

Careers and Work Experience

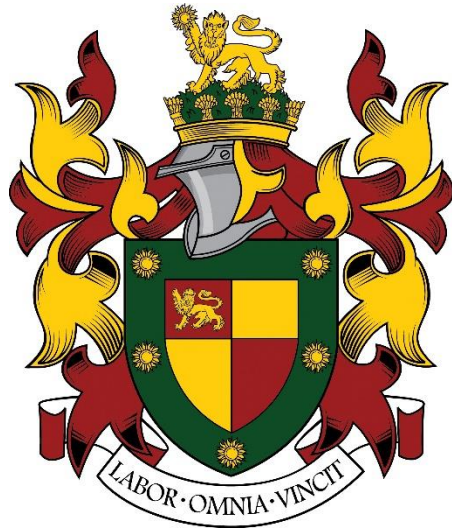
CEAIG in Year 10

Work experience week – **13th - 15th July**

Personal interview with Mr Gallamore, our
Careers Adviser

Careers Lessons – once per fortnight –
lessons give guidance on Work Experience

Year 10 Parents Evening on 13th – 14th May

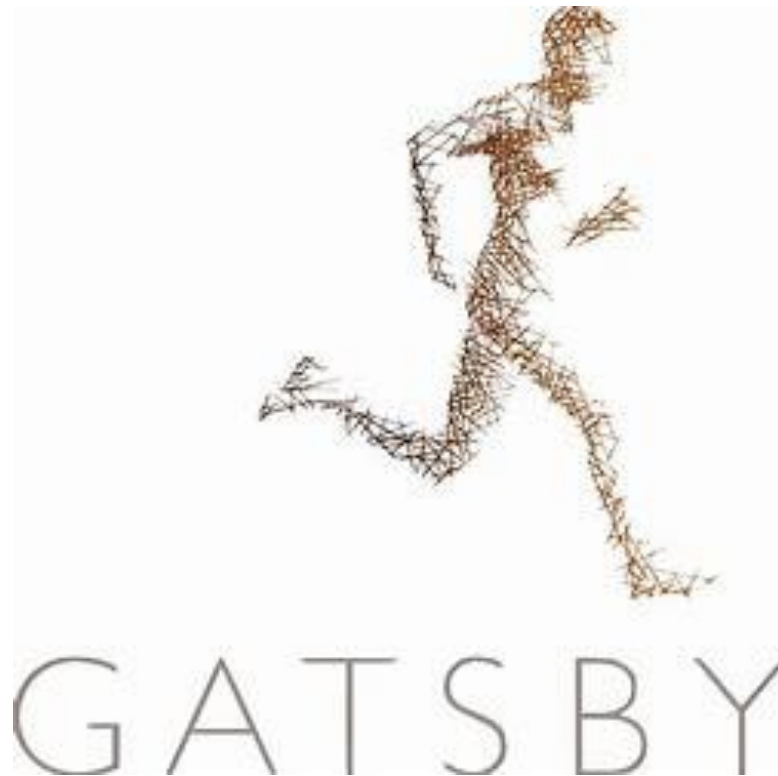


INSPIRING IAG

*The Careers Education, Information,
Advice and Guidance Quality Award*

Work Experience
Monday 13th – Wednesday 15th July 2026

Is work experience important?



1	A STABLE CAREERS PROGRAMME	Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
2	LEARNING FROM CAREER AND LABOUR MARKET INFORMATION	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3	ADDRESSING THE NEEDS OF EACH STUDENT	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
4	LINKING CURRICULUM LEARNING TO CAREERS	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5	ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES	Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6	EXPERIENCES OF WORKPLACES	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7	ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8	PERSONAL GUIDANCE	Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all students but should be timed to meet their individual needs.

Ofsted Report (Sept 2022)

“Pupils and students benefit from a rich and carefully ordered programme of careers education, information, advice and guidance. They are supported with high-quality and timely information to help them to make choices about their futures. Former pupils and students generously share their experiences to enrich further pupils’ knowledge of different careers.”

Work experience v work shadowing

Work shadowing – specific and career driven

Work experience – more general, gives a flavour of the world of work

The learning priorities that executives and hiring managers value most highly cut across majors.

Very Important Skills for Recent College Graduates We Are Hiring*



The Placement

How to find one?

- Yourself – **your contacts e.g. work within your organisation/company but not for you**
- Neighbours
- Relatives
- Family friends
- Past school placements
- Unifrog – **Apprenticeship tool is useful here**

Please avoid very small organisations as this can cause problems with DBS checks, etc



On line platform:

All Year 10 students have access to Unifrog at
www.unifrog.org

If there are problems, please contact myself
(ethomas@agsb.co.uk)

How to enter the placement on Unifrog

You must have a confirmed placement with the organisation **BEFORE** you enter the details onto Unifrog

You will need dates and employer contact details and an email address for the employer who will confirm the placement and add documents that are required.

Please select Mrs Devadiga as the school coordinator.

How to enter the placement on Unifrog

- Log onto Unifrog with your child
- Select the **Placement Tool** in Exploring Pathways section:

Exploring pathways

Careers library ✕ Careers favourited Go to tool >	Subjects library ✕ Subjects favourited Go to tool >	Know-how library ✕ Guides favourited Go to tool >
Webinars Hear directly from the experts Go to tool >	Read, Watch, Listen ✕ Profiles favourited Start >	Placements ✕ No placements added Go to tool >

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 ----



Placements tool or Activities tool? The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

Virtual or In person? If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

* Placement coordinator

Mrs Lord



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

* Placement start date

-- day --

-- month --

-- year --

Placement end date

-- leave blank if

-- leave blank if

-- leave blank if

* Describe the time commitment

eg Full 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 able to progress the placement.

* Employer placement lead: email (again)

eg tcook@apple.com

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.

Form finished? ☐ mark this form as finished and notify employer to fill in their initial form

You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

[Add placement](#) or [cancel changes](#)

The Christie

Scheduled for: **01 August 22 - 05 August 22** Type: **In person**

[Comment +](#)[Delete 🗑](#)[Convert to Interaction >](#)

(disabled until Employer review form complete)

① **Student initial form** Completed on 7 July 2022

[more ▾](#)

② **Employer initial form** Completed on 27 July 2022

[more ▾](#)

③ **Parent / Guardian agreement** Completed on 19 August 2022

[more ▾](#)

④ **School permission**

[more ▴](#)

The next stage is for **Mr Gallamore** the school placement coordinator needs to give permission for it to happen.
We have sent an email to this teacher, but they have not yet completed their agreement form.

Email sent to: Mr Gallamore, agallamore@agsb.co.uk

Email sent: 19 August 2022 12:26:59

[Start >](#)

⑤ **School during-placement check-in**

[more ▾](#)

⑥ **Employer review form**

[more ▾](#)

⑦ **Student reflection form**

[more ▾](#)

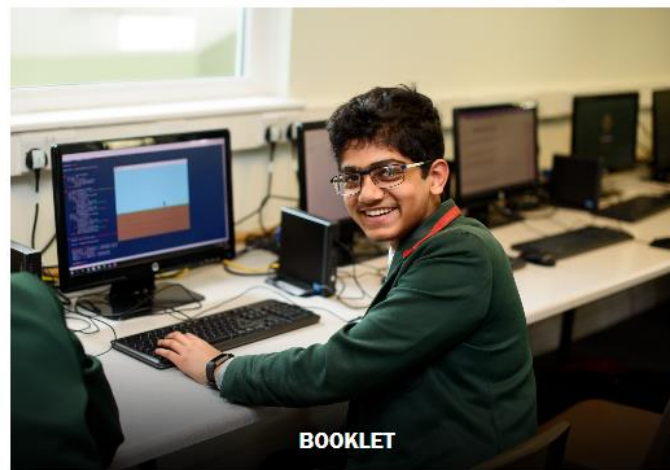


Y10 WORK EXPERIENCE

Please note work experience runs between **11th - 15th July 2022**. Should your child be ill, please contact the employer directly and also inform E Thomas on ethomas@agsb.co.uk



PRESENTATION



BOOKLET

Questions?

Local? Usually but can be further afield

Start organising now? Yes, the sooner the better, competing with many students

Last week of term? Yes, but can organise in holidays or at other time if dictated by the employer – **please check with school if this may be the case**

Virtual or face to face? Preferable to have face to face. However, split experiences can work well – need to complete two Placement forms