

NONSUCH
HIGH SCHOOL FOR GIRLS

Work Experience Week

24th-28th June 2024



Rationale of Work Experience

Work experience is a way of gaining practical and transferable skills and knowledge

Work experience benefits you by:

- Making you **stand out** in University applications and also job applications during/after university
- Allowing you to **master soft skills** such as communication, teamwork, and problem-solving and more
- Providing you with **transferable skills** you can draw upon in interviews/UCAS applications/part-time jobs
- Giving you **invaluable practice** in filling application forms, working on your CV and interview skills
- Helping you discover your **strengths, values, motivations and interests**
- Offering you the opportunity to **explore ideas and options** for your career



Rationale of Work Experience...cont'd

Work experience is a chance for you to:

- Find out more about **yourself**
- Find out what **inspires** you
- Come up with career **ideas** and try them out
- Discover your **strengths, values, motivations** and **interests**
- Meet **new people** and build your network of **contacts**
- Identify any **reasonable adjustments** you may need because of a disability or long term health condition
- Rule out **options** which can help to focus your **career ideas**



Steps to managing a placement

1. Find a placement
2. Agree your placement with the employer by email or over telephone
3. Add your placement to Placements tool on UNIFROG

Next steps explained later...for now, let's look at:

How to...find a Placement



How to go about finding Work Experience

- **How to find a placement:**

- apply directly on a company's work experience program (if they have one)
- make speculative enquiries using CV & covering letter
- email or call employers to see if they have any opportunities

- Let us know if you struggle to find a work experience placement

- **Covering letter** - make sure you always write a covering letter (more on this next)

- **CV** - make sure your CV is well presented (more on this next)

Covering letter

Make sure you:

- Date the letter
- Address the letter/person formally (Mrs/Mrs/Ms or Dear Sir/Madam)
- Use the UNIFROG 'Writing Tool' to help formulate your covering letter

Application materials

UK Personal Statement

✘ Subject added

Go to tool >

Subject References

✘ 1 References, [1 missing](#)

Locked 🔒

CV / Resumé

✘ Write CVs tailored for each roles

Start >

Writing tool

✘ 0 writing items added

Start >

Notes for Reference writers

✘ 1 notes missing

Go to tool >

Making applications

Post 18 Intentions

✔ Plan A and Plan B complete

Applications list

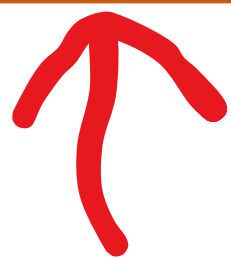
✘ Add your first application

The screenshot shows the 'unifrog' website header with navigation links: HOME, FAVOURITES, LOCKER, APPLY, HELP, and a search icon. A 'TEACHER >' button is in the top right. Below the header is a progress bar with two steps: '1 Add items' (active) and '2 Compose'. The main content area is titled 'Add new writing item' with the subtitle 'Shine bright like a diamond.' Underneath, there is a list of writing types with radio buttons and descriptions:

- Personal essay / statement: Demonstrate you would be an excellent student for the specific program(s) you are applying to
- Supplemental answer: Short piece of writing specific to a particular institution; tailor your answer to the institution
- Common App Additional Information: Detail anything important about yourself that doesn't fit elsewhere in your application
- Cover letter: Demonstrate you are a perfect fit for the specific role for which you're applying
- Motivation Letter / Letter of intent: Detail your own qualities and why you really want to apply for this specific opportunity
- Disciplinary explanation: Summarise and explain the incidents that will be reported to the institutions to which you are applying
- Common App covid question: Max 250 words to elaborate on the impact on you of the pandemic and/or other disasters
- Special circumstances / Interruption explanation: Succinct description of your special circumstances, and/or explanation for each gap in your schooling
- Exemplar work: An example of your best work
- Other letter: Introduce yourself and explain what you're hoping to achieve with this letter
- Other non-letter: Any other kind of writing for use in your applications

Below the list, there are two selected options: 'Personal Statement' and 'CV / Resumé'. At the bottom, there is a text input field for the title/prompt with the example text 'eg Tesla work experience - letter' and a character count '0 of 500 characters'. Below the input field are two bullet points:

- If it's for a specific application, include that in the title
- If there's a prompt, include the whole prompt



UNIFROG tools to write your CV

CV builder tool

Application materials

UK Personal Statement
✕ Subject added
[Go to tool >](#)

Subject References
✕ 1 References, 1 missing
[Locked 🔒](#)

CV / Resumé
✕ Write CVs tailored for each roles
[Start >](#)

Writing tool
✕ 0 writing items added
[Start >](#)

Notes for Reference writers
✕ 1 notes missing
[Go to tool >](#)



CV tools

Exploring pathways

Careers library
✕ Careers favoured
[Go to tool >](#)

Subjects library
✕ Subjects favoured
[Go to tool >](#)

Know-how library
✕ Guides favoured
[Go to tool >](#)

Courses
✕ No courses added
[Go to tool >](#)

Webinars
Hear directly from the experts
[Go to tool >](#)

Read, Watch, Listen
✕ Profiles favoured
[Start >](#)

Placements
✕ No placements added



By logistic

Exploring subjects
What you can study and what it leads to
[See the guides \(57\) >](#)

Exploring careers
What you can do and how to get there
[See the guides \(113\) >](#)

Extracurricular
Stuff you do outside of school
[See the guides \(20\) >](#)

Placements / Work experience
Finding and making the most of it
[See the guides \(44\) >](#)

Where to study
Help weighing up your options
[See the guides \(104\) >](#)

Finance
Budgeting your chosen pathway
[See the guides \(66\) >](#)

Equal opportunities
Your rights and special opportunities
[See the guides \(38\) >](#)

Preparing to apply
Getting ready before you apply
[See the guides \(90\) >](#)

Exams, tests and interviews
Preparing for assessment
[See the guides \(39\) >](#)

CVs, resumes and cover letters
How to sell yourself
[See the guides \(8\) >](#)

Essays and Personal Statements
Write a strong application essay
[See the guides \(75\) >](#)

Applications
Each step of the process
[See the guides \(65\) >](#)



Webinar on 'How to ace your CV'

The screenshot shows a web browser at the URL <https://www.unifrog.org/student/know-how/cvs-resumes-and-cover-letters>. The page features a search bar with the text "Keyword search" and a "Filter" dropdown. Below the search bar is a grid of nine content cards, each with a title, a brief description, and a "Read the guide" button. The cards are:

- Everything you need to know about the Writing tool.** (Read the guide >)
- How to use LinkedIn like a pro** (Get connected quickly with our step-by-step guide) (Read the guide >)
- resume** (Top tips for creating a resume that'll get you noticed) (Read the guide >)
- How to write a winning cover letter** (It's easier than you think) (Read the guide >)
- Enhance your applications with certificates and awards** (How can certificates and awards boost your chances?) (Read the guide >)
- A guide to assessment days** (Got one coming up? Start your prep here...) (Read the guide >)
- How to ace your CV** (How to write like a boss and ace your CV) (Read the guide >)
- How to... use the CV / Resumé tool** (Here's how our CV / Resumé tool works) (Read the guide >)

A red arrow points to the "How to ace your CV" card. In the bottom right corner, there is a watermark that says "Activate Windows Go to Settings to activate Windows."



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1. Find a placement 
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Next steps explained later...for now, let's look at:

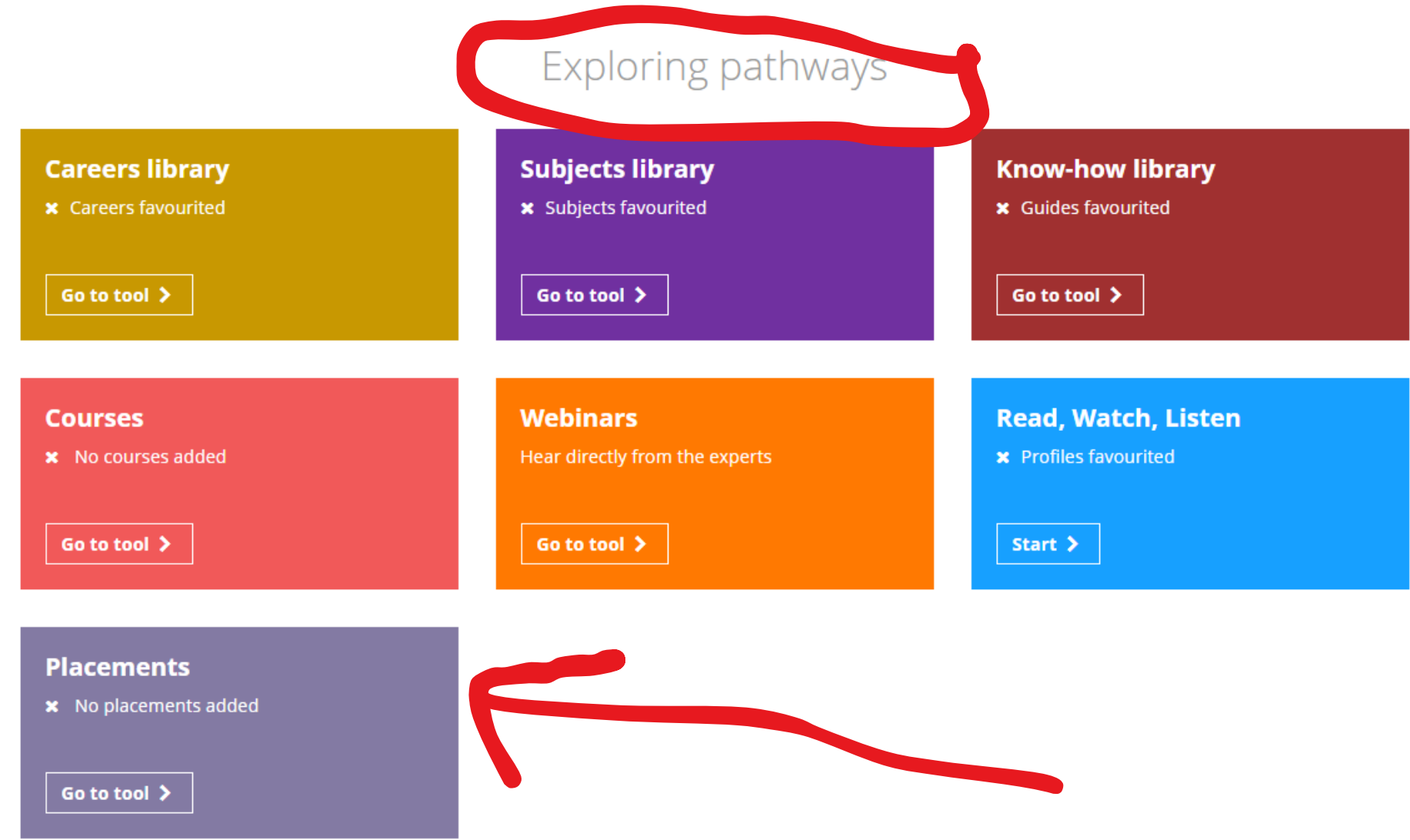
How to...use the Placements tool

1) Go to:

- 'Exploring Pathways' > then 'Placements'

2) Select:

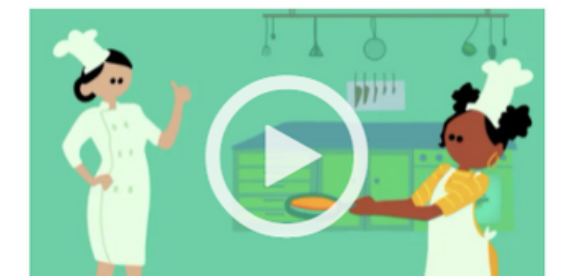
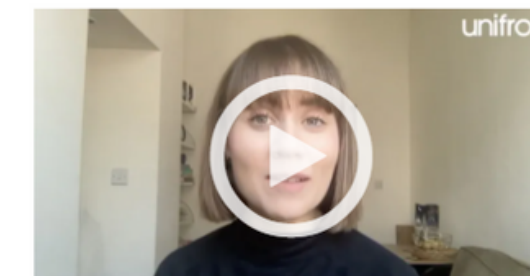
- "+ Add new placement"



i 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

Some inspiration from the Know-how library



The Placements form looks like this...

The screenshot shows a web browser window with the URL <https://www.unifrog.org/student/placement/initial/0>. The page features the Unifrog logo and a navigation menu with links for HOME, FAVOURITES, LOCKER, APPLY, HELP, and a search icon. A 'TEACHER >' button is also present. A progress indicator shows '1 Student initial' and '2 Employer initial'. The main heading is 'Student initial form' with the subtext 'You're adding a Student initial form for a placement'. A grey box contains instructions: '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.' The form fields include: a dropdown for '* In person or Virtual' (currently showing '---- select ----'); a dropdown for '* Placement coordinator' (currently showing '---- pick one ----') with a note: 'This is the school / college staff member who will be coordinating the placement from your school's / college's side.'; a text input for '* Name of placement business / organisation' (containing 'eg Lottie's little bakery'); and date pickers for '* Placement start date' (with fields for day, month, and year) and 'Placement end date' (with three 'leave blank if' fields).

← → ↻ 🏠 <https://www.unifrog.org/student/placement/initial/0> ☆ ☆ 🗄️ 👤 ...

unifrog HOME FAVOURITES LOCKER APPLY HELP 🔍 ⚙️ ✉️ **TEACHER >**

① **Student initial** ② Employer initial

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

Activate Windows
Go to Settings to activate Windows.

14:09



Use UNIFROG to manage your placement

The entire placement process - is managed through UNIFROG

- Add the placement to UNIFROG
- Automatic letters to employer and School Careers Officer to approve
- Employer uploads their Employer liability insurance (to UNIFROG)
- Parents receive notification
- School during-placement check-in
- Everything in one place!
- Employer review / Student review



Important things to note...

- **Deadline: have placement organised by:**
 - **3rd June 2024**
- **DBS required?**
 - **For Primary school or nursery placements**
- **Form Competition:**
 - **First form with all their placement paperwork completed wins...**

**Grab this opportunity!
Good Luck!**