



St Bede's

Sixth Form College

Serving Families in North West Durham



Getting Started

Year 10 Work Experience

Monday 14th - Friday 18th July 2025

Work Experience Co-ordinator- Mrs A Jukes

Stage 1

Preparation for finding a placement



Why work experience ?

Work Experience can give you the opportunity to:

- Sample a working environment
- Try out career options
- Build your self confidence
- Develop employability skills
- Support your course of study
- Support your UCAS application

Provides you with an insight into the world of work.

Gives you an opportunity to showcase and develop your skills and motivation as an individual.

Allows you to form an outline of the career path you may choose.

Enables you to build a foundation relationship with a local employer and make a lasting impression.

It is likely that your placement will be a mixture of different types of learning:

Skills & Attributes	<p>Competency Based</p> <p>Work Experience</p> <p>(e.g. NVQ/ Btec/ Applied A Level)</p>	<p>Personal & Social Development</p> <p>Work Experience</p> <p>(e.g. to gain confidence and employability skills- resilience, self-esteem, communication skills etc.)</p>
Knowledge & Understanding	<p>Curriculum Based</p> <p>Work Experience</p> <p>(Linked to a subject you love History, Life Sciences, Art etc.)</p>	<p>'World of Work'</p> <p>Work Experience</p> <p>(e.g. shadowing a member of staff or trying out a career area you may be interested in such as Medicine, Law , Engineering)</p>
	Vocational/Academic	Personal/Social

<https://www.youtube.com/watch?v=KtRli1ipleE>

<https://www.youtube.com/watch?v=rYGU77Jz-4Q>

<https://youtu.be/gnK0kfkIDPs>



Employers Expect the same things as St Bede's

- **Punctuality** – Demonstrates self-management and planning.
- **Attendance**-Demonstrates commitment and resilience
- Students to be **Well-presented** and **Organised**- Demonstrates self-management & respect
- Students to **Listen** and **Pay attention** -Demonstrates good communication skills & a willingness to learn
- **Participation in Activities** -Demonstrates initiative, communication & teamwork
- **Enthusiasm & Learning Activity** -Demonstrates a willingness to be part of the sector/ organisation and shows career management skill



unifrog

This is the website we will be using to manage the information regarding your Work experience

unifrog

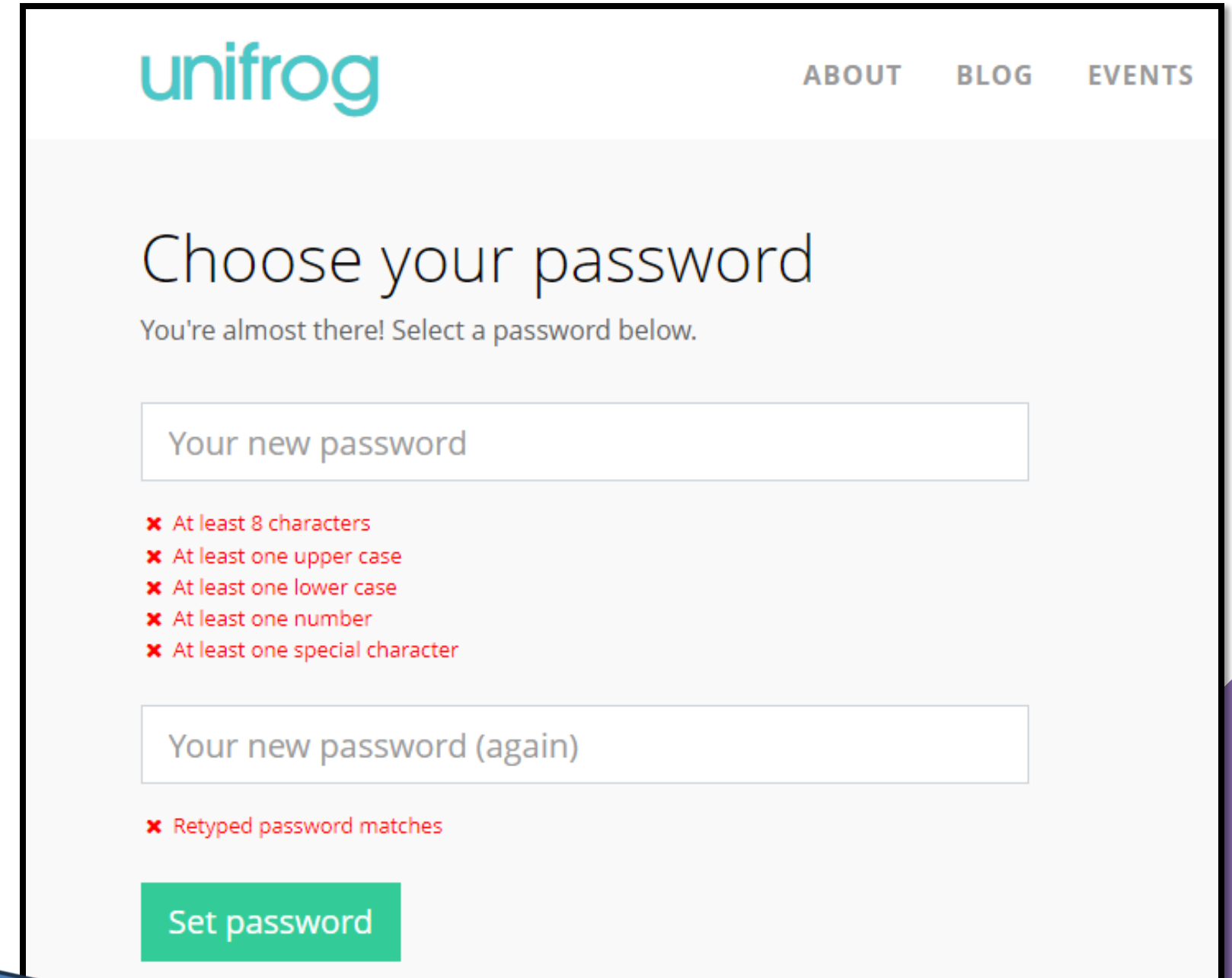
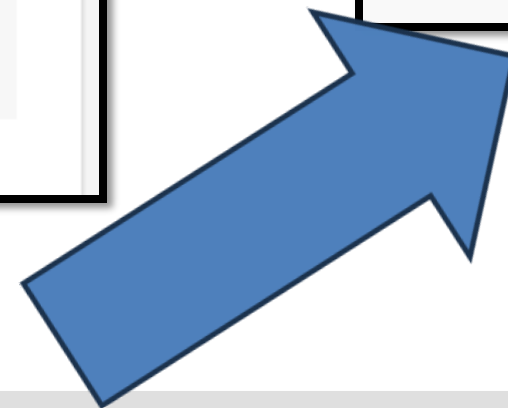
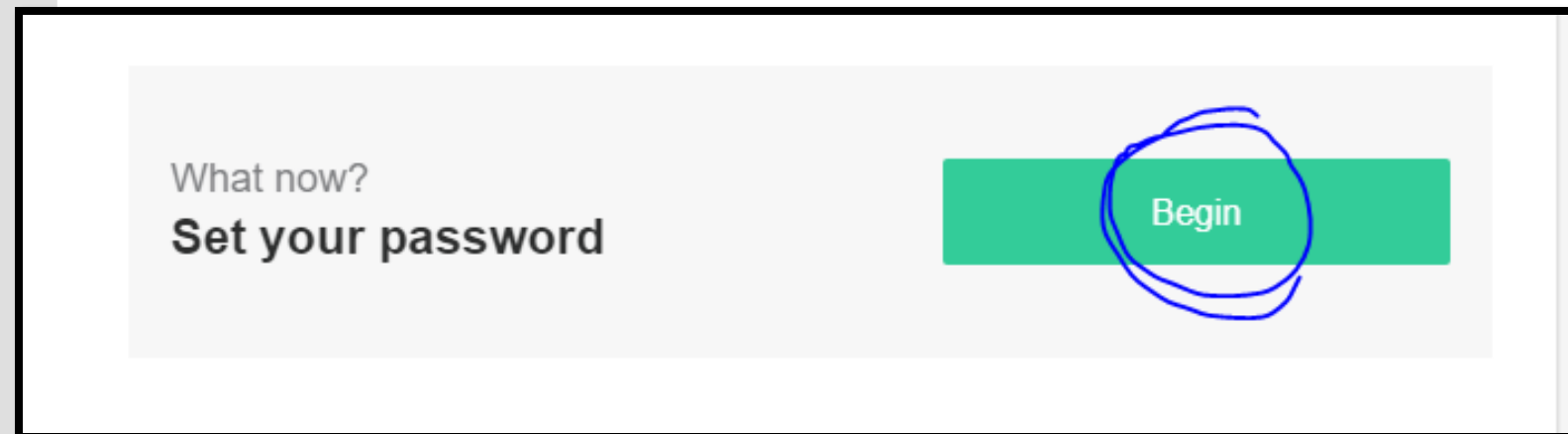
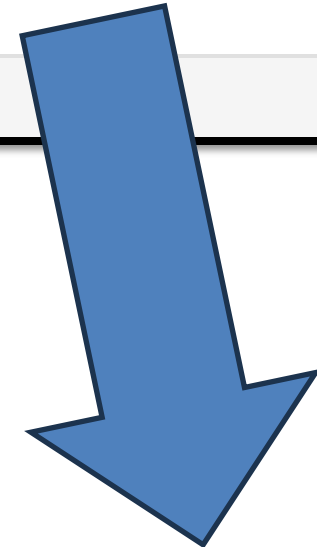
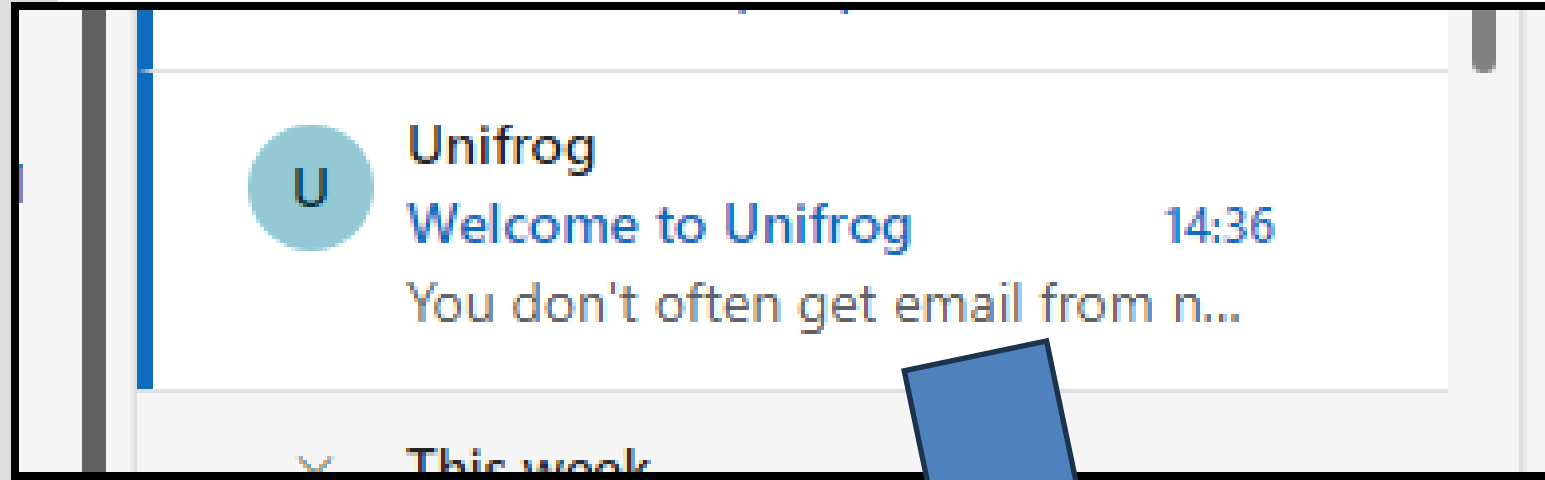
• [KS4 launch webinar](#)

• [Student Placements video](#)





Students have been e-mailed a log-in link to Unifrog.
This was an e-mail to their school Outlook account



unifrog

HOME FAVOURITES LOCKER APPLY HELP

Hello Anne, here's a summary of your progress so far...

0% complete

Want to move things forward? We recommend you...

Quizzes

- Interests profile**
x Quiz not taken
Start >
- Personality profile**
x Quiz not taken
Start >
- Work environments profile**
x Quiz not taken
Start >
- Skills profile**
x Quiz not taken
Start >

Exploring pathways

- Careers library**
x Careers favourited
Go to tool >
- Subjects library**
x Subjects favourited
Go to tool >
- Know-how library**
x Guides favourited
Go to tool >
- Courses**
x No courses added
Go to tool >
- MOOC**
Make your first shortlist
Start >
- Webinars**
Hear directly from the experts
Go to tool >
- Read, Watch, Listen**
x Profiles favourited
Start >
- Placements**
x No placements added
Go to tool >

Recording what you've done

- Locker**
x Add your first item
Go to tool >
- Activities**
x Recorded at least 10
Go to tool >
- Skills**
x Completed all 12
Go to tool >
- Interactions**
x Missing 5 Interaction types
Go to tool >
- Academics**
x No Classes selected
Go to tool >





**Student
Launchpad**

<https://www.bbc.co.uk/bitesize/careers>



BBC BITESIZE

Jobs that use... >

Explore jobs that use your favourite school subjects.



History



PE



Food and nutrition



Media studies



Art and design



Design and technology



Modern languages



English and Drama

BITESIZE

[Home](#) | [Learn](#) | [Support](#) | [Careers](#) | [My Bitesize](#)

Careers in... >

Explore roles in different job areas.



Media and creative



Healthcare and frontline



Engineering



Education and childcare



More job sectors



Quiz: Which career could be perfect for you?

Try this fun quiz to find out about the types of jobs you might enjoy and different careers you could consider.

<https://www.bbc.co.uk/bitesize/articles/zh9dmbk>



<https://www.careerpilot.org.uk/>

Careerpilot



Careerpilot

Student and teacher sign in

Remember me

Don't have an account? [Register here](#) as a student user

<https://www.youtube.com/watch?v=OWZxyyK6OuA>

<https://www.careerpilot.org.uk/information/a-job-or-career>

Start with a subject

Choose a subject you love and see where it might lead

Art	Biology	Business Studies	Chemistry
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Explore jobs and careers

Jobs by job sector	Start with your values	Start with a subject	
Green jobs	Do the job quiz	Careerometer Compare up to 3 jobs	Finding a job/experience

Jobs by job sector

Animal, agriculture & environment -	Art & design -	Business & finance -	Childcare, education & training -
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Strengths & values

Find out what jobs/companies might fit with the things that are important to you in your life

I want to be creative in my working life	I want to help and support people in my job	I want the freedom to work when and where I want	I want to prevent climate change
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Create some lists

List	Search terms	Examples
Possible Career areas/Sectors	<p>Working in/with.....,</p> <p>Careers in.....</p>	<p>Working in Healthcare https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors/healthcare/overview-of-the-healthcare-sector-in-the-uk</p> <p>Careers in Psychology https://nationalcareers.service.gov.uk/job-profiles/psychologist</p>
Jobs linked to careers areas	<p>Jobs in</p>	<p>Jobs in Engineering https://www.engineeringjobs.co.uk/</p>
Possible Future Careers Linked to subjects	<p>Careers linked to</p> <p>Where Can.....take me?</p>	<p>Careers linked to Chemistry https://www.reagent.co.uk/careers-in-chemistry/</p> <p>Where can Law take me? https://targetjobs.co.uk/careers-advice/career-ideas/what-else-can-i-do-law-degree</p>
Possible future apprenticeships	<p>Apprenticeships in.....</p>	<p>Apprenticeships in Science https://apprenticeshipguide.co.uk/apprenticeship-category/subject/science/</p>
Local/National companies where a placement may be possible	<p>.....companies in Consett, Stanley, Northeast UK</p>	<p>Manufacturing Companies in Consett https://www.dnb.com/business-directory/company-information/manufacturing.gb.na.consett.html</p> <p>Businesses in Stanley Co Durham https://directory.chroniclive.co.uk/search/stanley%2Ccounty-durham</p>

Research is the key to success

- Research using the internet or look for employers based nearby who might give you a placement.
- Emailing, telephoning and visiting employers in person.
- Research the company and find the name of the key person to ask for.
- Talk to friends, parents, family members and enquire if they can help out or support. Everyone knows someone!
- Active networking in person and online using social media sites like Twitter, Facebook and LinkedIn to follow companies.
- Register on volunteer, apprenticeship and job websites to search for companies and contact details.



Lunchtime Drop-ins- Thursdays in Library



Our Student Career Champions are on hand with Mrs Jukes in the library at lunchtime on Thursdays to support students. We will also be inviting in other agencies and Career Professionals to support

Lunchtime Drop-in Sessions will run from 12.15pm - 1.15pm in our 6th Form Study Room with students seeking advice on an individual basis.

<ul style="list-style-type: none"> • Wednesday- 13th November • Thursday- 14th November 	<ul style="list-style-type: none"> • Northumbria University- Rebecca • New College- Suzanne • Job Centre+- Katy
<ul style="list-style-type: none"> • Wednesday- 20th November • Thursday- 21st November 	<ul style="list-style-type: none"> • New College- Suzanne • Job Centre+- Katy



Stage 2

Finding a placement



Contacting the Employer/Placement

Contact the company by telephone to ask

“Do you take students on Work Experience Placements?”

If they are not sure, ask if its possible to speak to someone who can help. They may give you an e-mail of someone to contact.

Make sure you ask the name and details of the key person who is responsible for work placements.

A telephone number and e-mail will really help the next stage of the process. You will also need full address and postcode of the organisation

If they do not take placements move onto the next company on your list.

<https://www.youtube.com/watch?v=0cZ-dIOJC-g>



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- Have all the details at hand – especially dates of placement.
- **Have a pen and paper**
- Know the number/e-mail they can contact you
- Tell them who you are and why you are contacting them
- Mention the school you are attending



Organising Work Experience

Step 1: Do your research & then contact employers to arrange a placement

Step 2: Once you have found an employer that **has agreed** to take you on placement, ask for the **name and most importantly the e-mail address of the person** who will supervise you when you are on placement. You also need the **full address** and **postcode** of the organisation
Inform them that they will receive an e-mail from Unifrog to complete with details of the placement

Step 3: Complete the **Initial Student Form** in the Unifrog Placements Tool- **Deadline Friday 27th June**

Step 4: The person whose details you put in the student initial form will complete the **Employer Initial Form** that will be e-mailed to them

Step 5: Parents/carers will complete the **Parental Consent Form** that will be e-mailed to them from Unifrog

Step 6: All forms will be e-mailed to the school for the Work Experience team to check over

Step 7: Visits will be made **where necessary** to check any H&S or safeguarding concerns

Step 8: Permission will be granted or denied (in very rare cases) by the school, for the placement to go ahead.

Step 9: You, your parents/carers and the placement contact lead will receive confirmation via e-mail that the placement is going ahead.

Step 10: Students to contact placement **before 11th July** to personally confirm attendance.



IMPORTANT

- Students are representing St Bede's as well as themselves
- They are protecting placements for future students
- They must not share anything on social media about their employer or placement.
- They must seek permission to take photographs for their Journal/records
- They must not disrespect their employer or any of their clients
- They must follow your employer's instructions/Health and Safety Guidance
- If students are removed from a placement, parents/carers will be informed and contacted by the Head of Year



FAQ's

The Company cannot take my child on the dates of work experience but at another time.

If the placement is in school time, it may be able to go ahead in consultation with the HOY. We do not want it to clash with other events in school.

The student will still need a placement within the allocated week.

Employers may be able to move it to a school holiday. If they can then it does not need to go on our system . It is an arrangement between the employer and the parent/carer

We have a family holiday booked during the placement dates.

You will need to contact school and complete a leave of absence request

The placement company can only take my child for some of the days during the set week

The student can have another placement on the other days to make-up the week or they will need to be in school on the days not on placement

We are not sure where to start do you have any recommendations?

Students will be sent lists of previous placements .There is no guarantee that a placement is available again this year, but it's worthwhile contacting.

How Many hours do they have to work during the week?

Hours are negotiable with the employer.

Employers are usually very sympathetic to travel arrangements. The hours should at least cover school hours

What happens if my child is unable to attend due to illness

Please contact the employer and school in all cases of absence

