



Joyce
Frankland
Academy
Newport



Guide to organising Work Experience Placements Year 10 Students & Parents

Here is a helpful guide for you to use when searching for your placement. Use this as a source of ideas to help find your placement, but remember; your placement doesn't have to be what you want to do as a Career, it's an opportunity to gain experience and sharpen your employability skills

Key Dates;

- Wednesday 11th February – Unifrog Student Initial Form completed
- Wednesday 4th March – Employer Form completed
- Wednesday 11th March – Parent/Carer Permission Form completed
- 30th June to 2nd July – Year 10 Work Experience

Why organise your own placement?

- More flexibility to match your interests (e.g. local business, trade, charity)
- Builds initiative, confidence, and networking skills
- Enhances your Unifrog profile / future applications to meet your interests and career focus

Step 1: Preparation & Research

- **Reflect on your interests & goals**
Consider career areas or subjects you enjoy—science, creative, business, trades, healthcare, etc. You can use the Unifrog Quizzes to do this and help too.
- **List your network**
Include:
 - Parents / guardians' workplaces / contacts
 - Relatives, family friends
 - Neighbours, local small businesses
 - Teachers, sports coaches, clubs, hobby groups
 - People you've met through volunteering or school events
- **Explore local business types**
Think locally: cafés, mechanics, pet care, hair salons, charities, local shops, small offices, clinics, etc.
- **Map your travel radius / constraints**
Use what's realistically reachable by foot, bike, public transport or car.
- **Check Unifrog & school's resources**
We will have a list of possible placements available after the first wave of student organised placements. This isn't an extensive list, but will contact opportunities that are available from previous years.

Step 2: Making the Approach

- **Write a professional email / letter (see appendix 2 for an exemplar)**
Include:
 - A polite greeting (use the person's name if you know it)
 - Introduction: your name, year group, school
 - Purpose: you are seeking a **work experience placement**
 - Dates you are available – Tuesday 30th June to Thursday 2nd July

- What you hope to learn / what you can offer (e.g. helping, admin, shadowing)
- Closing: “Thank you for considering / I look forward to hearing from you”
- Parents contact details
- Include your CV (a copy can be found on your Unifrog page)
- **Phone or in-person approach**
 - If calling, rehearse what you’ll say. Be polite, confident, and flexible.
 - If visiting, take a printed copy of your letter / request.
- **Follow up**
 - If you don’t hear back in ~1 week, send a polite reminder or call.
- **Be flexible & open-minded**
 - Even if a business can’t offer exactly what you hoped, see if a shorter shadowing period or lighter tasks are possible.
- **Confirm details in writing**
 - Agree on start & end times, expected tasks, health & safety, supervision, what to wear.

Step 3: Health & Safety, Permissions & School Procedures

- The school / careers office must **approve** your placement (check they meet health & safety, safeguarding standards).
- You will need to fill out a your initial student placement form.
- This form will then generate the form for the employer and your parents/carers to complete.
- Ensure you understand **transport, breaks, dress code, contact information**.

Step 4: Record & Upload to Unifrog

- Once confirmed, **enter your placement details into Unifrog**:
 - Employer name & address
 - Dates (start / end)
 - Type of work / tasks
 - Supervisor name & contact

Tips & Good Practice

- Start early — some businesses may need time to prepare.
- Aim for 2–3 options / backup placements in case one declines.
- Dress smart / appropriately; bring a notebook, pen.
- Be courteous & follow up to say thank you after placement.
- Use your experience: include your CV and personal statements. These can be found on your Unifrog page

Appendix 1 (Parents Webinar)

This can be found via the Year 10 Work Experience section on the Careers page on the JFAN website.

Appendix 2 – exemplar letter

[Your Name]

[Your parents contact details]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, Postcode]

Dear [Employer's Name],

I hope this letter finds you well. My name is [Your Full Name], and I am currently a Year 10 student at Joyce Frankland Academy, Newport. As part of our school's curriculum, I am required to participate in a work experience placement, and I am writing to inquire if you would be willing to provide me with an opportunity to undertake work experience at your company from [...].

I am particularly interested in gaining experience in [...], and after researching your company, I believe that your organisation would offer an excellent learning environment. I am eager to develop valuable skills, learn from professionals in the field, and contribute to the work that your team is doing.

I am a [...] pupil, eager to contribute in any way I can. I am happy to assist with any tasks or responsibilities you may require during my time with your company, and I am confident that the experience will provide me with an excellent foundation for my future career aspirations.

If you are willing to consider my request for a work experience placement, I would be grateful for the opportunity to discuss any specific requirements or details regarding the role.

Thank you very much for considering my application. I look forward to hearing from you and hope to have the opportunity to contribute to your team.

Yours sincerely,

[Your Full Name]

Joyce Frankland Academy, Newport