Callington Community College

Work Experience Week

28th June-2nd July 2027

Work Experience

A PLACEMENT WITH AN EMPLOYER - to carry out tasks and duties in much the same way as an employee with the emphasis on –

LEARNING FROM THE EXPERIENCE - giving students a greater understanding of the 'world of work'.

Work experience provides opportunities for learning:-

- about the skills needed to work with others
- about employer expectations
- about the personal qualities necessary
- about careers and progression routes
- about possible roles in the industry
- about the structures that exist within a workplace or organisation.

Work Experience

What students get from the scheme:

- For some students – a life changing experience!
- Maturity, confidence, sense of direction, also complements their courses.
- Possible chance of employment part-time or apprenticeships
- Developing Skills – Students develop a range of important personal qualities including:
  - Confidence
  - Independence
  - Responsibility
  - Communication skills
  - Decision making
  - Teamwork

Work Experience

To get the most benefit out of Work Experience

It needs to be an appropriate work placement based on:

- **A possible career route (but not essential)**
- **An area of interest**
- **Support for a subject area or qualification**

WARNING!! Popular placements fill up very quickly such as:
Vets, Police

Do not choose a placement with:

- **Family businesses, places where students are already working part time.**
- **Sole Traders - as they do not have the correct Employers Liability Insurance.**

Do not choose a placement **ABROAD**

Work Experience - Duty of Care

Employer Suitability – Health & Safety and Insurance checks

Approval & Consent online forms need to be completed by Employers and parents on Unifrog

Health & Safety Programme will be followed in College

Child Protection Briefing will be followed in College

Your Work Placement will be visited during the week

Work Experience - The Process

Look for a placement, write a letter/email/ telephone the employer.

Local publications:

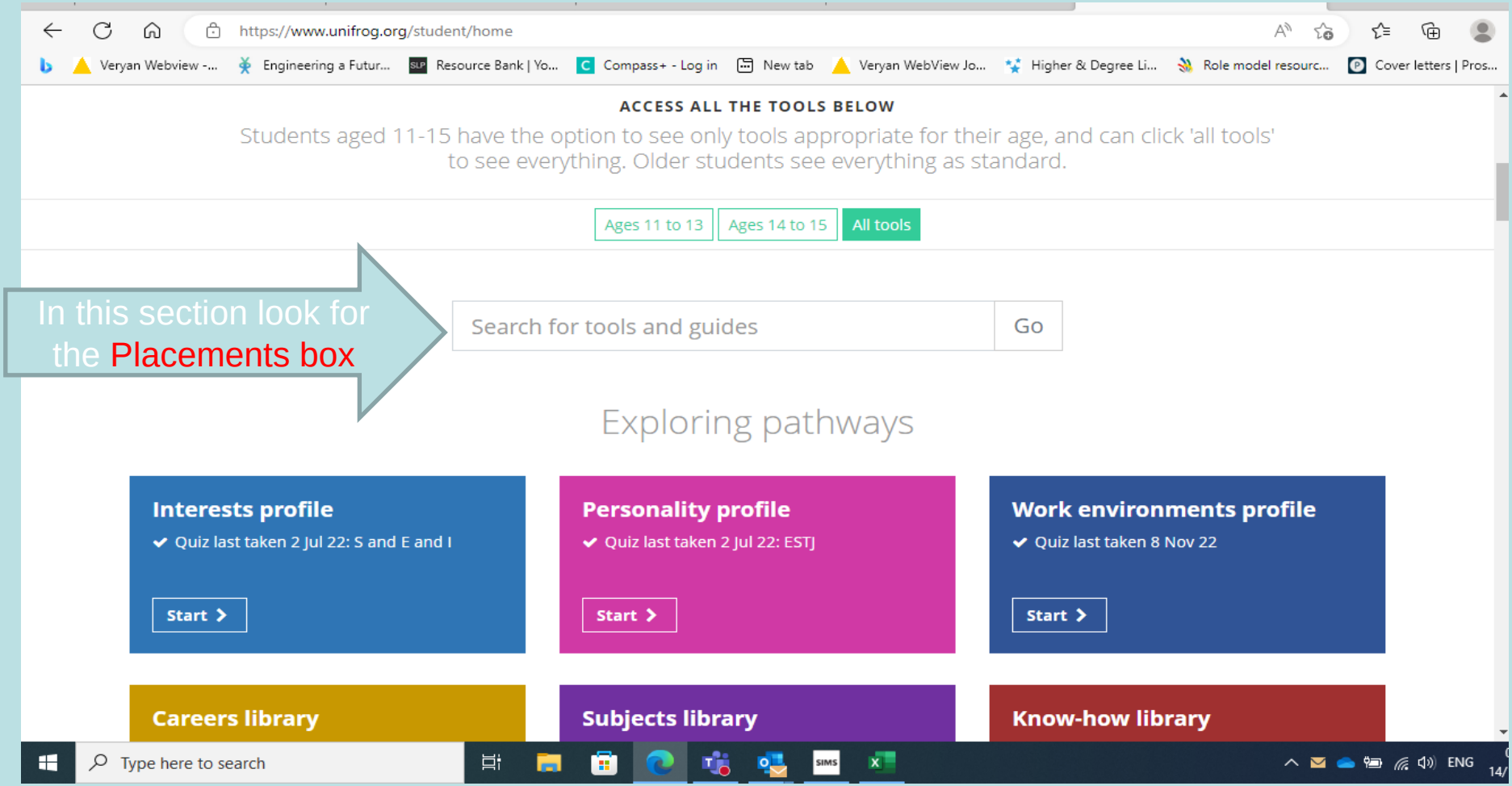
- Internet/Social Media
- Local Papers
- Town/Parish newsletters

Check the location – make sure the student can easily get there!

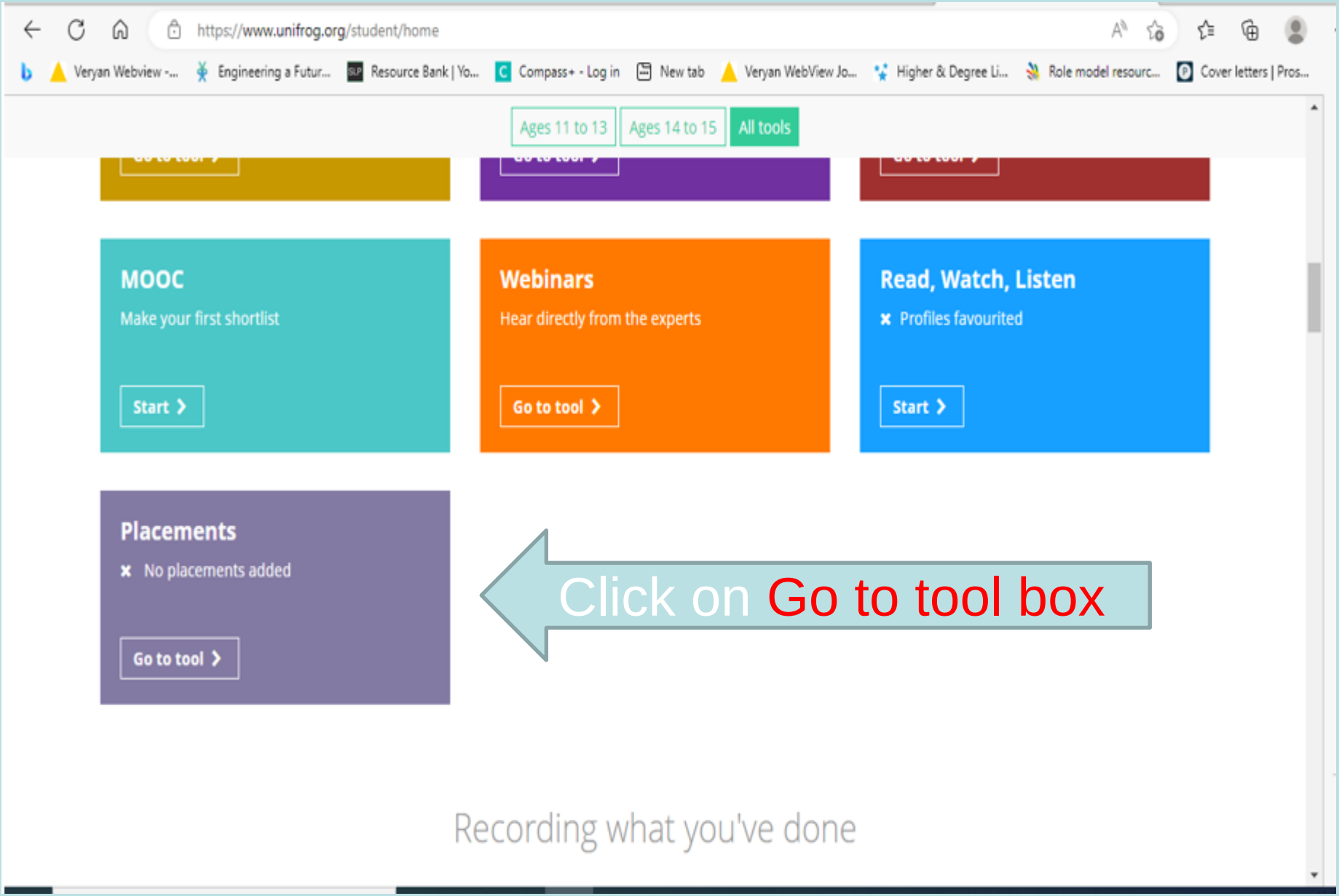
The student can write a letter of application.
(A sample letter available from Mrs Hazeldine). Help will be available from tutors or Mrs Hazeldine during registration, break times or email on: wex@callingtoncc.net.

Hopefully a positive reply is received from the employer:

- **If you've not received a reply within 2 to 3 weeks then follow it up with a polite telephone call.**



Once you have secured a placement log on to Unifrog: https://www.unifrog.org


https://www.unifrog.org/student/home
Veryan Webview -...
Engineering a Futur...
Resource Bank | Yo...
Compass+ - Log in
New tab
Veryan WebView Jo...
Higher & Degree Li...
Role model resourc...
Cover letters | Pros...
Ages 11 to 13
Ages 14 to 15
All tools
MOOC
Make your first shortlist
Start
Webinars
Hear directly from the experts
Go to tool
Read, Watch, Listen
Profiles favourited
Start
Placements
No placements added
Go to tool
Click on Go to tool box
Recording what you've done

Placement - Student - Unifrog

https://www.unifrog.org/student/placement

Veryan Webview -... | Engineering a Futur... | Resource Bank | Yo... | Compass+ - Log in | New tab | Veryan WebView Jo... | Higher & Degree Li... | Role model resourc... | Cover letters | Pros...

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 on Add a new placement

Some inspiration from the Know-how library







Workbook last saved: 50m ago

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ENG

14/12/

https://www.unifrog.org/student/placement/ Workbook last saved: 51m ago

Veryan Webview -... Engineering a Futur... Resource Bank | Yo... Compass+ - Log in New tab Veryan WebView Jo... Higher & Degree Li... Role model resourc... Cover letters | Pros...

Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form.

Afterwards we'll ask the placement lead at the employer to fill in the next form.

* In person or Virtual ---- select ----

Select in person

* Placement coordinator ---- pick one ----

Select Mrs Hazeldine

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

* Name of placement business / organisation eg Lottie's little bakery

Add Business Name

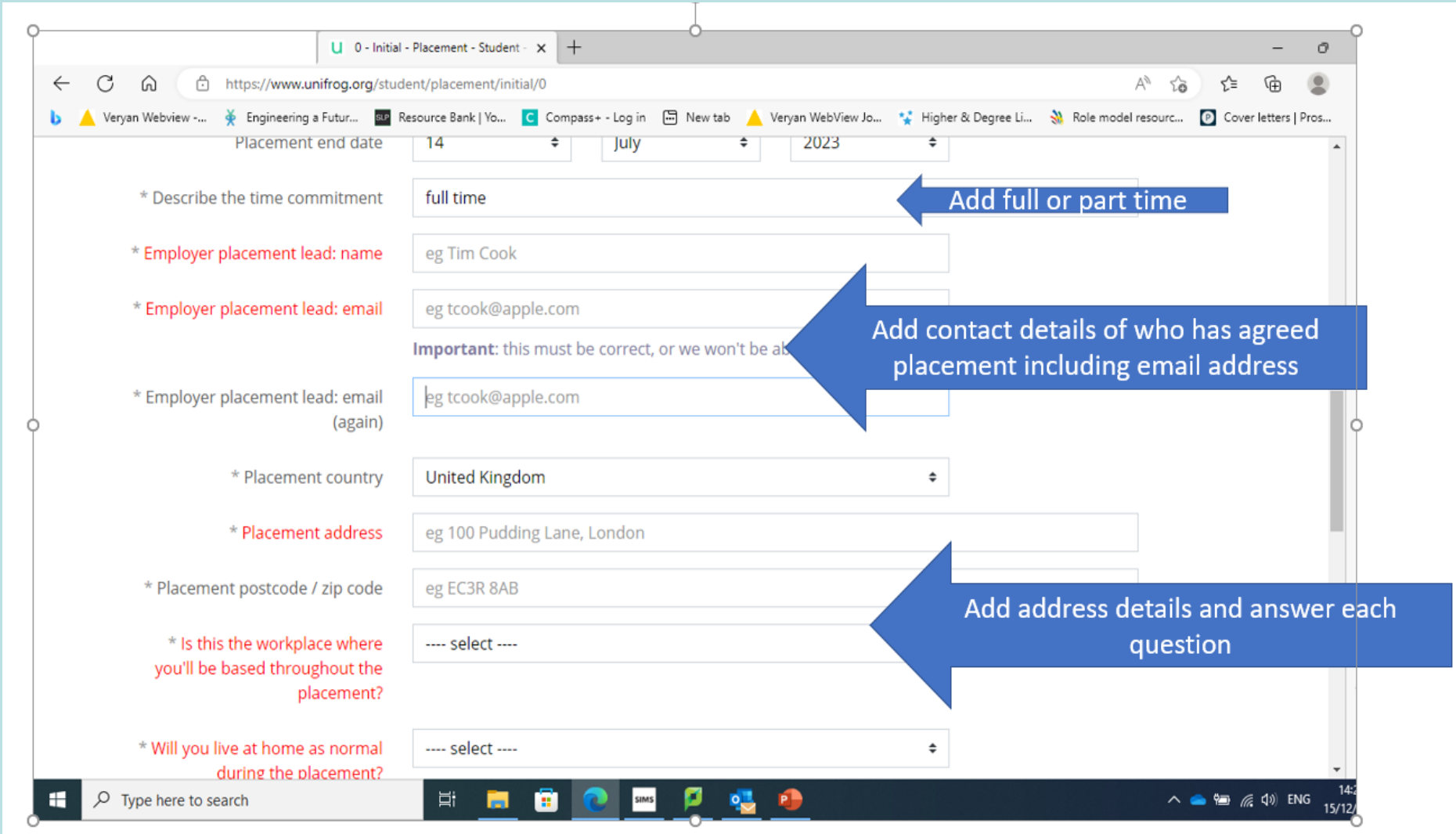
* Placement start date -- day -- -- month -- -- year --

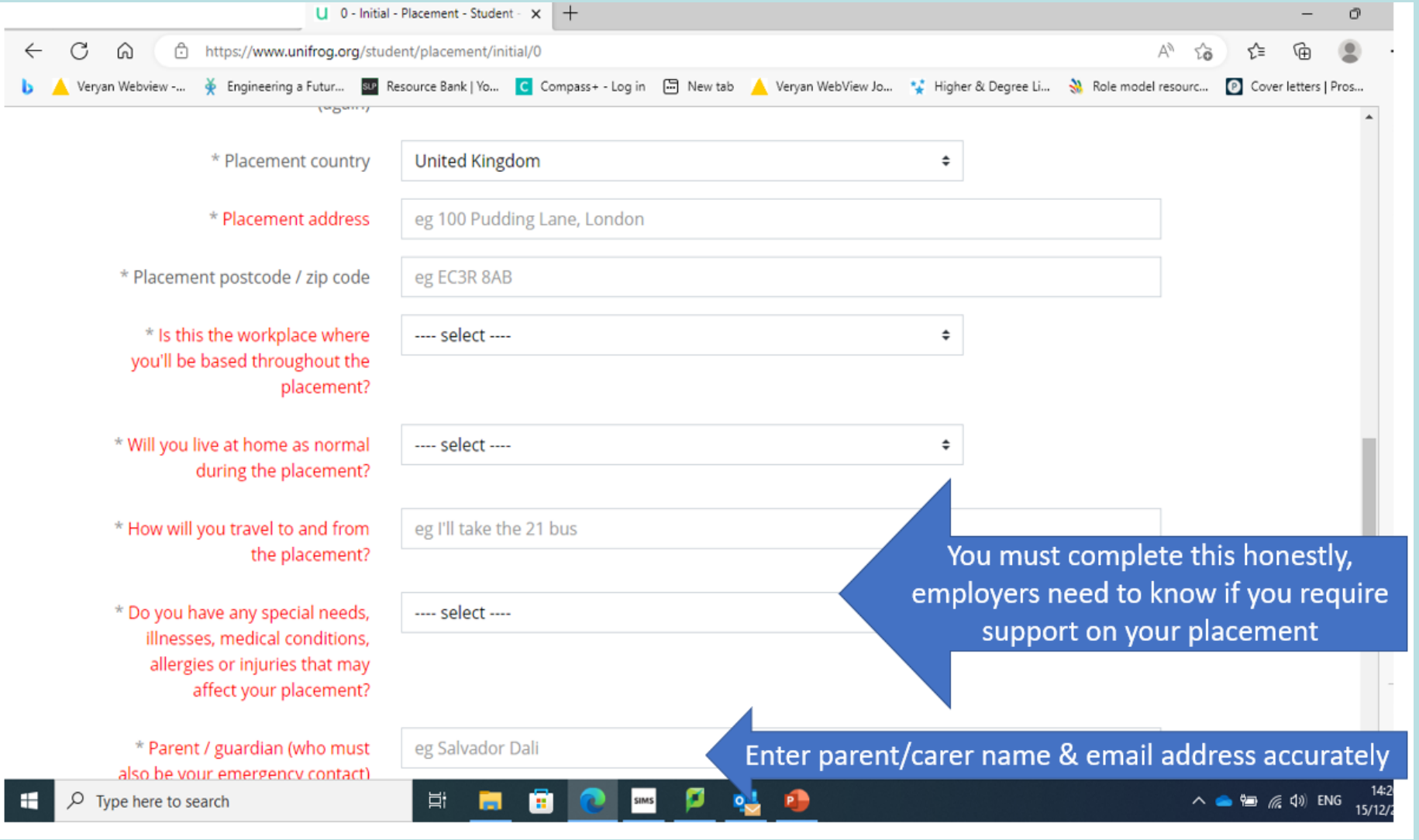
Add in dates

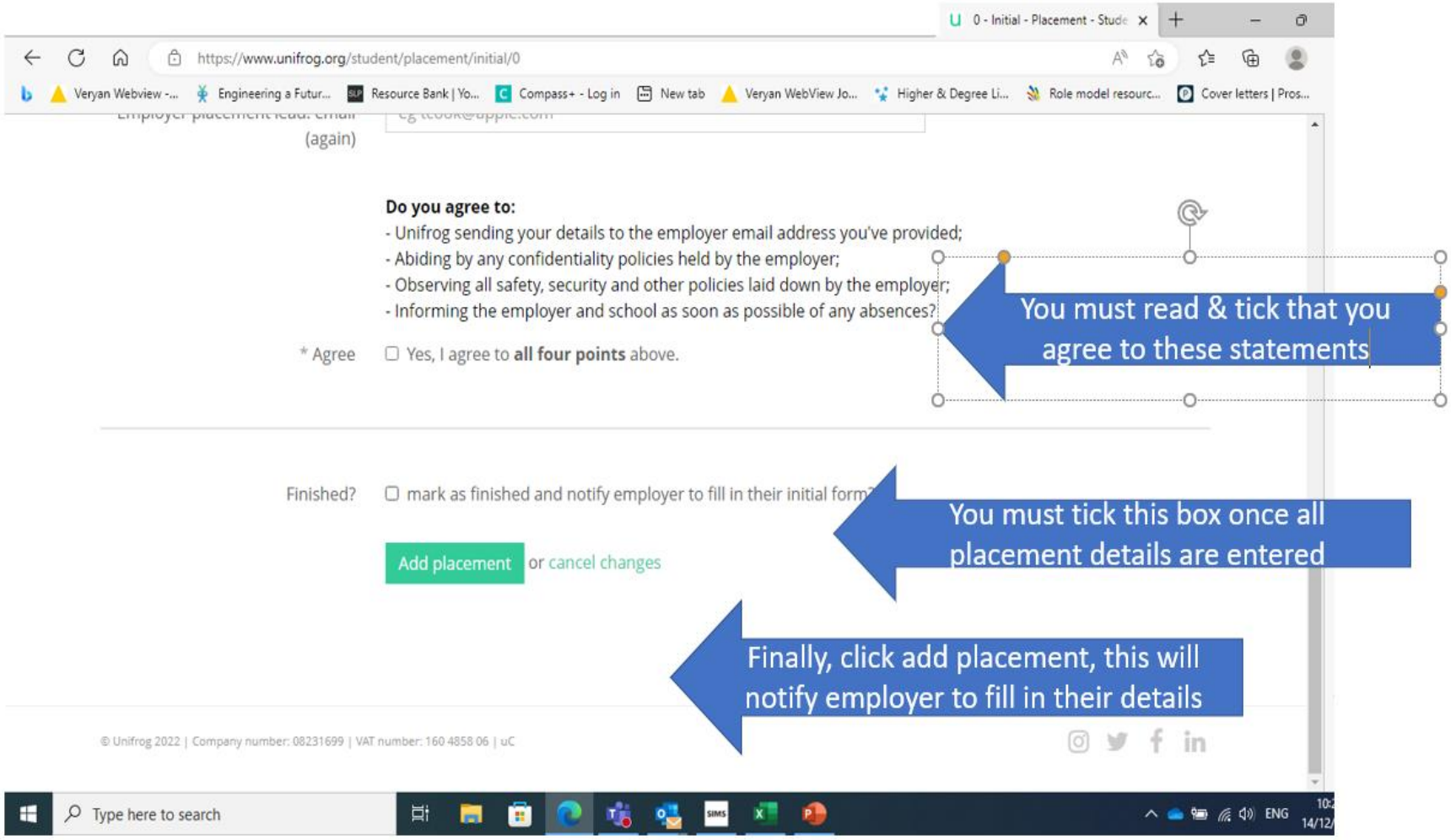
Placement end date -- leave blank if -- leave blank if -- leave blank if

* Describe the time commitment eg Full time

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0 - Initial - Placement - Student
https://www.unifrog.org/student/placement/initial/0
Placement end date
14
July
2023
* Describe the time commitment
full time
Add full or part time
* Employer placement lead: name
eg Tim Cook
* Employer placement lead: email
eg tcook@apple.com
Important: this must be correct, or we won't be ab
Add contact details of who has agreed placement including email address
* Employer placement lead: email (again)
eg tcook@apple.com
* Placement country
United Kingdom
* Placement address
eg 100 Pudding Lane, London
* Placement postcode / zip code
eg EC3R 8AB
* Is this the workplace where you'll be based throughout the placement?
---- select ----
Add address details and answer each question
* Will you live at home as normal during the placement?
---- select ----
Type here to search
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0 - Initial - Placement - Student
https://www.unifrog.org/student/placement/initial/0
Veryan Webview -...
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* Placement country
United Kingdom
* Placement address
eg 100 Pudding Lane, London
* Placement postcode / zip code
eg EC3R 8AB
* Is this the workplace where you'll be based throughout the placement?
---- select ----
* Will you live at home as normal during the placement?
---- select ----
* How will you travel to and from the placement?
eg I'll take the 21 bus
* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?
---- select ----
* Parent / guardian (who must also be your emergency contact)
eg Salvador Dali
You must complete this honestly, employers need to know if you require support on your placement
Enter parent/carer name & email address accurately
Type here to search
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https://www.unifrog.org/student/placement/initial/0
(again)
Do you agree to:
- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?
* Agree
Yes, I agree to all four points above.
You must read & tick that you agree to these statements
Finished?
mark as finished and notify employer to fill in their initial form
You must tick this box once all placement details are entered
Add placement
or cancel changes
Finally, click add placement, this will notify employer to fill in their details
© Unifrog 2022 | Company number: 08231699 | VAT number: 160 4858 06 | uC
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Work Experience - The Process

What happens next?

- The employer will now fill out their information to say they have the necessary Health & Safety insurances and risk assessments in place.
- Once this is complete, your parent/carer will receive an email asking them to agree to the placement.
- Once this stage is complete, Mrs Hazeldine will be able to confirm that the school are happy for the placement to go ahead.

Making it happen!

- It is important you let the employer and your parent/carer know they will receive an email from Unifrog asking them to complete the consent forms for the placement. If they do not action these emails the placement may not be able to go ahead.
- Make sure the details are accurate when you enter them, an incorrect email address will cause delays.

The process by Employers and parents online needs to be completed by

30th April 2027

Work Experience

- We are always enormously proud of our students and their Work Experience.

- We always seek feedback from employers and the staff who visit them and are very proud of the comments made about them. This information is very useful for further employment.

- Students also complete an online journal on Unifrog during the week

Work Experience

All Information about the process will be sent home via Schoolcomms and will be available on the College website.

Good luck with your search for a placement should you need any help or have any questions please see or email Mrs Hazeldine.