

# Week 16 – Preparing for the World of Work Week

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**Vision**



**Impact**



**Habits**



**Growth**



**Service**



# Task 1: Work experience details

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- Taking place between **Monday 13 July and Friday 17 July 2026**
- There are a range of options available to students:
  - Undertaking work experience within a workplace
  - Participating in a virtual work experience scheme
  - Engaging in a volunteering opportunity
- Students need to **seek their own** placements. The placement may be found through personal contacts or by students writing to workplaces or companies that interest them.
- We require all placements to be arranged at least 3 months before the start date to enable any necessary checks to be completed. Therefore, students and employers must complete the Unifrog process by **Monday 13<sup>th</sup> April 2026**.



## Task 2: Researching employers

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- Ask friends and family to use networks of friends and work colleagues for useful contacts. It is much easier to find a placement if you have a named contact to approach.
- Research local companies in your chosen field – you should always write to a direct contact, which you should be able to find via the website or by calling them direct.
- For speculative enquiries to employers, you should send a polite email stating clearly when you are available and what you want (you will construct and email later in the session)
- You may need to think 'around' your chosen subject – especially if direct placements are highly competitive. For example, medical students can gain as much from a placement in a care home as in a hospital.



# Task 3: Contacting employers

You might have to contact an employer by email when you ask for a placement.

Read the example on the right. Discuss with the person next to you:

- What's good and bad about the email?
- How would you improve it?

**To:** hello@StarkIndustries.com

**Subject:** Please can I join The Avengers for work experience

Hi Mr. Stark,

My school has said that I have to do work experience. Do you think The Avengers would let me join?

If that would be cool to with you, just email back soon.

Cheers,  
Loki

# Task 3: Contacting employers (email)

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Use this format to write an email to an employer asking them for work experience.

- **Paragraph 1:** introduce yourself and the school you go to.
- **Paragraph 2:** say a little about why you're interested in the industry. A couple of sentences is enough!
- **Paragraph 3:** politely ask about work experience opportunities on dates you are able to attend. You can also ask for a meeting/phone call here too.

# Task 3: Contacting employers (email)

**To:**

**Subject:** Request for a work Experience placement

To whom it may concern,

I am in Year 12 at Harrogate Grammar School, where I am studying [list of subjects]. The Sixth Form at Harrogate Grammar School's work experience dates are from the Monday 13<sup>th</sup> to Friday 17<sup>th</sup> July and I wondered if it would be possible to do my placement at [company name]. I'm keen on gaining some work experience in [chosen field of work], because [say why you would be interested in doing your placement with the company / person].

In my spare time, I like to [list relevant hobbies and interests]. I've also had some experience in/am a member of [list any groups/clubs/other work experience/jobs].

I very much look forward to hearing from you.

Kind regards

**PRINT YOUR NAME**

# Task 3: Contacting employers (phone)

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When making a phone call to a prospective work experience employer, it's important to still have a pre-organised plan, as you would when sending an email.

Here are some hints and tips on how to have a successful phone call!

- Be polite and cheerful
- Speak clearly and not too fast so you're easily understood
- Make some notes before the call about what you want to talk about, so you don't forget anything
- While you're on the phone, make a note of anything important that you need to remember
- Even if you don't feel very confident, try and sound like you are! Take a deep breath before you call, and give yourself time to think when asked a question
- If the employer is unable to offer you a placement, try not to be disheartened

# Task 4: Unifrog

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- There are several procedures which must be completed before you can attend your work experience or volunteering placement so it is important that these are completed fully by the correct person, otherwise the request cannot be accepted.
- To secure a placement, you must complete the first stage in the Unifrog Placement Tool. You must input the contact details of the employer you have secured an offer of work experience with.
- Work experience will then be tracked and monitored through Unifrog. Below is a video which outlines the process of how students, employers and staff will use Unifrog to gather the required information before students undertake their placements.

(Top video of the page that this link opens, you'll have to login to unifrog to access it)

<https://www.unifrog.org/teacher/resources/shared/know-how-how-to-use-the-placements-tool>

## Exploring

### Courses

\* No courses added

### MOOC

You have 2 shortlists

### Unifrog events

Interact directly with experts

### Placements

\* No placements added

### Special opportunities

0 shortlists

It is important that the details you enter on the initial form are all correct so we can process your application quickly.

## 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](#)

### 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

--- pick one ---

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



# Task 5: Over to you...

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Over the next 2 weeks you should be contacting employers to secure an offer so that you can complete the first stage of Unifrog.

## Your tasks:

1. Draft an email to use to send to employers to gain a work experience place. Use the exemplars from earlier as guidance for layout and structure.
2. Once they have completed this, they can then begin researching places they would like to approach.
3. Create a list of local companies within the industries you are interested in with contact information. Use the next slide to help.
4. Begin getting in touch – some companies may only take 1 or 2 placements, so you need to be proactive!



# Researching employers

1. What industry/industries are you interested in completing work experience in?
  2. Identify 5 employers within Harrogate/Leeds/York that you can enquire to for work experience.
    - 1.
    - 2.
    - 3.
    - 4.
    - 5.

# Virtual work experience

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- Gaining in person work experience can be a challenge for certain industries/at big companies but several large companies put together virtual work experience which you can access for free.
- Virtual work experience can help you find out more about a particular industries and the skills you need to develop. We suggest using a combination of both in person and virtual work experience, as you can draw upon this in your personal statement/CV.

You can access virtual work experience here:

- <https://www.springpod.com/virtual-work-experience/search>
- <https://www.theforage.com/>