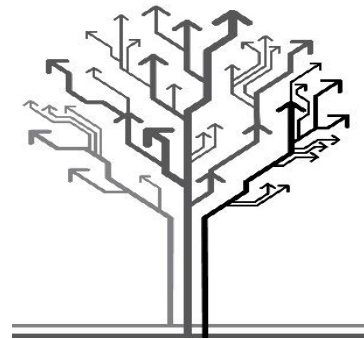


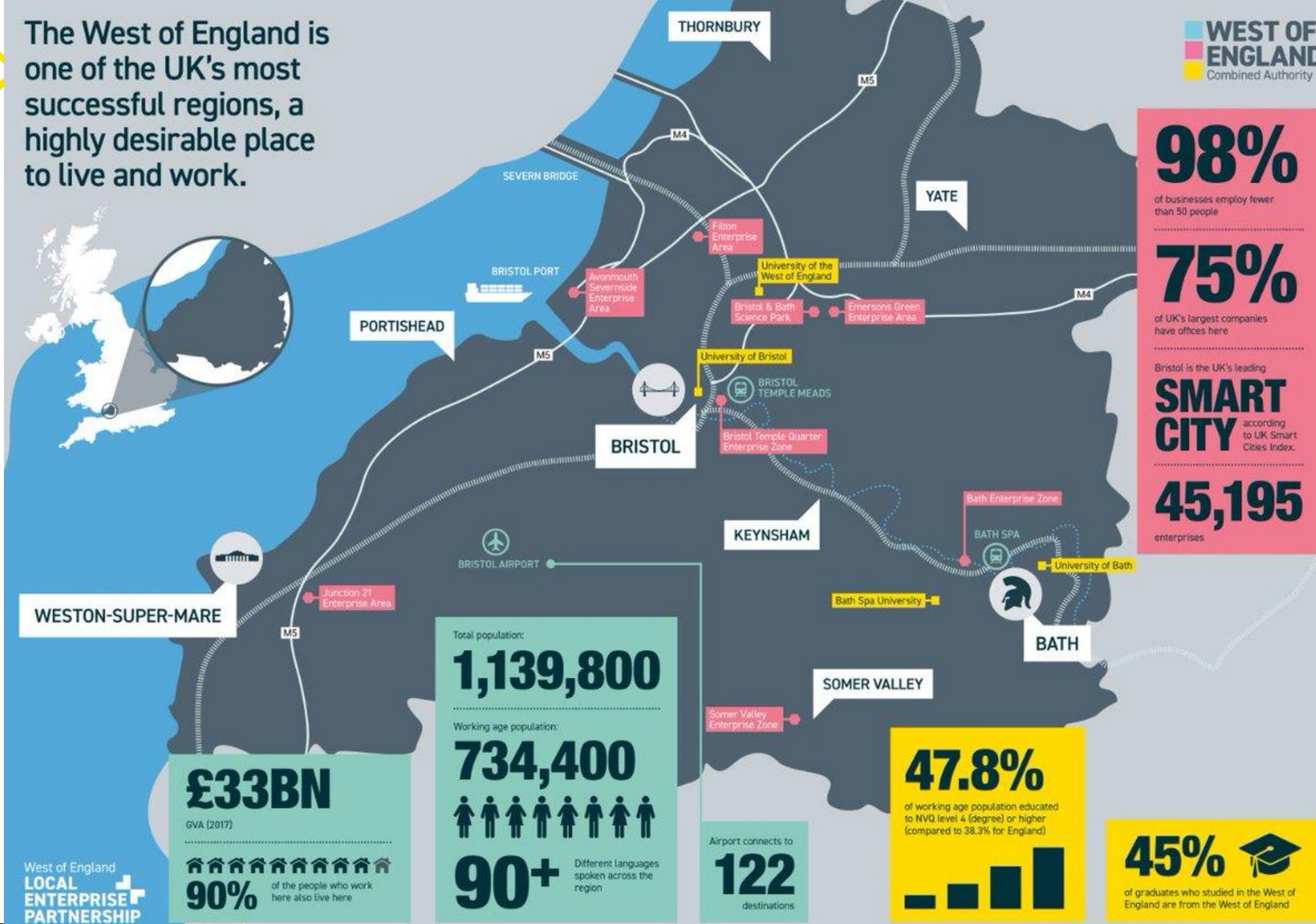


# YEAR 10 WORK EXPERIENCE





The West of England is one of the UK's most successful regions, a highly desirable place to live and work.



**98%**  
of businesses employ fewer than 50 people

**75%**  
of UK's largest companies have offices here

Bristol is the UK's leading **SMART CITY** according to UK Smart Cities Index.

**45,195**  
enterprises

**WESTON-SUPER-MARE**

**£33BN**  
GVA (2017)

**90%** of the people who work here also live here

Total population:  
**1,139,800**

Working age population:  
**734,400**

**90+** Different languages spoken across the region

Airport connects to **122** destinations

**47.8%**

of working age population educated to NVQ level 4 (degree) or higher (compared to 38.3% for England)

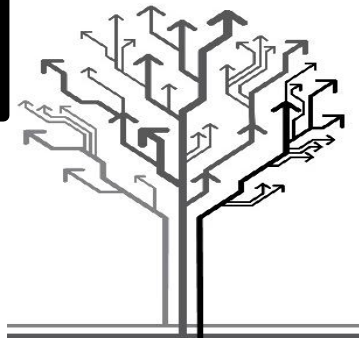
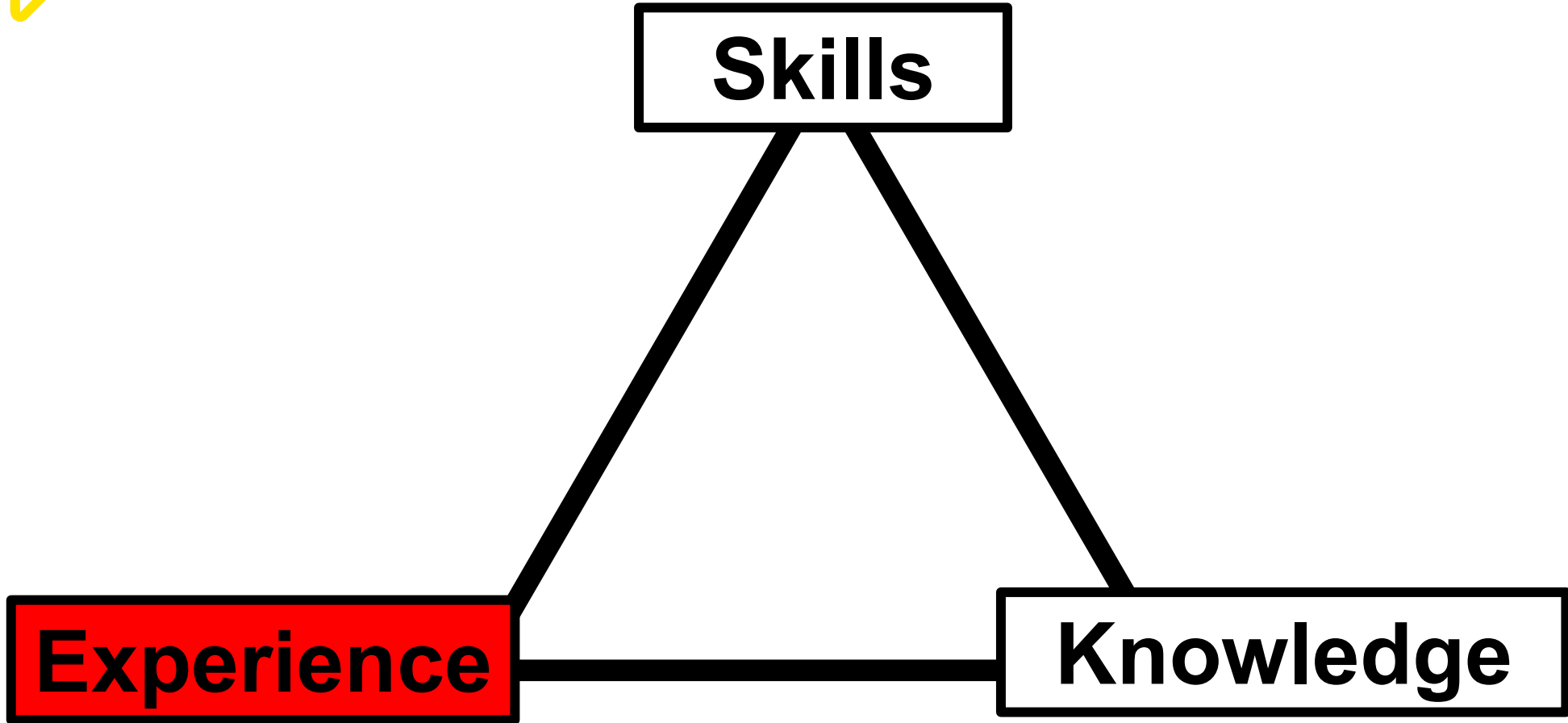


**45%** of graduates who studied in the West of England are from the West of England



# Employment in the West of England: Key facts

- In 2024 the average salary in our region was £29, 064 and 2.3% higher than the national average
- WECA region has one of the highest employment rates in the country at 79.5%
- Highest qualified workforce in the UK outside of London – 53% high level qualifications
- On average 4% of the local population are unemployed, compared to 5% nationally
- The South West has specialist industries such as in the creative industries, civil engineering and vehicle and defence technology
- The most advertised jobs in 2024, Software development, Nursing, Sales
- Team work/collaboration and customer service skills are the most frequently demanded skills in job adverts in the South West, alongside IT, budgeting and project management skills





# Why undertake work experience?



Top reasons for doing work experience:

1. Real job hunting is more successful if you've got some experience
2. It's a good way of exploring career options without committing
3. Getting experience shows you have been motivated
4. You get to learn the do's and don'ts of working
5. You may understand your own skill set better
6. It could lead to a job
7. You build up contacts
8. You can put it on your CV



# Work experience: 22<sup>nd</sup> – 26<sup>th</sup> June

All Year 10 students will do a 5 day work experience placement. The purpose is to:

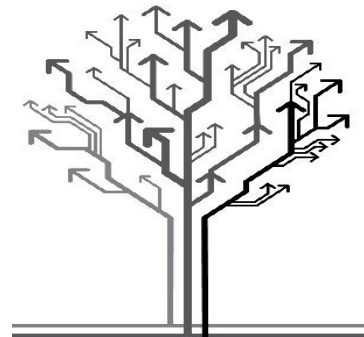
- To learn about work
- To experience the world of work
- To learn about and develop personal qualities and skills

Key points:

- **It's not optional;** normal lessons will not be taking place
- **You need to find a placement**
- The earlier you secure a placement the better
- You cannot go abroad!
- A letter will be sent home giving details of the application process and where to get more information and support



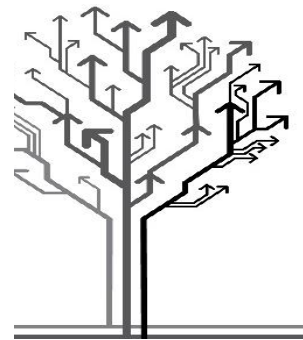
# HOW TO FIND WORK EXPERIENCE





# HOW TO FIND WORK EXPERIENCE

- Check the list of employers that accepted WEX students last year (not the full list – set on FROG)
- See the **Backwell School Careers Bulletin** on the Careers page on Frog for any opportunities advertised to us.
- **Be Proactive!** Find employers in your local area by looking on [www.yell.com](http://www.yell.com) or [www.thomsonlocal.com](http://www.thomsonlocal.com). Just type in your postcode and the kind of company you're looking for
- Think about the workplaces of 'friends of your family' or 'family of your friends'. Could they help?
- Use the Apprenticeship tool on UNIFROG and also go to the Know How guides to get more support



# Apprenticeships Tool

Watch the video below to learn about using the Apprenticeships tool to research work experience opportunities!

The screenshot displays the Unifrog Apprenticeships Tool interface. At the top, a circular progress indicator shows 27/70 complete. Below this, a recommendation box states: "Want to move things forward? We recommend you... Complete a Shortlist in more than one pathway (UK uni, app or college) 53%". A link "See all your tasks" is provided. The "What's coming up..." section lists five events:

- 23 Jun 2021** **Read, Watch & Listen** (Read, Watch, Listen >): Wider reading will show admissions tutors that you are genuinely passionate and informed about your chosen subject, and that you're therefore likely to succeed at university. Wider reading could be the deciding factor if you have interviews. [More >](#)
- 24 Jun 2021 at 09:00** **VWEX Employability Day** (Careers Library >)
- 30 Jun 2021** **UCL Talk on Personal Statements** (UCL talk on personal statements)
- 8 Jul 2021** **LJMU Talk on Personal Statements** (Ljmu ps talk)
- 31 Jul 2021 at 09:00** **Apprenticeship talk** (Know-how Library >)

A link "See all Interactions (2 more)" is located below the events. At the bottom, a section titled "ACCESS ALL THE TOOLS BELOW Exploring pathways" features three tool cards:

- Interests profile**: Quiz completed: E and I and C. [Start >](#)
- Personality profile**: Quiz completed: ENFP. [Start >](#)
- Careers library**: Careers favoured. [Go to tool >](#)





# HELP APPLYING FOR WORK EXPERIENCE

unifrog

HOME FAVOURITES LOCKER APPLY |

1 Start 2 Longlist 3 Profile

Keywords: work experience

Watch, favourite or read more...

Filter ▾

work experience



**For students: a guide to placements / work experience** ❤️

Students: how to find it and how to be successful on it

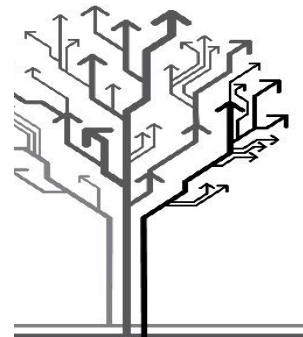
[Read the guide >](#)



**Work experience: busting myths** ❤️

What is work experience really all about?

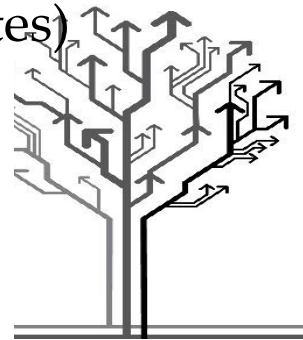
[Read the guide >](#)





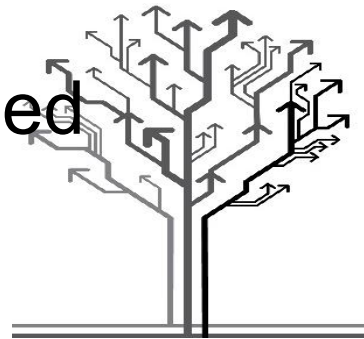
# HOW TO APPROACH EMPLOYERS

- Approach businesses in person (take someone supportive with you if needed)
- Contact companies via email. You could include a CV (Check Unifrog for guidance on CV writing). Be prepared to contact several places. You might not hear back and you might need to contact them more than once (after 2 weeks).
- Emailing companies:
  - Find a named person and a direct email address (Check the website)
  - Para 1: why you would like to do work experience with that company
  - Para 2: why you'd be suitable for that placement (your skills and personal attributes)
  - Request a contact name and email address that you can use



Imagine I've just walked into a pet shop on the High Street. This is how I might ask about work experience:

- Hi. My name's Mr Pretty and I'm a student at Backwell. I was wondering if I could talk to someone about work experience?
- I have to do 5 days of work experience at the end of June and I'm really interested in doing it here because I really love animals. It's the 22<sup>nd</sup> to 26<sup>th</sup> June.
- *I'm good with animals and I like talking to people. I can send you a CV if you like?*
- Are you happy for me to put you down as my placement? Please can I have an email address and contact name?
- Thanks so much. You should get an email from a company called Unifrog asking for the placement details.



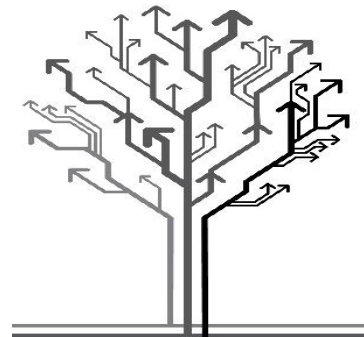


The best placements are hard to find.

You need to be proactive in looking for them.

Your placement doesn't need to be related to your ideal job

Employers will always be impressed by those who make an effort.





**ONCE YOU HAVE FOUND THE  
PLACEMENT YOU NEED TO  
SUBMIT IT ON UNIFROG**





# unifrog

## Exploring pathways

Careers library

Subject library

Know-how library

MOOC

Personality profile

Interests profile

## Recording what you've done

Activities

Competencies

Interactions

## Searching for opportunities

UK universities

US universities

European universities

Oxbridge

Apprenticeships

College / Sixth Form

Canadian universities

Asian universities

Australasian unis

Special opportunities

Middle Eastern unis

## Drafting application materials

UK Personal Statement

Classes

CV / Resumé

Common App Essay

US recommenders

Notes for Ref Writers

## Making applications

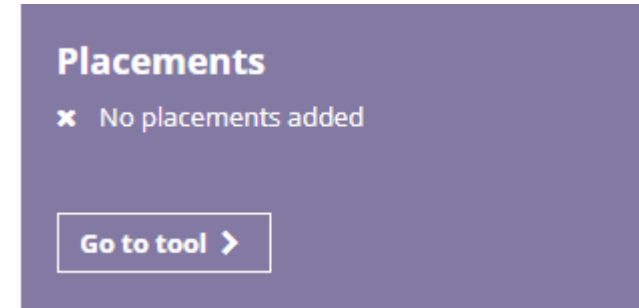
Post 16/18 Intentions

Locker

Applications list

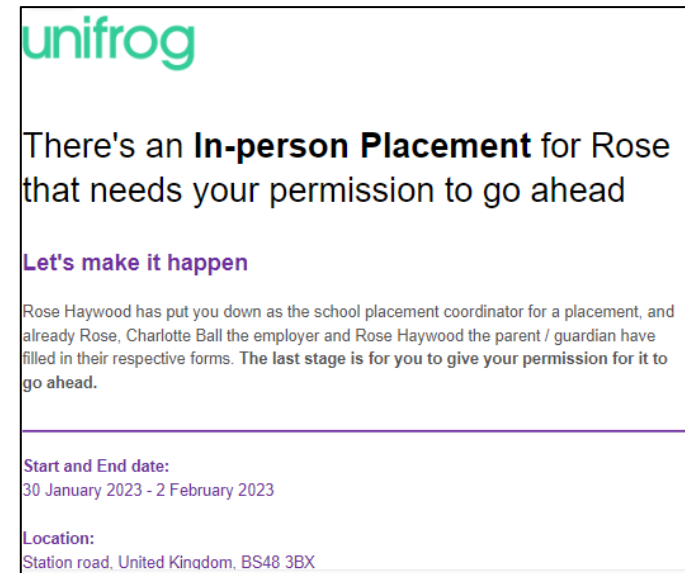
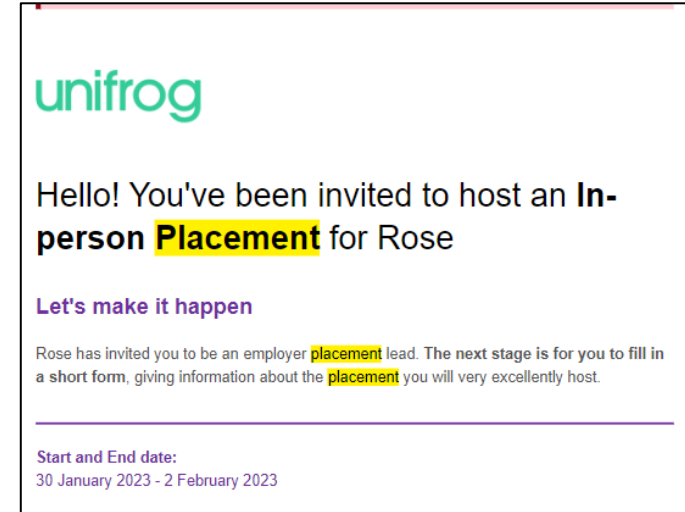


1. Agree the placement with the employer. **As soon as possible** you need to complete the next steps. If you don't do this in time, you might not be able to go on your placement.
2. Sign into Unifrog
3. Scroll down to the **Recording** section
4. Select the **Placements** box
5. Click on **Add New Placement**
6. This takes you to a **Student Initial Form**
5. Fill in all the details and submit.

A screenshot of a 'Student initial form' for a placement. The title 'Student initial form' is in bold blue text. Below it, the text reads 'You're adding a Student initial form for a placement'. A light grey box contains instructions: 'Fill in the information below carefully. When you're done tick 'finished' at Afterwards we'll ask the placement lead at the employer to fill in the next form.' The form has two main sections. The first section is labeled '\* In person or Virtual' and has a dropdown menu with '---- select ----'. Below this is a red heading 'Placements tool or Activities tool?' followed by explanatory text. The second section is labeled '\* Placement coordinator' and has a dropdown menu with '---- pick one ----'. Below this is another red heading 'Virtual or In person?' followed by explanatory text. The bottom of the form is partially cut off.



1. A form will then sent to the employer to fill in. Key documents such as a risk assessments and employer liability insurance will be requested.
2. A form will then be sent to your parent/carer to fill in.
3. The placement will be approved subject to checks by the school (Miss Lees is the placement coordinator) Please be aware that not all placements will be approved!
4. The placement takes place.
5. The employer will complete a short review and you will complete a reflection on your experience





# Work experience: 22<sup>nd</sup> – 26<sup>th</sup> June



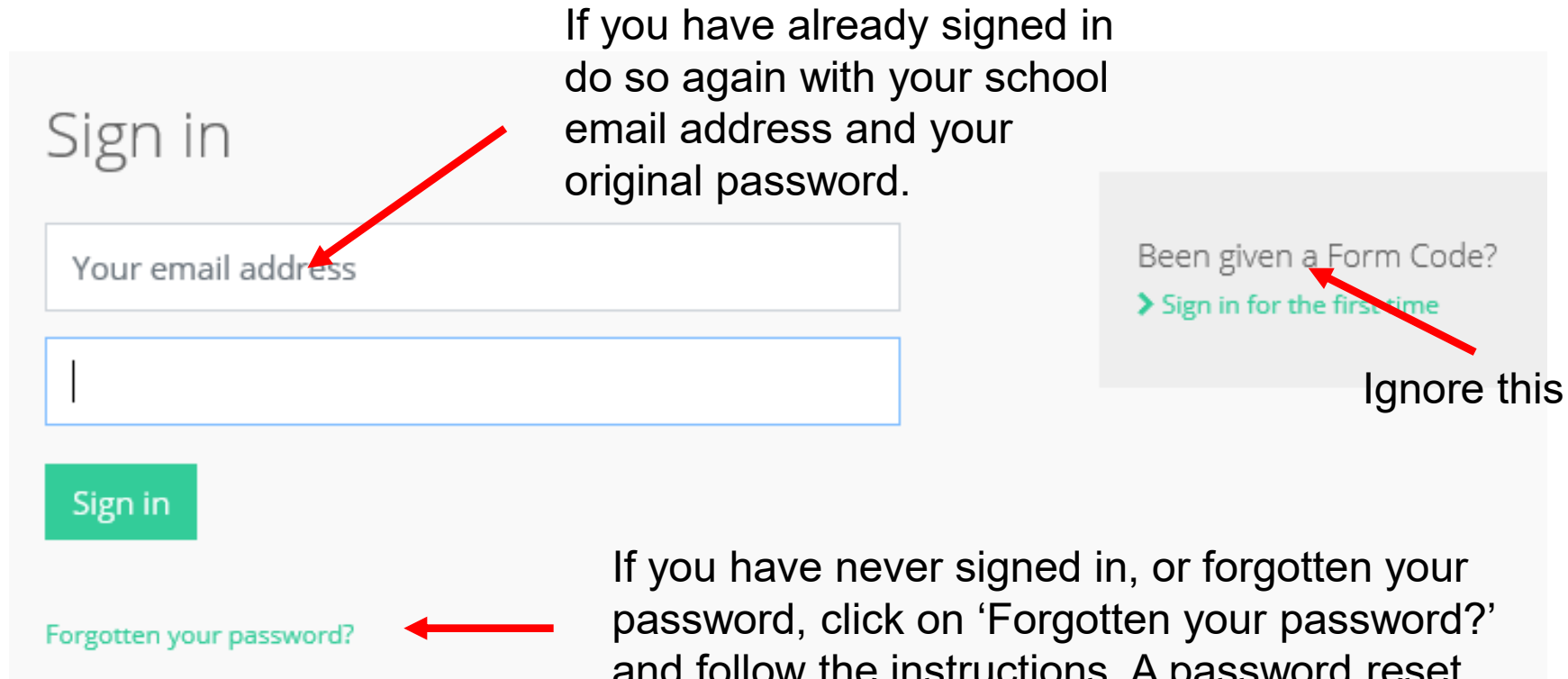
## DO

- Start looking early for placements (ideally have things confirmed close to Christmas)
- Use the CV tool on Unifrog to create a CV that you can send to potential employers along with a short email requesting work experience
- Complete the application as soon as possible so that placements can be approved and confirmed by employers, parents and school
- Use your contacts – friends; families; current employers
- **Use tutors;** Heads of House; Miss Lees, Mr Pretty, Miss Haywood, **Mrs Ball** (Careers Advisor) for support
- Be open to placements in any kind of setting – not just your dream job!

## DON'T

- Be afraid to ask – many employers don't advertise but still accept students
- Book experience abroad – we're not insured and cannot limit our liability
- Assume all employers will be H&S approved or have the right insurance
- Wait until June – to arrange or ask questions!
- Give up if you don't hear back – you have to keep contacting employers

Go to [www.unifrog.org/sign-in](http://www.unifrog.org/sign-in)



The screenshot shows the Unifrog sign-in interface. It features a 'Sign in' heading, two input fields (one for email address and one for password), a green 'Sign in' button, and a link for 'Forgotten your password?'. A separate box on the right contains the text 'Been given a Form Code?' with a green link '> Sign in for the first time'. Red arrows point from the explanatory text to the email field, the 'Sign in' button, and the 'Forgotten your password?' link. Another red arrow points from the text 'Ignore this' to the 'Sign in for the first time' link.

Sign in

Your email address

Sign in

Forgotten your password?

If you have already signed in do so again with your school email address and your original password.

Been given a Form Code?  
> Sign in for the first time

Ignore this

If you have never signed in, or forgotten your password, click on 'Forgotten your password?' and follow the instructions. A password reset email will be sent to your school email address.

### Quizzes

**Skills profile** >  
✔ Quiz last taken 17 Jun 25

**Quiz profile** >  
✔ 4 of 4 quizzes complete

### Exploring

**Careers library** >  
✔ Careers favourited

**Subjects library** >  
✔ Subjects favourited

**Know-how library** >  
✘ Guides favourited

### Recording

**Activities** >  
✘ Recorded at least 10

**Skills** >  
✘ Completed all 12

**Interactions** >  
✘ Missing 5 Interaction types

**Academics** >  
✘ 1 Classes, 1 Predict missing

**Placements** >  
✘ No placements added

### Materials

### Searching

**UK universities** >  
0 shortlists

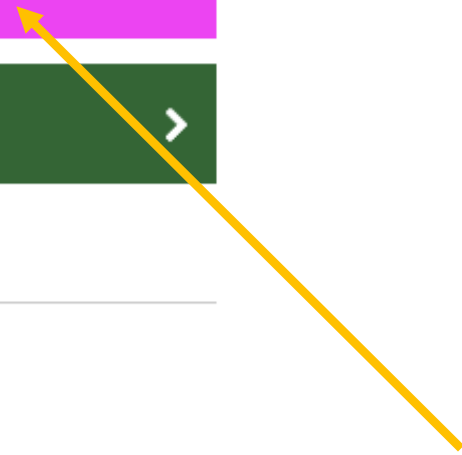
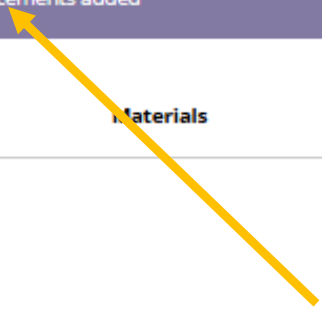
**European universities** >  
0 shortlists

**Oxbridge** >  
0 shortlists

**Apprenticeships** >  
1 shortlist

**Irish universities** >  
0 shortlists

### Connecting



Click here to add placement information

## Know-how library

Use our guides to find out what you need to know



### How to... use the Placements tool

Here's how our Placements tool works

[Read the guide >](#)



### For students: a guide to placements / work experience

Students: how to find it and how to be successful on it

[Read the guide >](#)



### Your favourite guides

Click the heart buttons to add guides here!

[Read the guide >](#)




Search by keyword

work experience

[Go >](#)



Type this in the search bar of the Know How library to get all the guides that are relevant to work experience. By clicking on the  you can shortlist guides for easier access later



For all questions, forms or other work experience details, please use this email:

[WEX@backwellschool.net](mailto:WEX@backwellschool.net)