



# GMS Careers

Year 10 Work Experience



# When

Wednesday 4<sup>th</sup> March – Friday 6<sup>th</sup> March



# 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



## Resourcefulness

# What is the purpose of work experience?

- 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



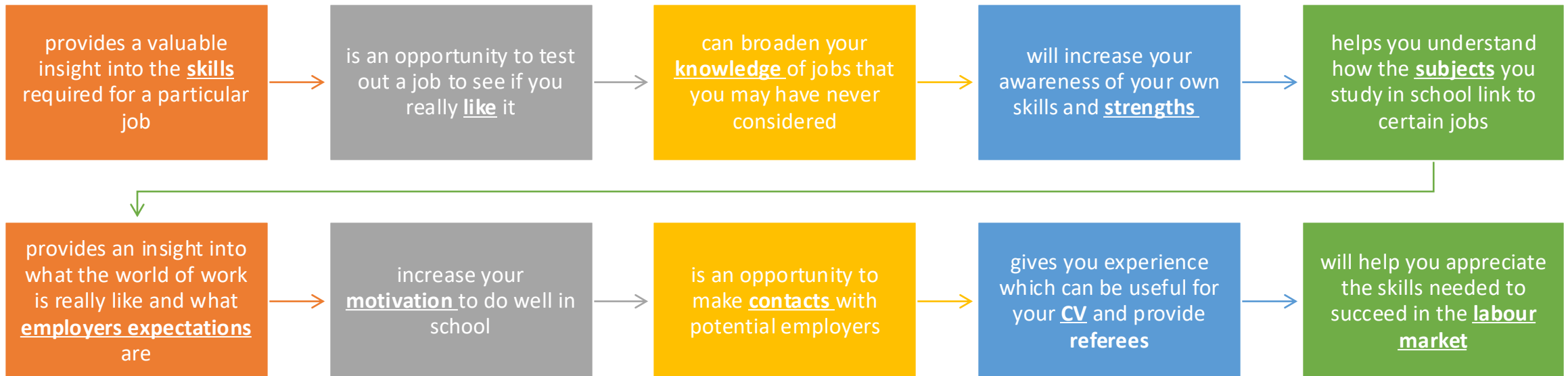
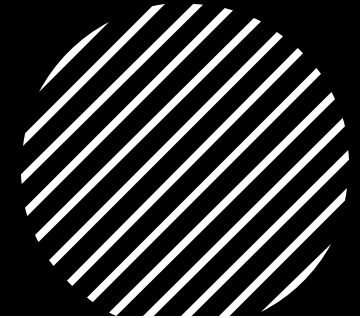
## Resourcefulness

# What is the purpose of work experience?

- Work experience is most likely the first contact you will have with the world of work.
- It forms part of your careers education and allows you to observe and learn without having to have the necessary skills and experience in the first place.
- Even if you decide that this isn't the job for you, there is still much you can learn from the placement.



# Consider the following benefits:



# What is work experience?



What do you already know about work experience?

Use the questions below to get you started...



What kind of **places** could you complete work experience in?



What kind of things might you **do** during work experience?



What **skills could you develop** on work experience?



What might you **learn** from your work experience?



**What else** might you get out of doing work experience?



**How do you find somewhere** to do work experience?

# 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

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# What does GMS expect from students?



01

Remember you are an ambassador for Great Marlow School

02

Be appropriately dressed, punctual, polite and well behaved

03

Work hard and make an effort to contribute

04

Ask questions



How do you  
find a  
placement?



- You will be expected to find your own placement
- Ask friends and family members for ideas and help
- You need 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

# How do you find work experience?

We can support you, but it's your responsibility to find a placement!

Talk to **local businesses**  
(e.g. shops, hair salons)

Talk to **local services** (e.g. the library, the council office, museums, etc.)

Talk to **friends and family** who have businesses

Talk to the **clubs** you belong to outside of school (e.g. Scouts, sports teams, etc.)

Talk to local **nurseries and primary schools**

Talk to the local branch of a **chain company**

unifrog

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Work experience and the  
Placements tool

# Miss Unifrog's Year 10 work experience

Miss Unifrog did work experience in a department store.

## How I found a place:

I took my CV to stores in the shopping centre and handed it in. Then I followed up by email asking for a placement.

## What I did:

I worked one day in each department. I helped out staff and customers on the shop floor. I also did a project where I wrote a radio advert for the shop.

## What I got out of it:

- Experience for my CV and interviews
- A better idea of retail and sales
- Confidence
- Independence
- A project for my portfolio

# How do you organise work experience?

This is a four-step process using Unifrog's Placements tool:

## Step 1

Contact employers via email or letter, or in person.



## Step 2

Once you've got a place, complete the Placement form on Unifrog.



## Step 3

Your employer and parents/caregivers will confirm the placement via email.



## Step 4

We approve your placement so you can get started.



# Step 1: contact employers via email or letter

Even if you know the employer personally, you should contact them in writing, using formal language.

You need to include:

- The **date** of your work experience: 4<sup>th</sup> – 6<sup>th</sup> March
- **Why** you would like to complete your work experience at this organisation
- What you can **offer** them



## Top tip:

Get someone to proofread your letter/email to help check for typos or any errors.

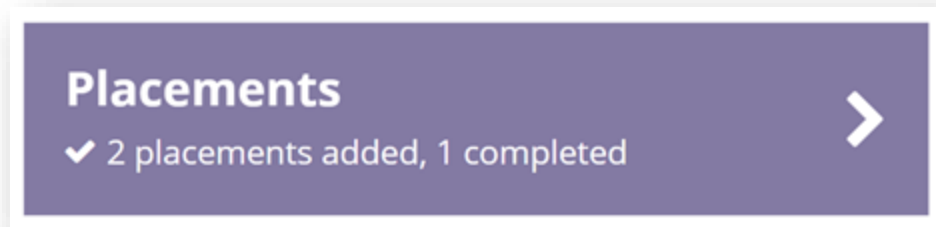
## Why do this?

This will help you practise writing real job applications. It also sets a professional tone for your placement.

## Step 2: complete the Placement form on Unifrog

Once an employer accepts your application, log onto Unifrog and complete the Student initial form on the Placements tool.

You can find the Placements tool under the 'Recording' section of tools.



### What if you don't get offered a place?

Don't panic! Keep applying, and try out new employers. If an employer isn't replying to you, try giving them a polite phone call.

If you need help, please ask your teachers.

The most popular placements get taken up first, so don't hang around! Get started ASAP.

## Step 3: get the placement confirmed

- The employer will automatically get an email asking them to complete an online form.
- Your parent/caregiver will also receive an email for them to agree to your placement.
- The emails will be from Unifrog who use the email address: [noreply@unifrog.org](mailto:noreply@unifrog.org).



### Top tip:

If your employer or parent/caregiver hasn't got the email, get them to check their junk/spam folder.

If they're still having trouble, they should get in touch with Mrs Brunt who will be able to help.

# Step 4: get the placement approved

- Mrs Brunt will look over your placement and make sure everything is good to go.
- Once they've approved your placement, Unifrog will send a confirmation email to you, your employer, your parent and Mrs Brunt.



## Top tip:

You can prepare for your work experience using Unifrog's Know-how library.

Type 'professional' in the search bar to find helpful guides. Start with ['Professionalism: how to be work-ready'](#).

These will help you feel confident for your first day!

# How do you fill in the Placement form?

1. On the Placements tool, click '**Add new placement**' to access the 'Student initial form'
2. Confirm that you've agreed your placement with your employer, and fill in the details
  - a. Your Placement start and end dates **must** be 4<sup>th</sup> - 6<sup>th</sup> March
  - b. Your Placement coordinator is Mrs Brunt
3. If any part of your placement is in-person, select '**Yes, it's all part or in-person**'
4. Complete the rest of the form and double-check every detail!



[This video](#) will show you how to complete your form

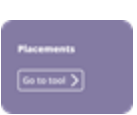
# Key information



Work experience will be on these dates: 4<sup>th</sup> – 6<sup>th</sup> March.



You must have uploaded your placement information by 7th January



You must agree your placement with the employer using the Placements tool on Unifrog.



It's your responsibility to find a placement. We can support you, but we can't do it for you.

# Help me!



## **I can't find a placement**

Get in touch with Mrs Brunt,  
but please try to find one yourself first!

## **I can't log my placement on Unifrog**

Ask Mrs Brunt or your form tutor for help.

## **I'm nervous!**

That's totally normal! Talk to your friends and form tutor,  
and remember to use Unifrog to help you prepare.

### **Question?**

#### **Unifrog has a guide for it**

Click the link below or scan the QR to  
access the placement guides. They  
cover how to find a placement, how  
to make it go well, and loads more!

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



# Here's what you need to do after this session:



Log into Umrog and type **'work experience'** in the **search bar** to learn more about what to expect, and to get useful tips on applying.

**Favourite guides** you find so you can come back to them later.



## **Start looking for placements.**

You can use as well as online searches.

Remember to talk to teachers, friends, and family for contacts too.



**Get in touch with employers you want to work for.** You can contact more than one at the same time.

You **must** have your placement booked by 30th January 2026.