

**YEAR 10/12 WORK EXPERIENCE**  
**14<sup>th</sup> – 18<sup>th</sup> July 2025**



## **What is Work Experience?**

It is an incredibly rewarding five days where you will be working in the “real world” with an actual employer from Monday 14<sup>th</sup> July to Friday 18<sup>th</sup> July 2025.

You have a fantastic opportunity to try something completely different, away from your usual academic studies. It will also help you to identify your own skills and perhaps even highlight the sector that you might want to have a career in.

Finally, it is also a chance to experience life in the workplace, as an adult does – It is the best way to get a real sense of your chosen industry. You will get to speak to a variety of employees and ask them insightful questions.

## **Important information!**

Many placements can be highly sought after by students across the County, this year it will be even more competitive as you will be participating during the same week as some of our neighbouring schools.

You **MUST** act quickly to avoid disappointment.

The Careers team, your Tutor and Head of Year will help, but you must take responsibility and be proactive to achieve a placement.

**REMEMBER**, the week is about you! Think carefully about where you would like to go and how it connects with your chosen option choices and your career aspirations!

## 'The Rules'



You are not allowed to go on any placement that involves using dangerous machinery / chemicals/ equipment.

Working at height – There are clear guidelines which prevent any of you working above 3ft/1.2 metres.

No student is permitted to serve alcohol.

**Hours** – Recommended for you (as Year 10/12 student) is 20 hours as a minimum and 35 hours as a maximum. Exceptions to this recommendation are made at the discretion of the Careers team.

You are not advised to attend your **previous primary schools**. It is important that you experience the 'real world of work' rather than a 'trip down memory lane'. If teaching/childcare is a route you would like to investigate further, you, of course, are welcome to contact other primary schools.

If you are going on placement with a **family member, relative or friend**, you must ensure the placement is relevant to your future. i.e., Dad owns a plumbing business; you would like to explore potential Construction trades including Plumbing for your Post 16 Options.

Please note that the placement must have a **structured programme**, this is to ensure the best experience for you.

## Step 1 – What are you interested in doing?

### Unifrog

You should all have a Unifrog account, this platform grows with you as you move through college, if you have forgotten your log-in details you can reset a new password on Unifrog, the username is your school email address.

Unifrog is a one-stop-shop where students can easily explore their interests, then find and successfully apply for their next best step after school.

Unifrog will help you to explore your key interests and what career paths you can take to reach your goals!

### Exploring pathways

|  |  |   |
|--|--|---|
| <b>Careers library</b><br>✓ Careers favourited<br>Go to tool > | <b>Subjects library</b><br>✗ Subjects favourited<br>Go to tool > | <b>Know-how library</b><br>✗ Guides favourited<br>Go to tool >          |
| <b>Courses</b><br>✗ No courses added<br>Go to tool >           | <b>MOOC</b><br>Make your first shortlist<br>Start >              | <b>Unifrog events</b><br>Interact directly with experts<br>Go to tool > |
| <b>Read, Watch, Listen</b><br>✗ Profiles favourited<br>Start > | <b>Placements</b><br>✗ No placements added<br>Go to tool >       |   |

Once signed up use the **Interests profile**, **personality and work environments profile** on *Unifrog* to identify areas of interest.

### Quizzes

|  |   |   |
|--|---|---|
| <b>Interests profile</b><br>✓ Quiz last taken 7 Feb 23: S and C and E<br>Start > | <b>Personality profile</b><br>✓ Quiz last taken 2 Jul 22: ESTJ<br>Start > | <b>Work environments profile</b><br>✓ Quiz last taken 8 Nov 22<br>Start > |
|--|---|---|

## Step 2 – How do I find a placement?

When organising work experience, try to be realistic. You are unlikely to be allowed access into the head office of a national organisation with no prior experience. Look for local businesses or people with whom you already have a connection - like the parent/carer of a fellow pupil, a family member, a friend, etc.

If you don't have any contacts, or aren't sure where to start, speak to Mrs Hazeldine in the Pastoral Office.

## Step 3 - Contacting the employer

Once you've decided where you want to work and have a contact, you need to contact them. Don't rely on a parent or your school to contact them for you! You need to show that you can be confident and professional, even if you are nervous!

Write either a formal email or letter - even if you know the person you are contacting - and have someone else read it before you send it to check it for errors. Make sure you include:

- the days or dates on which you would like to complete your work experience - *make sure to give them plenty of time; you can't ask for your experience to start tomorrow!*
- why you would like to complete your experience at this organisation- *what do you want to learn? What do you want to experience? Some research would help here - maybe they have great customer reviews or are among the top ranked businesses locally? Maybe they have created a new way of doing something and you want to learn how managed this?*
- what you can offer them - *that's right: you can't get something for nothing, so bowl them over with your skills and how your time with them will benefit them, even if that is admin support or helping busy employees with their workload*

Remember to use an appropriate email address if you have chosen to write an email over a letter. If you don't want to create a new account, your school email address is a good alternative.

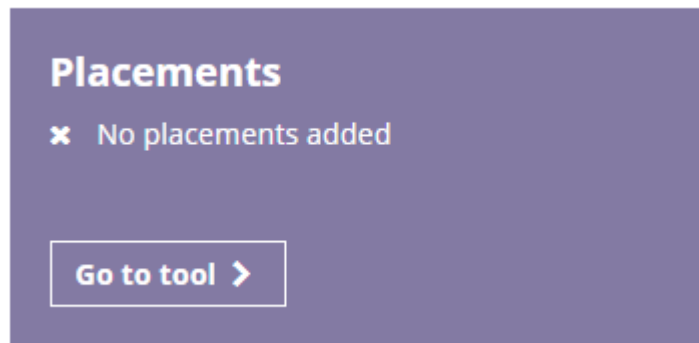
If you require a copy of a template letter, please speak to Mrs Hazeldine or your tutor.

## Step 4 – Confirming your work experience and getting it approved.

We are using Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

**Before using the UNIFROG placement tool students must agree the placement with the employer first.**

Next Students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).



The Unifrog system will then email the employer, the parent / carer, and the school, to collect the necessary information and permissions.

For the process to work, **it's essential that students add the initial information about the placement accurately.**

**Double check email addresses in the form. You may want your parent/carer to help you with this.**

**Parents must consent to the placement when they receive the email.**

**The College will then confirm and agree the placement once the appropriate safety checks have been made.**

## **Staying on track – Work Experience calendar**

**If you have any problems or concerns please speak to Mrs Hazeldine in the Pastoral Office or email [louise@callingtoncc.net](mailto:louise@callingtoncc.net)**

### **October 2024**

You will have attended a Work Experience Launch during your tutor time before half term.

**IMPORTANT:** You must start your work experience preparation **NOW**.

### **October to December 2024**

Find a relevant work experience placement.

### **January 2025 to April 2025**

If you have not yet secured a placement, there will be an opportunity to speak with the Careers team or tutor to discuss your options.

Once you have found and have your placement confirmed from an employer complete the placement tool on Unifrog. **(Please do not complete the placement tool unless your placement is CONFIRMED and you have agreement from the employer)**

### **Wednesday 30<sup>th</sup> April – FINAL DEADLINE**

Students must secure a placement by this date.

**May** – Application final checks, ensuring all information is correct and complete on Unifrog.

### **June 2025 to July 2025**

Health & Safety and Safeguarding briefings and final preparations.

### **Monday 14<sup>th</sup> July 2025 to Friday 18<sup>th</sup> July 2025**

Placement week – You must complete your Work Experience Journal. You will upload this to Unifrog

### **Friday 14<sup>th</sup> July – during holidays 2025**

Complete your evaluation in Unifrog.

## **Placements that were used 2024**

A.A. Young Property Maintenance  
Adrenalin Quarry Limited  
Agrimanuals Ltd  
AJ Design  
Allied Pharmacy Callington  
Arthur and Henry Carr Ltd  
Babcock International Group  
Bakes with Love  
Bodmin Airfield, Cornwall Flying Club Ltd  
Brad Bolitho Ltd  
Bumbles Day Nursery  
Callington Garden Machinery  
Callington Primary School  
Calstock Community Primary School  
Caradon Hill Trekking and Equestrian Centre  
Central Motors  
Chef on Board  
Cholwell Farm Riding Stables  
Chris Venning Motor Engineer  
Cornwall Council Livewire Youth Project  
Cornwall Resources  
Cornwallis Care Services, Addison Park  
Cornwall Council  
CSW Group Ltd  
Daniel Edwards Ltd  
DB Auto Ltd  
Delaware Primary Academy  
Devon & Cornwall Police  
DG Car Repairs and Tyres LTD  
DGV Electrical  
DJW Build Ltd  
Olive Beauty  
Drakewalls Garage  
Duchy College  
East Cornwall Property Care  
Ecological Surveys Ltd  
Energy Performance Services  
Great Trethew Trekking  
Harrowbarrow School  
HMS Raleigh  
Hoskin Plant & Civils Ltd  
Hotel Endsleigh  
J M Connell Building & Roofing Contractors  
JJ Britton Building Contractors  
Kier Construction Ltd  
Lavish  
Magdalen Health and Wellbeing  
Mark Rogers Electrical  
Matford Arable Systems Ltd  
Mayflower Stone Ltd  
Mole Valley Farmers  
Montpelier Primary School  
Nathan McCarter Joinery Ltd  
National Trust (Cotehele House & Quay)  
Natural Generation Ltd  
Nevada Construction  
NTG Plumbing and Heating  
Peach Beauty  
Pensilva Primary School  
Plymouth City Council  
Poppy Developments Ltd  
Princess Yachts  
Redmoor Ltd  
RPB Motors Callington  
Sir Robert Geffery's Preschool  
Sir Robert Geffery's School  
St Dominic CE VA School  
St Leonards Equestrian Centre  
St Mellion CE VA School  
St Mellion International Resort  
Stoke Climsland School  
Tamar Valley Donkey Park  
Tamar Valley Pre-School  
Tavistock Community Primary School  
Tecalemit Garage Equipment  
The Art and Frame Centre  
The Barn Climbing Centre  
The Cornwall Bakery (Westward Laboratories Ltd)  
The Immaculate Group SW  
The Lighthouse Community Centre CIC  
The Manor House Inn  
Transferable Skills Training (TST)  
Trethorne Golf Club  
WeDoFootball Ltd  
West Pharmaceutical Services Cornwall Ltd  
Wildanet Ltd  
Woolford Electrical Ltd  
Yogurt Hair Design  
Zero Gravity: Academy of Gymnastics and Trampoline



