



# WORK EXPERIENCE PLACEMENT

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*A guide for students and parents to  
search for, secure and record  
placements*



GUISELEY  
SCHOOL

START YOUR PLACEMENT SEARCH NOW! THIS BOOKLET  
WILL GUIDE YOU THROUGH IT. ONCE YOU HAVE ONE  
CONFIRMED, IT MUST BE REGISTERED ON THE UNIFROG  
PLACEMENT TOOL.

# CONTENTS

- Key Dates and Support
- Searching for and  
contacting an employer
- Recording on Unifrog
- Parental permission

START YOUR PLACEMENT SEARCH NOW!

# KEY DATES

## WEX WEEK: 1<sup>ST</sup> WEEK IN JULY *(CAN START END OF JUNE)*

- **September:** WEX Launch Assembly.

Students start the search for placements – Phone calls, emails and visits to find employers. A letter has been sent to your parents informing them of the process.

- **October – March:**

Students find and log placements on to Unifrog (using this guide) Form tutors will monitor placement searches and support students during form time, directed by the careers team.

- **April:**

Compulsory 1:1 support session with form tutors for those who have not found placements.

- **Friday before May Half Term**

Final deadline – No placements will be process after this date

# WORK PLACEMENT OVERVIEW

## KEY SUPPORT

**Your Form Tutors are the first line of support who will help you through the placement process**



**Mrs Khan**

Careers Lead

wex@guiseleyschool.org.uk  
01943 872315 x1276



**Mrs White**

Careers Advisor

careers@guiseleyschool.org.uk  
01943 872315 x1276

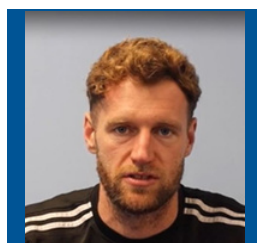


**Mrs Ogden**

Director of Sixth Form

info@guiseleyschool.org.uk

01943 872315 x1222



**Mr Barron**

Assistant Director of Sixth Form

info@guiseleyschool.org.uk

01943 872315 x1241

**Once you have chosen a placement, we will authorise it, and support you while you're on it.**

**When you make contact with a setting, they may ask you for my information, in which case give them the details above.**

**Whilst on placement you must report any absence to the main office, and contact school if any issues arise.**

# SEARCHING

**Know a place you'd like to go? Find their email address or phone number and ask if they could accommodate you. Make sure you specify the dates and what your career interests are.**

**Don't know where you could go, but have a career in mind? Google!**

**Search for businesses and settings online and find the 'contact us' section on their website. Find an email address or phone number, and contact them to ask!**

**e.g. Google: Volunteering Leeds - example below**

The image shows a Google search for 'leeds volunteering'. A large blue arrow points from the text 'e.g. Google: Volunteering Leeds - example below' to the search bar. The search results show 'Doing Good Leeds' as the top result. A second blue arrow points from the 'Contact Us' button on the 'Doing Good Leeds' website to the text 'Find an email address or phone number, and contact them to ask!'.

Google search results for 'leeds volunteering'.

Results for Volunteer Centre Leeds, Leeds Kirkgate Market, Container ... Choose are:

- Doing Good Leeds  
https://doinggoodleeds.org.uk/volunteering/
- Volunteering  
Volunteer Centre Leeds is a hub with a location in Leeds which supports people into volunteering. It helps individuals find suitable opportunities and provides ...
- X (Twitter)  
https://twitter.com/search/leeds+volunteering

leeds volunteering on X

VoluntaryA... @VolActionLe...

CATCH Le... @CATCHLeeds

Apha... @Apha... We are actively

Doing Good Leeds

Contact Us 0113 297 7920

Search Log

Individuals Organisations What's new Networks & Forums About

Volunteering

**Support your community by  
volunteering your time and skills**

Volunteering can be a life-changing experience, for the people that volunteers help and for you – the volunteer! There's an opportunity to suit everyone and the Volunteer Centre Leeds team can support you into the right opportunity – particularly if you need a little extra help.

Volunteer Centre Leeds (a project of VAL) and has partnered with Be Collective to bring a dedicated Volunteer Platform to Leeds to help connect more people with meaningful volunteer opportunities. It's packed with great features for volunteers, like creating a profile and collecting skills gained on a

# CONTACTING PHONE, IN PERSON & EMAIL



Hi, my name is \_\_\_\_ and I am a current student at Guiseley School Sixth Form. I am looking for a week long placement to gain some work experience in July, are you able to take anyone on at this time?

**TIP: USE YOUR SCHOOL EMAIL TO CONTACT EMPLOYERS AS THIS WILL LOOK MORE PROFESSIONAL!**

Dear \_\_\_\_, / To whom it may concern,

I am a student at Guiseley School Sixth Form and I am seeking an opportunity to gain a week long work experience placement.

I have an interest in \_\_\_\_ and would love to discuss the possibility of shadowing and supporting in \_\_\_\_.

Would you be able to take me on for a week long placement in \_\_\_\_? I look forward to hearing from you soon.

Kind regards,  
*My Name*

# REGISTERING A PLACEMENT



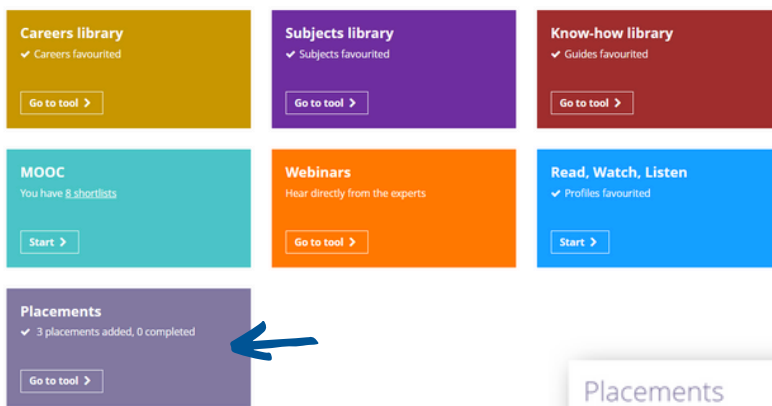
**IMPORTANT: THIS CAN ONLY BE STARTED ONCE A PLACEMENT CONTACT HAS FORMALLY/INFORMALLY AGREED TO TAKE A STUDENT ON**

1

Go to Unifrog - log in with your student email. Click reset password if you don't know it.

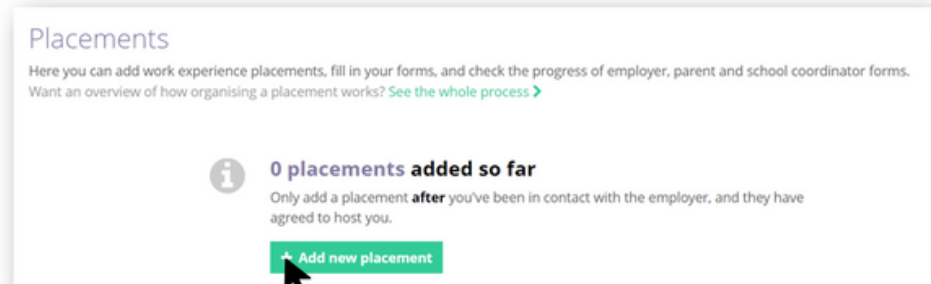
Select 'PLACEMENTS' in the 'Exploring Pathways' section

Exploring pathways



2

Click on - 'Add a Placement'



3

Start completing the 'STUDENT INITIAL FORM' with the correct dates and details. You will need an email address of the main placement contact, and a parent's email



**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

**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   
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

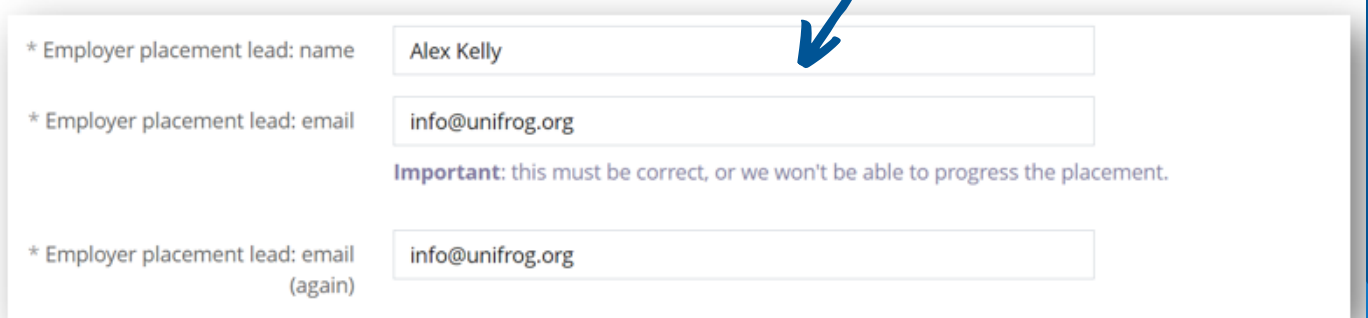
\* Placement start date

Placement end date

\* Describe the time commitment

4

Add the employer's email - this is the person who will be the main contact. Let them know that they will receive an email to fill in a form about you and your placement



\* Employer placement lead: name

\* Employer placement lead: email

**Important:** this must be correct, or we won't be able to progress the placement.

\* Employer placement lead: email (again)

5

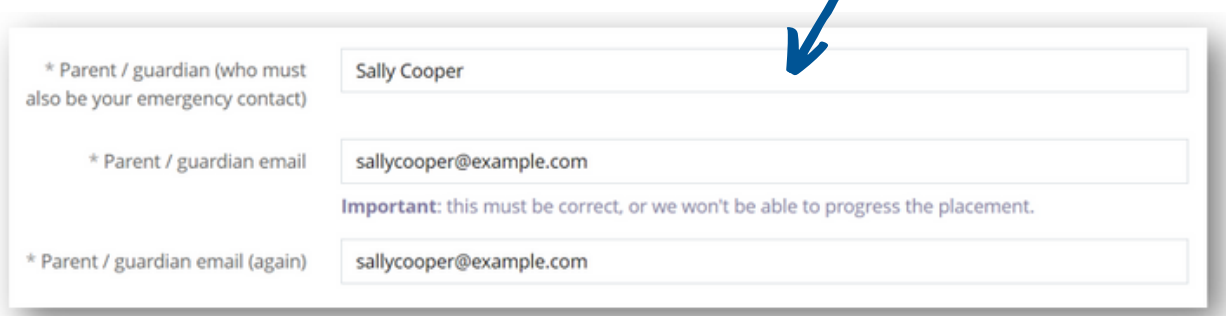
Select the placement coordinator - your coordinator is Dan Waters

\* Placement coordinator

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

6

Now you'll need a parental email - someone at home who can give permission for you to go on your placement. They will receive a quick Unifrog form to fill in by email, so make sure their email is correct!



\* Parent / guardian (who must also be your emergency contact)

\* Parent / guardian email

**Important:** this must be correct, or we won't be able to progress the placement.

\* Parent / guardian email (again)

## OVERALL PROCESS

1. STUDENT FILLS IN UNIFROG FORM ONCE THEY HAVE PLACEMENT LEAD CONTACT EMAIL ADDRESS
2. EMPLOYER RECEIVES UNIFROG FORM TO FILL IN WITH PLACEMENT DETAILS, HEALTH AND SAFETY DOCUMENTS ETC
3. PARENT RECEIVES UNIFROG FORM TO FILL IN AND GIVE PERMISSION. THEY WILL SEE ALL DETAILS FILLED IN BY STUDENT AND EMPLOYER
4. SCHOOL RECEIVES COMPLETED FORMS, CHECKS, AND GIVES PERMISSIONS - SET TO GO!
5. ATTEND PLACEMENT - FILL IN UNIFROG REVIEW FORM WHEN COMPLETE!
6. EMPLOYER FILLS IN FEEDBACK FORM ABOUT YOU



# PARENTAL PERMISSION FORM

1

As the parent, you will receive an email inviting you to complete a quick permission form (whichever email address the student has entered into their form)



**CHECK YOUR  
JUNK OR SPAM  
FOLDER!**

2

Click on the green button  
"COMPLETE IT NOW"

3

You will be able to see  
all of the student form  
details as well as the  
employer information,  
health and safety  
procedures. You will be  
asked to add the  
following:



Oh yes! You've been invited to agree to an  
**In-person Placement** for Alex

**Let's make it happen**

Alex has invited you to do the Parent / Guardian agreement for an in-person placement. This will only take a few moments; **the placement process can't continue until you've done it.**

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**Start and End date:**  
1 March 2022 - 2 March 2022

**Location:**  
8 The High Street, London, United Kingdom, E2 8HD

**Placement overview:**  
ads asd asd asd asd asd asd

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What now?  
**Complete the Parent /  
Guardian agreement**

[Complete it now](#)

- Name, email address and phone number
- Does the student have any special needs, illnesses or injuries that may affect your placement? (the answer to this question is kept confidential from the student)
- Confirm you're aware that the placement provider will have primary responsibility for the health and safety of the student
- Agreement for the student to take part in the placement

## GOOD LUCK! REMEMBER...



THE PASTORAL AND CAREERS TEAM ARE HERE TO HELP, JUST ASK! ATTEND THE DROP INS TO USE A COMPUTER AND TO HAVE ANY QUESTIONS ANSWERED



DON'T KNOW WHAT YOU WANT TO DO AS A CAREER? THAT'S OK. ANY EXPERIENCE IS GOOD EXPERIENCE - YOU'LL MEET DIFFERENT PEOPLE AND EXPERIENCE WHAT A GENERAL WORK PLACE MIGHT BE LIKE



DON'T ADD A PLACEMENT ON UNIFROG UNTIL YOU HAVE PERMISSION FROM AN EMPLOYER TO USE THEIR EMAIL ADDRESS! LET THEM KNOW THEY'LL RECEIVE AN EMAIL TO FILL IN A UNIFROG FORM



START YOUR SEARCH, TALK TO FAMILY, THINK ABOUT WHAT YOU ARE INTERESTED IN, DON'T LEAVE IT TOO LATE!



YOU CAN'T START THE PLACEMENT UNTIL YOUR PLACEMENT HAS BEEN CHECKED AND CONFIRMED ON UNIFROG - YOU WILL RECEIVE AN EMAIL WHEN IT'S GOOD TO GO!



Mar  
**6**  
Sun

**In person Placement start date: Lotti...**  
When Sun 6 Mar 2022 (CST)  
Where 8 The High Street, London, United Kingdom, E2 8HD  
Who Unifrog\*  
[Add to calendar »](#)

**Agenda**  
Sun 6 Mar 2022  
Prev day [Stay at Casa Mexico 6](#)  
All day In person Placement start date: Lotti...  
12:00 Alex/ Cyan P T  
14:00 Running

Ace! It's going ahead.

Nice one - you, Elon Musk the employer placement lead, your parent / guardian, and Mr Alex Kelly the school placement coordinator have all done their bits to make this **In-person Placement** happen.

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**Start and End date:**  
6 March 2022 - 7 March 2022

**Location:**  
8 The High Street, London, United Kingdom, E2 8HD

**Placement overview:**  
There will be a great deal of helping to make bread. No sour dough though, this is a non trendy bakery. Mostly traditional white bread loaves, plus buns. If you do well we might put you in charge of icing buns - be careful not to eat too much of the icing.

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**Contacting people**  
The school placement coordinator: Mr Alex Kelly [alex@unifrog.org](mailto:alex@unifrog.org)  
The employer placement lead: Elon Musk [alexintcouns@gmail.com](mailto:alexintcouns@gmail.com)