



**Great Marlow School**

*Excellence • Compassion • Integrity*

# **Year 10 Work Experience**

## Information Evening

Thursday 6<sup>th</sup> February

**Opportunities are Created • Potential is Realised • Excellence is Achieved**



**Great Marlow School**

*Excellence • Compassion • Integrity*

# **Year 10 Work Experience**

Week commencing 12<sup>th</sup> - 14<sup>th</sup> May 2025



## What is Work Experience?

- “A placement on an employer’s premises in which a student carries out tasks and duties, more or less as an employee, but with the emphasis on the learning aspects of the experience” (DfE)
- Everybody will be expected to go on a work experience placement during the week



# Why do Work Experience?

- Government directive (DfE)
- Opportunity to develop employability skills
- Chance to meet new people and make contacts
- Develop self-confidence and improve social skills
- An opportunity to operate in an adult environment
- Try out a potential future job
- Valuable experience to add to your CV or personal statement



# What do employers expect from students?



Be ready to work,  
safely and within  
company rules



Good timekeeping, be  
punctual and  
appropriately dressed



Ask questions and show  
interest



Discuss any concerns as  
they arise with your  
supervisor



## What does **GMS** expect from students?

**1**

Remember you are an ambassador for Great Marlow School

**2**

Be smartly dressed, punctual, polite and well behaved

**3**

Work hard and make an effort to contribute

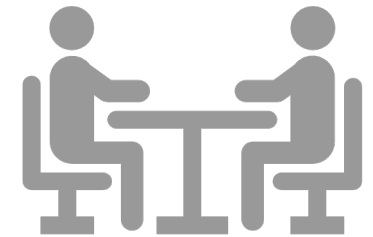
**4**

Ask questions



## How do you find a placement?

- Your child will be expected to find their own placement
- Consider which industries they may be interested in (construction, retail, education, finance, marketing etc.)
- Research this industry and identify local businesses to apply to
- Ask friends and family members for ideas and help
- Your child needs to be the one approaching employers, in person, by email, on the phone or by letter
- Employers are less keen if they get a call from a parent or teacher
- There is no such thing as the perfect placement!







## How do you contact an employer?

- If your child know someone (for example, a family member or family friend), they should contact them directly and ask if a placement is possible with them
- If your child is contacting a business, they will need to be professional and show themselves in a positive light by writing them an email or calling them directly.
- **You could use this email template to help you:**

Mr Taylor has sent a copy of this template to your parents/carers **and** to your school email address.

Check your inbox for an email titled: **Work Experience Application Letter**

**Date** \_\_\_\_\_

Dear \_\_\_\_\_,

I am a Year 10 student at Great Marlow School in Buckinghamshire and I am currently seeking a placement for work experience from the 12<sup>th</sup>-14<sup>th</sup> May 2025.

I am interested in a career in **INSERT WHAT CAREER YOU ARE INTERESTED IN** because **GIVE A REASON WHY**

I would be very grateful if you were able to offer me a placement at your business. I feel that, by carrying out my work experience with your company, I would be able to learn a great deal from you and gain some valuable skills and experience that will help me in the future.

In my spare time I enjoy **GIVE SOME RELEVANT EXAMPLES AND WHY**  
I understand that my working hours would not be the same as my school hours and that I would need to follow your rules and procedures.

If you would like to meet me before offering a place then please contact me via **PROVIDE YOUR CONTACT DETAILS (USE YOUR SCHOOL EMAIL ADDRESS AND A PARENT/CARER'S PHONE NUMBER)**.

Yours faithfully,  
**Put your signature here**

**PRINT YOUR NAME HERE**







## What is Unifrog?



Unifrog is an online careers platform used by over half of the secondary schools and colleges in the UK. The platform has various tools to help students research careers and future pathways, draft CVs and personal statements, and manage work experience.

The school will start to use the platform this year. Every student has received their own log in.

[2 min overview of Unifrog as a whole](#)



## How do you use Unifrog?

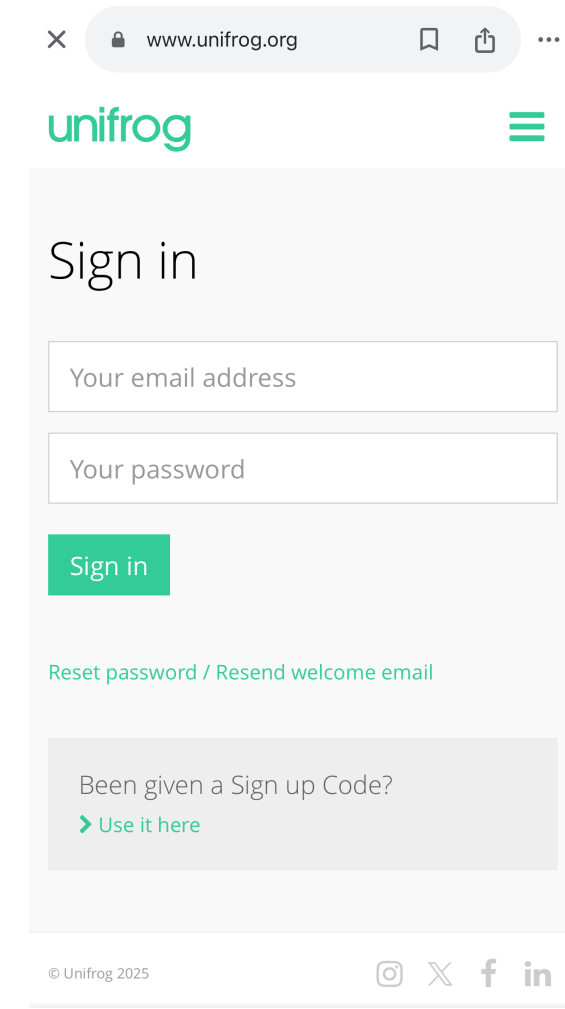
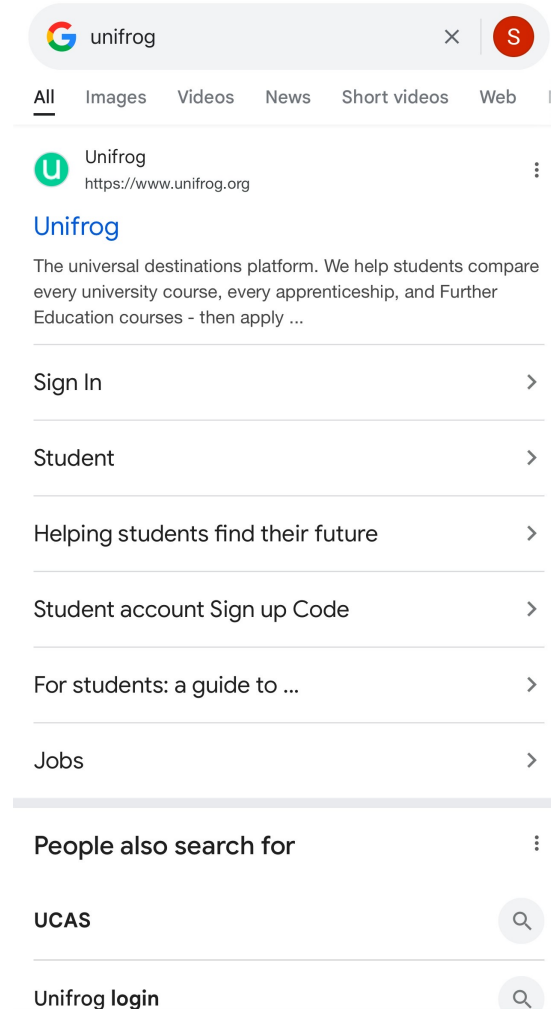
- Unifrog is the tool that will help you and the school monitor and organise your placement
- All of you have been sent a login key to your school email
- Look at the info on the next couple of slides for how to use the tool
- Watch this [Video](#) first

**unifrog**  
The universal careers platform

# How to create a Unifrog account

Search for unifrog on your phone

Sign in using your school email and password (you may have to create a new password)



Scroll down and click on the 'Placements' tool



Quiz prome  
x 0 of 4 quizzes complete

Exploring

Careers library  
x Careers favourited

Subjects library  
x Subjects favourited

Know-how library  
x Guides favourited

Courses  
x No courses added

Placements  
x No placements added

Recording

Activities  
x Recorded at least 10



## Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms.

Want an overview of how organising a placement works? [See the whole process](#)



### 0 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.



+ Add new placement

Click 'Add New Placement' and fill in the details of your employer.  
**You will need their key info (email, phone, address).**

Some inspiration from the



## Important Information



This Placements tool is a work experience admin management tool.

It is not a searchable database of placements.

The tool should start to be used by the student, once you have found a placement.

**unifrog**  
The universal careers platform



## Using the Unifrog placements tool



Unifrog's Placements tool helps schools, students, parents and employers with the admin behind work experience.

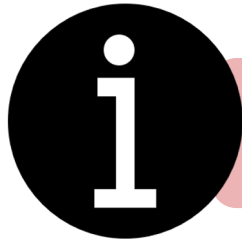
More than 1000 schools use this tool to organise work experience, and 90,000+ placements have been processed through the tool.

[2 min overview of the Placements tool](#)

**unifrog**  
The universal careers platform



# Using the Unifrog placements tool



Students have received their Unifrog logins

After the student has informally agreed a placement, they will need to log into their Unifrog profiles to log the Placement. [Here's](#) what happens next.



Ages 11-14 Ages 14-16 All tools

Exploring pathways

<b>Careers library</b> ✓ Careers favourited Go to tool >	<b>Subjects library</b> ✓ Subjects favourited Go to tool >	<b>Know-how library</b> ✓ Guides favourited Go to tool >
<b>Courses</b> ✉ 1 teacher comment Go to tool >	<b>Webinars</b> Hear directly from the experts Go to tool >	<b>Read, Watch, Listen</b> ✓ Profiles favourited Start >
<b>Placements</b> ✓ 3 placements added, 3 completed Go to tool >		





# Next Steps



## Students



Log into Unifrog via a welcome email in school once logins are ready.  
Source a placement, then log the information on Unifrog.



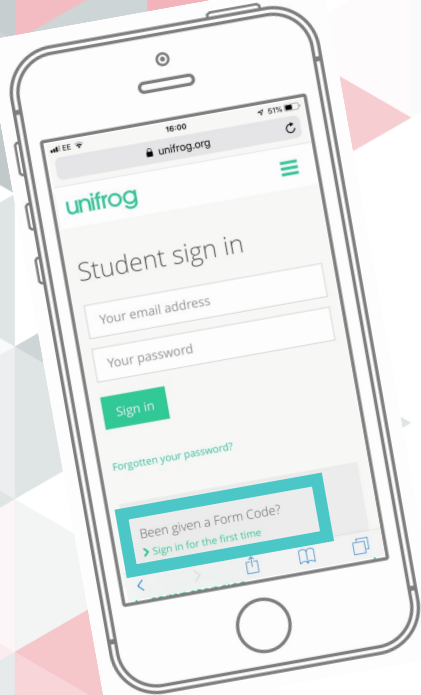
## Parent/Carers



Support your child to source a placement. Encourage them to log it on Unifrog.  
Look out for an email from Unifrog once the student and the employer have completed their forms.



## Creating an account



Scan this QR code or go to <https://www.unifrog.org/code> and click 'Sign in for the first time'

You'll be asked for some details and a sign-up code. This is what you need: **GRMAparent**

After signing up, log into Unifrog using your email address and password via the student sign-in page!





## More Information

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.
- Pro tip: check out the apprenticeships tool on Unifrog to research local employers who may be open to hosting a placement.

***(These links are included in the letter home to parents)***



*QR codes to guides*



# WORK EXPERIENCE



**Research from the Education and Employers Taskforce shows that a young person who has four or more encounters with an employer is 86% less likely to be unemployed or not in education or training and can earn up to 22% more during their career.**