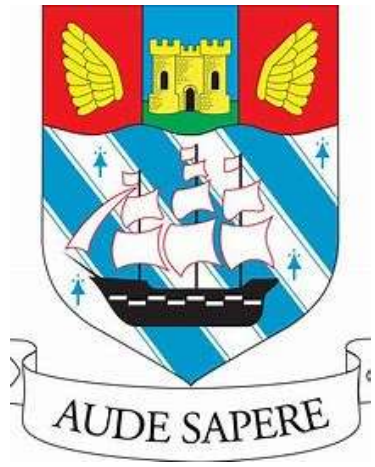


TGGS Work Experience



unifrog

What is Work Experience?



Work experience and related activities in schools and colleges

Research report

“...a period of time during which a young person, usually a student, works for a company or organization in order to get experience of a particular type of work: Networking, work experience, and shadowing are now usual steps on the path to employment...”

What is Work Experience?



GATSBY

*“...By the **age of 16**, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have. By the **age of 18**, every pupil should have had one further such experience, additional to any part-time jobs they may have....”*

REMINDER -Work Permits for those under 16

Paid work - A reminder that a child can work part-time from the age of 13 if they have a **work permit**. Employers must make sure all children they employ have a permit. See the links below for more information and the permit application forms.

Torbay Council – <https://www.torbay.gov.uk/business/licensing/child-employment/childrens-work-permits/>

Devon County Council – <https://www.devon.gov.uk/educationandfamilies/young-people/child-employment-and-entertainment/guidance-for-parents-and-employers/>

Plymouth City Council – <https://www.plymouth.gov.uk/apply-child-work-permit#:~:text=A%20child%20can%20work%20part,and%20send%20it%20to%20us.>

What are the types of Work Experience?

Work Experience can be any of the following:

- Virtual “on-line” work experience;
- Undertaking an “in-person” work experience;
- Participate in an “Insight” event;
- Workplace shadowing;
- Workplace visits.

Work Experience

The Government requires that all Year 10's and Year 12's do five days of work experience during the academic year.

In Year 10 it is about experiencing the workplace and building your skills. In Year 12 you should ideally link your work experience to your chosen career pathway.

Here at TGGs we run a flexi system where you can go out on your placement between September 2024 and July 2025. This helps the employers to take more students across the year rather than everyone trying to find a placement in one given week.

It also gives you the option if you have an interest in more than one type of career you could possibly do two days at one employer and three days at another.

Placements for Healthcare

Year 10

- Application process through Mrs Rolfe and Mr Neighbour
- No direct applications to the hospital please (even if parents work there).



Year 12

- Apply through Mr Endersby who manages the liaison with Torbay Hospital.
- No direct applications to the hospital please (even if parents work there).

3. Virtual work experience (for ages 14-18)

Free Virtual Work Experience

Civil Engineers: Shaping the World

Springpod

5.2 hours
average student engagement

"I really enjoyed this virtual programme. I learned a lot about civil engineering and I got a chance to work on different activities and to think about problems that are related to civil engineering."

8.3
average rating from participants

"I loved the technical engineering information on actual civil engineering projects and the focus on sustainability."

ICE's on-demand [virtual work experience](#) programme is tailored for students aged 14 to 18 and comes approved by over 1,000 young people who have completed the programme so far.

It's completely free and opens the door to exciting careers - plus gives students bonus material to help them stand out for personal statements and CVs.

It features:

- Online content that can be completed flexibly
- 6 student-friendly topics including sustainability, improving lives and keeping us entertained
- Recorded webinars featuring industry experts
- A topic on being career ready with tips on CVs and cover letters
- A certificate of completion at the end.

[Start the virtual work experience now](#)

Work Experience





TGGS Work Experience

Applying for Work Experience using the
Unifrog Placement Tool

unifrog

Placements
✖ No placements added
[Go to tool >](#)

- This is the form you use if you are doing an “In Person Placement”
- Once logged on to your Unifrog account, scroll down “Exploring pathways” until you see “Placements” as indicated on the left.
- Click on Go to tool.

Recording what you've done

Activities
✖ Recorded at least 10
[Go to tool >](#)

Competencies
✖ Completed all 12
[Go to tool >](#)

Interactions
✖ Missing 12 Interaction types
[Go to tool >](#)

Searching for opportunities



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

To use the Placements tool we'll need your Date of Birth first.

[Enter your Date of Birth >](#)

- You will first need to enter your Date of Birth .
- This is for Safeguarding. Firstly, to make sure you are a member of our school and secondly that the placement is age appropriate.

Some inspiration from the Know-how library



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](#)

- Once this screen appears, click on "Add new placement"
- It is important that you have all the employer's details before completing this form.

Some inspiration from the Know-how library

① Student initial

② Employer initial

Student initial form

You're adding a Student initial form for a placement

➤ Complete the form using the drop-down boxes.

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'.

* T-level

---- select ----

Is this placement part of a T-level you are studying?

* Placement coordinator

Ms Rolfe

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
Dartington Trust

* Placement start date
28 December 2022

Placement end date
29 December 2022

* Describe the time commitment
Full Time

* Employer placement lead: name
[Redacted]

* Employer placement lead: email
[Redacted]

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

* Employer placement lead: email (again)
[Redacted]

* Placement country
United Kingdom

* Placement address
Dartington Hall Estate

* Placement postcode / zip code
[Redacted]

- Complete the Employer details.
- It is very important you have the correct email address of the person who will be authorising your placement.
- If the email address is incorrect your application will not be progressed.

* Is this the workplace where you'll be based throughout the placement?

* Will you live at home as normal during the placement?

* How will you travel to and from the placement?

* Do you have any special needs, illnesses or injuries that may affect your placement?

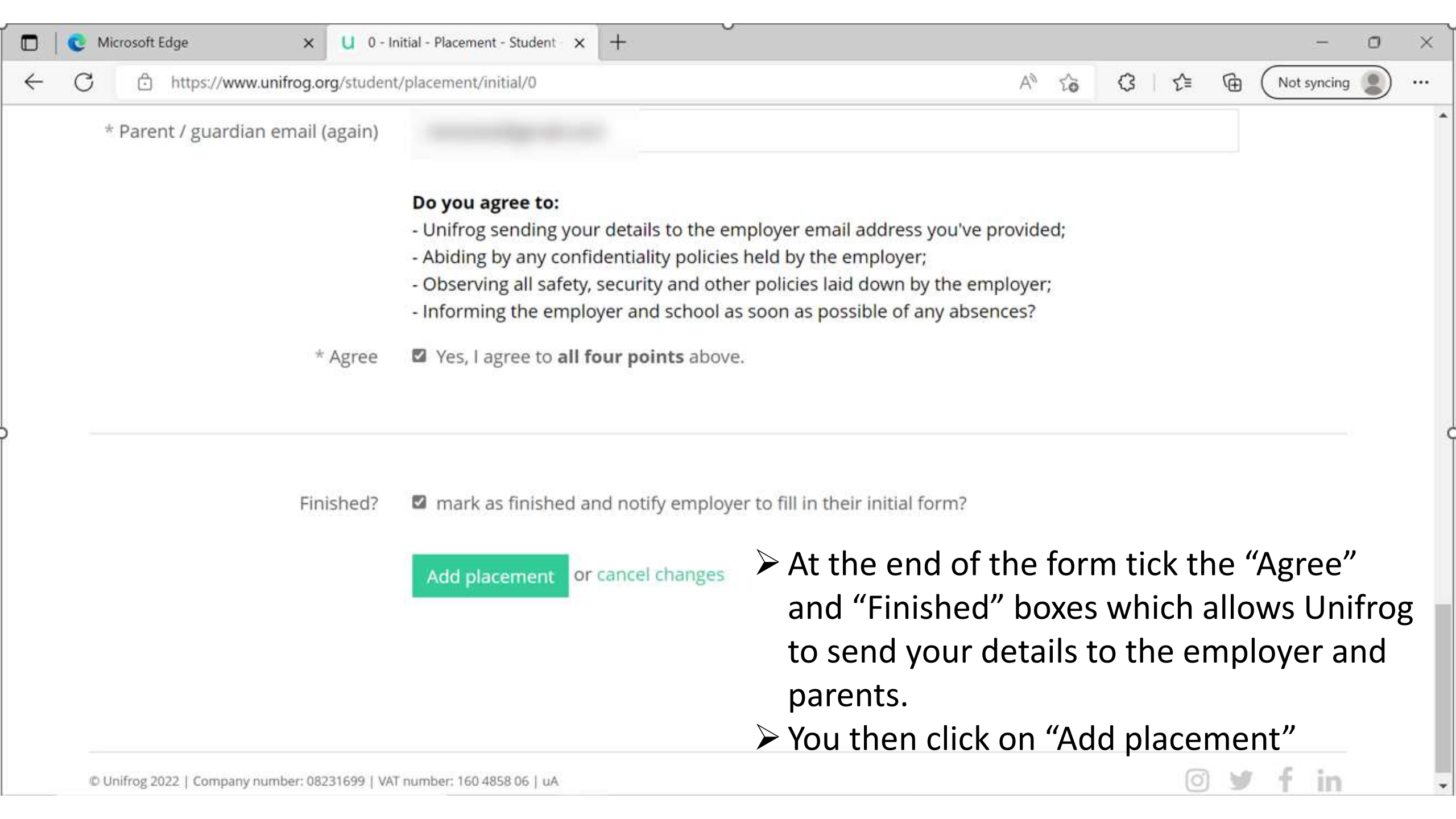
* Parent / guardian (who must also be your emergency contact)

* Parent / guardian email

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

* Parent / guardian email (again)

- Answer the remaining questions on the form.
- If you answer "No" to either "Is this workplace where you'll be based" or "Will you live at home during the placement" another drop down box will appear that you will need to complete.
- If you answer "Yes" to "Do you have any special needs, illnesses or injuries." This information will be shared with the school coordinator and employer placement lead so that they can make any reasonable adjustments.
- Again, make sure your Parent/guardian email address is correct, or your placement will not be progressed.



* Parent / guardian email (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.

Finished? mark as finished and notify employer to fill in their initial form?

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

- At the end of the form tick the “Agree” and “Finished” boxes which allows Unifrog to send your details to the employer and parents.
- You then click on “Add placement”

- Once the form is complete an email is then sent to both the employer and your parent/guardian asking them to agree to the placement taking place on the dates given.
- You must complete the form at **least three weeks** before the placement is due to start. This will allow time for the employer and parents to respond, for the paperwork to be checked and any Health & Safety checks to be carried out if necessary.
- We will **not** be able to authorise your placement if all the relevant permissions and checks have not been carried out. Once Mrs Rolfe has approved the placement you, the employer and your parents will get an email to say that the placement is going ahead.
- If you have any questions or require help to complete the form, please see Mrs Rolfe in the Careers Centre (next to the Lecture Theatre).

- Students are expected to find their own work placement.
- All students are expected to have organised a placement and logged the information on to Unifrog by Friday 4th April 2025. After this date we will start to arrange placements for you but cannot guarantee it will be what you are interested in or that it will be near to where you live.
- If you change the date or come into school during your placement for an event you must first agree this with the employer and then let Mrs Rolfe know so that the register can be amended accordingly.

Preston Primary school Added 17 Apr 24

Dates: 8 Jul 24 - 13 Jul 24

Placement address: Old Paignton Road TQ2 6UY

Employer number: +44 07800722798

Placement coordinator: Ms Sandra Rolfe Type: In-person

Convert to interaction: [Convert now >](#)

Student initial	Employer initial	P/G agreement
Permission	School check-in	Employer review
Student reflection		

- During the placement Mrs Rolfe will contact your employer to check-in.

Moorgate Veterinary Group Added 18 Sep 23

Dates: 16 Oct 23 - 20 Oct 23

Placement address: The Mill, Station Rd, Bovey Tracey, Newton Abbot TQ13 9AL

Employer number: +44 (0) 1626833023

Placement coordinator: Ms Sandra Rolfe Type: In-person

Convert to interaction: Already converted

Student initial	Employer initial	P/G agreement
Permission	School check-in	Employer review
Student reflection		

- After the placement, your employer is asked to complete an Employer review form.
- You are also required to complete a Student reflection form.
- It is important that these are completed so that you have them for reference in the future when applying to Employers/Further Education or University.

Virtual Work Experience

- If you are taking part in a Virtual Placement through Speakers for Schools or one of the other available platforms, you will need to record this in a different way. Depending what time of day and for how many hours the virtual placement is on you will be required to come into school either before or after.
- You will need to go to Activities on your Unifrog account once you have completed your placement.

Recording what you've done

Locker
✘ Add your first item

[Go to tool >](#)

Activities
✘ Recorded at least 10

[Go to tool >](#)

Skills
✘ Completed all 12

[Go to tool >](#)

Interactions
✘ Missing 5 Interaction types

[Go to tool >](#)

Academics
✘ 1 Classes, [1 Predict missing](#)

[Go to tool >](#)



Add activity

Record what you've done.

* Title: NHS Virtual Placement

21 of 50 characters

What type of activity was it?

Each activity can only be associated with one type.

Check [how to define the different types](#) ▾

* Activity type: Work experience

Description + achievements

Write like a boss by [following these 5 tips](#) ▾

* Description: I took part in various lectures hearing from hospital specialists. We were given the opportunity to discuss their work and ask questions. We were also put into break out groups to discuss various scenarios within the hospital which I found really interesting and enjoyed talking with other students from around the country.

327 chars / 52 words Max 5000 characters

- Skills:
- Reading** Understanding the meaning of texts
 - Writing** Communicating clearly with writing
 - Numeracy** Working successfully with numbers
 - Planning / Aiming high** Setting goals and devising a route to achieve them
 - Listening** Receiving and processing information or ideas
 - Speaking** Orally transmitting information or ideas
 - Teamwork** Working cooperatively with others to achieve a shared goal
 - Leadership** Motivating and managing others to achieve a shared goal
 - Problem solving** Finding a solution to a situation or challenge
 - Creativity / Innovation** Using your imagination to come up with new ideas
 - Independence** Working effectively on your own
 - Resilience / Staying positive** Using strategies to overcome setbacks and achieve goals

* Date started: January 2023

Date finished: January 2023

Referee: (someone who can attest that you did this activity)

Add activity or [cancel changes](#)

- Fill in the Title with the company name of company you are doing your virtual placement with.
- Choose Work Experience in the drop-down box.
- Give a description of what you did.
- Tick the skills that you used during the placement.
- Enter the dates of the placement.
- You will need to add Mrs Rolfe as the Referee name.
- Finally click Add Activity and it will be recorded on your Unifrog account.