co.uk/learning/secondary-schools-further-and-higher-education/work-experience>

**Kohler-Mira:** <https://www.mirashowers.co.uk/about-us/careers/early-careers/>

**The Door Youth Project** (Stroud and Dursley areas, youth work, charity shop):  
<https://www.thedor.org.uk/volunteer/work-experience/>

**NHS Hospitals:** <https://www.gloshospitals.nhs.uk/work-for-us/work-experience/>

**NHS Foundation Trust** (Health, Care, + support services like Business, IT, Finance): <https://www.ghc.nhs.uk/get-involved/jobs/> Email: [workexperience@ghc.nhs.uk](mailto:workexperience@ghc.nhs.uk)

**Slimbridge Wetland Centre:** <https://www.wwt.org.uk/wetland-centres/slimbridge/plan-your-visit/work-experience/>

**Gloucestershire Police:** <https://www.gloucestershire.police.uk/police-forces/gloucestershire-constabulary/areas/gloucestershire/ca/careers/work-experience/>

**Gloucestershire Engineering Training (GET)** (training for apprenticeships in engineering): Website: <https://get-trained.org> Number of places varies each year - an expression of interest email should be sent to Mr Jordan-Steele: [rjordansteele@severnvaleschool.com](mailto:rjordansteele@severnvaleschool.com)

**Stroud District Council:** Various departments such as Tax, Environmental Health, Sports centres (e.g. The Pulse, Dursley), Housing, Benefits, Planning, Museum in the Park: <https://www.stroud.gov.uk/jobs-and-training/work-experience-placements-for-students>

**Gloucestershire County Council:**

[https://careers.gloucestershire.gov.uk/GloucesterCity/content/Work-Experience/?locale=en\\_GB](https://careers.gloucestershire.gov.uk/GloucesterCity/content/Work-Experience/?locale=en_GB)

**Armed Forces:** Any students interested in the Armed Forces, could contact the Careers Office in Gloucester to ask if anything is available.

ARMY: 01452 524539      RAF: 01452 524538      NAVY/MARINES: 01452 521 676

None of the forces generally offer anything in your work experience week specifically, so permission will need to be obtained to attend a placement outside of the main week.

Another suggestion is to go through anyone you know in the Armed Forces or to contact your nearest base (e.g. Yeovil for the Royal Navy) and try and make a direct enquiry.

**Primary Schools:** In previous years, we have coordinated placements at the local primary schools. These include:

Beech Green  
Hardwicke  
Fieldcourt Junior  
Meadowside  
Fieldcourt Infants  
Kingsway Primary  
Clearwater Academy

*Contact any other primary schools direct*

If you would like to be considered for a primary school placement, contact Mr Ryan Jordan-Steele by email: [careers@severnvaleschool.com](mailto:careers@severnvaleschool.com), stating your preferred school and saying why you would like to do work experience there, plus any particular year groups or area of interest (e.g. PE, Reception, KS1, KS2).

***Still feeling unsure how to find or get a placement???***

Ask for a Careers Appointment by emailing [careers@severnvaleschool.com](mailto:careers@severnvaleschool.com)

**Have you considered a virtual work experience placement?** This could either complement any in-person work experience or be instead of, if you really can't find anything in-person.

This article has a great run down of industries and companies that offer placements:

<https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/virtual-work-experience>

Some common virtual work experience platforms to try:

<https://www.springpod.com/virtual-work-experience>

<https://www.speakersforschools.org/vwex/>

<https://barclayslifeskills.com/virtual-work-experience/>

## HOW TO LOG YOUR WORK EXPERIENCE THROUGH UNIFROG

When an employer has fully agreed to host the work placement please ensure you complete the paper Unifrog Work Experience form to gain ALL the information you will need to log this placement on the Unifrog system.

In September of Year 10 you will have a lesson on how to log your placement on Unifrog, but the instructions are also here:

### How to log a Work Placement on Unifrog

**STEP 1:-** Students need to agree the placement with the employer first.

**STEP 2:-** Students need complete the Unifrog Work Experience paper form with the employer.

**STEP 3:-** Students will need to log into Unifrog (<https://www.unifrog.org/sign-in>) and **Add a Placement** to their account (they'll find the placements tool on their Unifrog homepage by scrolling down) They will need the information on the Unifrog paper Work Experience Form.

**STEP 4:-** The Unifrog system will then email the employer, to collect the necessary information and permissions, please ask employers to check Junk e-mails. For the process to work, it is essential that students add the initial information about the placement accurately.

**STEP 5:-** The Unifrog system will then email parent/carer to gain their agreement for the placement to take place.

**STEP 6:-** Finally, the school will approve the placement on Unifrog.