

# Preparing for Work experience



Courage Love Ambition Courage Love Ambition Courage Love Ambition Courage Love Ambition



### Our Values:

Courage

Love

Ambition



# Our mission and values

# Year 10 Work Experience: Your Gateway to the Professional World

6th–10th July



Well done

**First of all...**

**Congratulations!**

**Well done – over 75% of you have successfully secured a work placement!**

This is a fantastic achievement that demonstrates your initiative and commitment to your future.

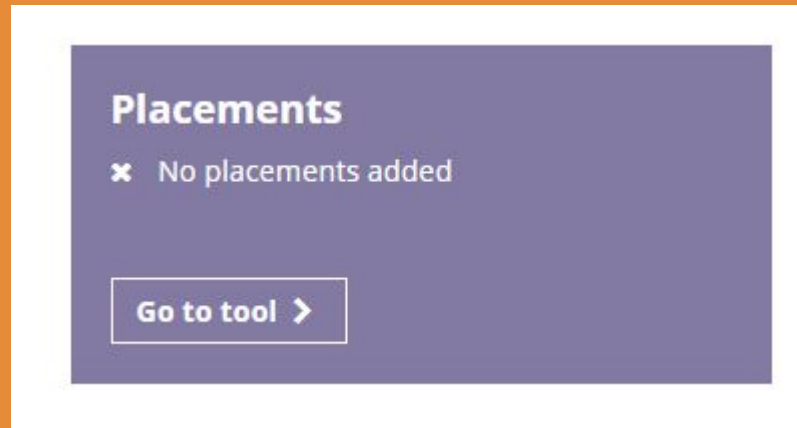
# Work Experience Week starts July 6th!

Now is the time to get excited about trying something new and experiencing what the professional world is really like.

- Discover new interests
- Build professional skills
- Make valuable connections



# Access Your Placement Details on Unifrog



## Find Your Placement Details

Log into Unifrog and select the Placements tool to view your assigned workplace



## Review the Employer Form

Under 'Employer initial form' you'll find contact details, an overview of your placement, dress code, and schedule information



## Ask Questions Early

**Important:** If you have any questions or concerns then you must ask.

Scheduled for: **10 July 23 - 14 July 23** Type: **In person**

[Comment +](#) [Delete](#) [Convert to Interaction >](#)

- ① **Student initial form** Completed on 5 February 2023 [more v](#)
- ② **Employer initial form** Completed on 12 June 2023 [more v](#)
- ③ **Parent / Guardian agreement** Completed on 12 June 2023 [more v](#)
- ④ **School permission** Completed on 12 June 2023 [more v](#)

# Planning for Success



## Transportation

Plan your route in advance – bus, car, or walking. Aim to arrive 15 minutes early!



## Dress Code

Choose appropriate attire for your workplace. When in doubt, dress professionally.



## Daily Schedule

Know your hours and plan meals, breaks, and transportation accordingly  
Is there anything in particular that you need to bring?.

# Making a Lasting Impression



## Professional Attitude

Be respectful, attentive, and enthusiastic – first impressions matter!



## Quality Work

Complete tasks thoroughly and ask for feedback to improve



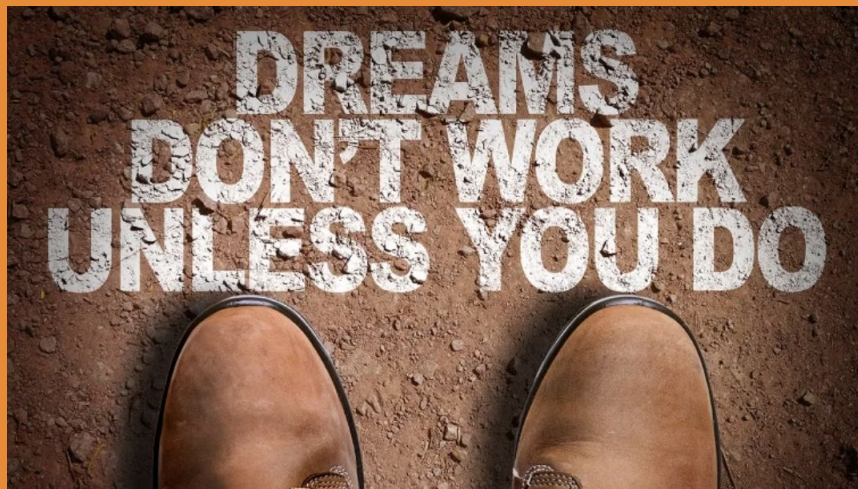
## Future Opportunities

A great impression could lead to part-time jobs, references, or apprenticeships!

Remember: This week could open doors to exciting opportunities in your future career path!



# Get Out What You Put In!



Approach each day with enthusiasm and a willingness to learn. This experience is what you make of it!

## Keys to a Rewarding Experience:

- Work hard and learn new skills – absorb everything you can
- Build relationships with colleagues and supervisors
- Be proactive – when you finish tasks, ask "What else can I help with?"
- Ask thoughtful questions about the industry and career paths
- Take notes on what you enjoy (and don't enjoy) about the work

# Important Reminders

## If You're Unwell

Your parent/carer **must** call both your employer and the student services/ message via MCAS as soon as possible

## Stay Engaged

If you run out of things to do, proactively ask for additional tasks or ways to help

## Professional Conduct

You're considered an employee of the company during this week – maintain professional behavior at all times



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## Professional Communication:

During your placement, you'll need to communicate professionally in various situations. This includes:

- **Email etiquette:** Use proper greetings, clear subject lines, and professional language
- **Phone calls:** Speak clearly, identify yourself properly, and take accurate messages
- **In-person interactions:** Maintain appropriate eye contact, listen actively, and use professional language
- **Body language:** Be aware of your posture, facial expressions, and overall demeanor



## Absence Procedure:

100% attendance is expected. If illness or emergency prevents you from attending your placement, proper communication is essential:

1. **Parent/carer must call both:**
  - Your placement employer (number in Unifrog)
  - Student services
2. **Call early:** Notify both parties as early as possible, ideally before your start time
3. **Provide clear information:** Include your name, placement details, and expected return date
4. **Follow up:** If your absence extends beyond one day, maintain regular communication. OR when you return explain and apologise for your absence



## Employee Mindset:

During your placement week, you are legally considered an employee of the organization. This means:

- You're subject to the same workplace rules and policies as regular employees
- Your behavior reflects not only on you but also on your school
- Confidentiality must be maintained regarding any sensitive information
- Health and safety regulations must be followed carefully
- Professional boundaries should be respected at all times





# Feedback and Assessment

## During Your Placement:

- A teacher will visit you at your workplace
- They'll complete a Google Form with you to track your progress
- Be prepared to discuss what you've learned so far
- We will be celebrating you via rewards, golden tickets and sharing your success far and wide.

## After Your Placement:

- You'll complete a feedback form on Unifrog
- Your employer will provide feedback through Unifrog
- This feedback helps you reflect on your experience and skills gained and you can quote it on your CV too

Have fun, work hard, and make the most of this valuable opportunity!

# For Students Without a Placement

Don't worry if you haven't secured an external placement – we have you covered!

## In-School Program

A special in-school provision has been arranged for students without external placements or those with placements scheduled for different weeks

## Program Details

There is a mixture of visits/ trips / activities that will be completed

## Questions?

For any questions or concerns then please let us know

The in-school program will focus on career exploration, workplace skills, and professional development to ensure you still gain valuable experience!





# For Students Without a Placement- Your week

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
DWP- Enterprise challenge day	Trip to Marjons	Sessions with Aecom (engineering)  Caerus careers focus sessions	Army  Young Enterprise Qualification	Visit to EE  Springpod workshop
	We need consent returned. Making your own way to and from Marjons and bring lunch for the food. There are 30 places		Wear something comfortable that is suitable for sport/ activities	Those on the trip need consent returned (x 15 places, there is a waiting list)

Points to note:

# Students at Tor Bridge High for WEX- 6th - 10th July

Abdi	Hamoud
Ajagboma	Annabel
Anstey	Finlay
Anstey	Oliver
Attia	Raghad
Berry	Lauren
Boorman	William
Brady	Monroe
Brook	Louie
Brooks	Joshua
Burn	Abbie
Buss	Nicholas
Care	Evie-Sophia

Coombes	Isaac
Courtier	Jack
Courtier	Matthew
Cowie	Robyn
Crossett	Mason
Dixon	Jacob
Duffy	Joel
Ellis	Isabelle
Germon	Dan
Grayson	Lydia
Harding	Matthew
Herberts	Kian
Hill	Kai
Isaacs	Harry

Koziak	Adrian
Ozog	Jack
Payne	Laila
Pearce	Linus
Pickering	Aden
Potter	Jacob
Prowse	Zac
Rackham	Emma
Reading	Thomas
Roberts	Phoebe
Roe	Lexi
Saunders	Oliver
Sharpe	Jack
Simpson	Dan

Smyth	Marnie
Sumod	Mike
Thomson-Reece	Rhyley
Tregaskis	Dani
Uren	Mollie
York-Stephens	Alexander
Young	Harrison



Always show our values- Love,  
Courage and Ambition.  
Remember you are  
professionals in the workplace  
Good luck!

