

# Noel-Baker Academy

## Year 10 Work Experience

### Parent Information Sheet

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#### Introduction

Work experience is a key part of the Year 10 curriculum, offering students valuable insight into the world of work.

It helps students gain practical experience, develop essential skills, and make informed decisions about their future career paths.

This information sheet provides details about how work experience works in Year 10, how parents can support their children, and how to make the most of the Unifrog Work Placement tool.

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#### Why is Work Experience Important?

1. **Practical Learning:** It helps students understand what working life is like and offers them hands-on experience in a real-world setting.
2. **Skill Development:** Students can develop key employability skills such as teamwork, communication, problem-solving, time management, and resilience.
3. **Career Exploration:** It offers students a chance to explore different industries and job roles, helping them to make informed decisions about their future studies or career paths.
4. **CV Building:** Work experience adds valuable content to a student's CV, which is beneficial for future college, university, and job applications.

## How Does Work Experience Work in Year 10?

1. **Duration:** Work experience typically takes place during a designated week in Year 10. This year it is w/c 24<sup>th</sup> February 2024
  2. **Finding a Placement:** Students can secure placements either through personal networks or researching companies on line. Parents and guardians can support by helping their children explore contacts or consider different industries. If possible you may be able to offer a work placement to your child.
  3. **Health and Safety:** Employers are responsible for ensuring that the workplace complies with health and safety standards, and students will be covered by employer's liability insurance.
  4. **Paperwork:** Schools will often require employers to complete certain forms, including risk assessments and an agreement outlining the student's role and responsibilities. Parents are asked to give consent to the placement.
  5. **Monitoring:** Students are often assigned a teacher or school contact who will check in on their progress during the placement week to ensure everything is running smoothly.
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## Supporting Your Child in Preparing for Work Experience

1. **Exploring Interests:** Talk to your child about what they enjoy and the kind of industries they might like to explore. Work experience doesn't have to reflect their future career plans – not all work areas offer placements but work experience should give them an opportunity to try something new.
  2. **Researching Options:** Help your child research local companies or organisations in fields of interest. This might include asking family members, friends, or local businesses.
  3. **Workplace Etiquette:** Discuss the importance of punctuality, professionalism, appropriate dress, and a positive attitude. These are critical skills that students will learn during their placement.
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## How to Use the Unifrog Work Placement Tool

The Unifrog Work Placement tool is a valuable online platform that helps students arrange, and manage their work experience placements. It is easy to use and accessible through the student's Unifrog account.

[www.unifrog.org](http://www.unifrog.org)

### Steps for Students Using Unifrog:

1. **Log in:** Students can log into their Unifrog account through the website – it will use their school email if they need to reset passwords.
  2. **Apply for Placements:**
    - Students can apply directly through Unifrog for many placements.
    - Some placements may require students to contact the employer directly, in which case speak to Mrs Perry.
    - Students enter the details into the Unifrog website and then the website contacts the placement for their paperwork. When this is returned, Unifrog will email the parents/carers for their consent to the placement.
  3. **Track Applications:**
    - The tool allows students to track their placement applications. They can see which ones have been submitted, accepted, or are still pending.
  4. **Manage Paperwork:**
    - Unifrog helps students manage any necessary documentation required for their work placement, such as employer agreement forms or risk assessments.
    - Students should ensure they complete any required paperwork on time.
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## Frequently Asked Questions

**Q: What if my child can't find a placement?**

A: Encourage them to use Unifrog's wide database, reach out to local businesses, or ask for assistance from their school's careers advisor. It's important to remain flexible and open to various industries. NO work experience is wasted.

**Q: Is there a cost for work experience?**

A: Most work placements are unpaid and there is typically no cost involved. However, transport and meal costs during the placement week may need to be considered. You should NOT be asked to pay for a placement.

**Q: What happens if my child doesn't enjoy their placement?**

A: Work experience is about learning and gaining exposure, even if it's not in a field they wish to pursue. Encourage your child to focus on the skills they are developing and the insight they are gaining. However, if there are serious concerns, contact the school for advice immediately.

**Q: What is virtual work experience?**

A: Work experience that is virtual is an online package done at home while the student completes tasks. This can be managed by people they are in contact with during the week or it can be an online course. It may take the whole week, or just an afternoon or it could be across several weeks.

- The Met Office UK does an excellent in person virtual work experience.
- The NHS does virtual work experience across several weekends during the year.
- [www.springpod.com](http://www.springpod.com) does several different work experiences on line and is worth exploring.

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## Contact Information

If you have any further questions or concerns about your child's work experience, please don't hesitate to contact Mrs Perry at [dawnperry@noelbakeracademy.co.uk](mailto:dawnperry@noelbakeracademy.co.uk)

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Thank you for supporting your child as they take this important step towards their future career!