



**Year 10**  
**Work Experience Week**  
**20<sup>th</sup> – 24<sup>th</sup> January**  
**2025**



**Work Experience**

**PARENT/STUDENT**  
**GUIDE**

# NEXT STEPS

Year 10 Work Experience 20<sup>th</sup> – 24<sup>th</sup> January

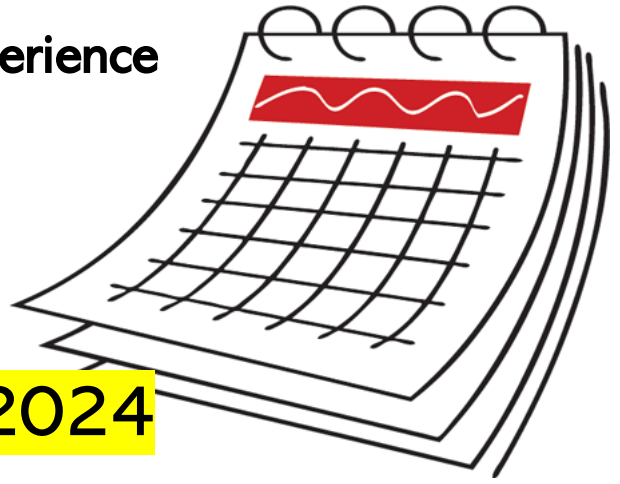
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**You must find your placement by 4<sup>th</sup> November 2024**



# Guidelines For Work Experience



When is Work Experience?

**20<sup>th</sup> – 24<sup>th</sup> January 2024**

What are the benefits of Work Experience?

1. Experience of a work environment
2. Experience working hours of the placement
3. Working in the adult world
4. Working as part of a team
5. Taking responsibility
6. Confirming whether it is the career for you (or not!)
7. Giving you extra motivation in school to work hard for the qualifications you need.

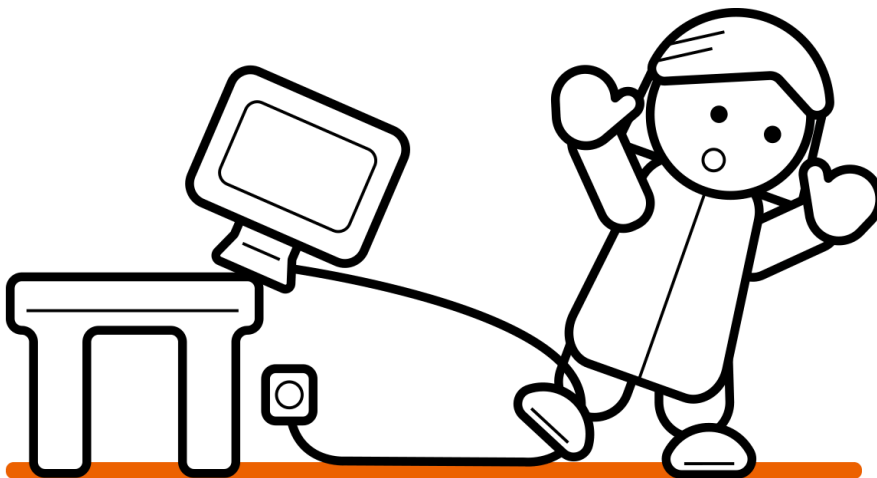


## Tips and Advice

- Popular placements go very quickly, so apply early.
- Identify as many employers as possible to whom you can send applications.
- Apply to several placements at once, rather than one at a time
- You are much more likely to find a placement you like by finding it yourself, rather than needing someone to find one for you.
- Make sure you consider travel requirements. Will you be able to get there?
- Working with your parent (s) is not usually a good choice as you won't get the same experience as working in a different environment.
- All placements **MUST** be confirmed by the **4<sup>th</sup> November** to allow for Health and Safety checks to be completed in time.

### **All employers MUST have Employers Liability Insurance**

Employers must hold “**Employer Liability Insurance**” for pupils to be insured. They should already have this if they have more than 3 people working for the company, however individuals do not. Parents should research the reputation of the company selected to ensure you are happy your son/ daughter is attending a reputable placement.

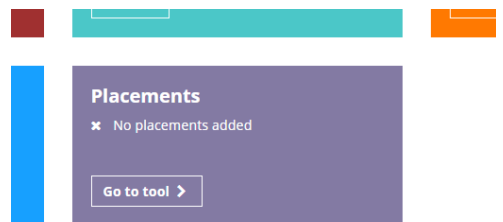


## How to apply for a placement

1. Phoning to find out who the best person to speak to works well.
2. Follow up with a letter or an email (next page).
3. If writing, include a stamped self addressed envelope for the employer to reply direct to you.
4. If you cannot find a placement in the career area you are thinking of then consider looking for something else you have an interest in. You may need to be flexible.
5. If you have not received a reply after a couple of weeks you should phone the employer again, or look for something else.
6. When a placement is confirmed, verbally or in writing, complete the Unifrog Consent Form.

## How to Complete the Unifrog Consent Form

1. Sign in to Unifrog - <https://www.unifrog.org/>
2. Click on the placement tool button



3. Click on new placement and complete form

A screenshot of the Unifrog 'Student initial form' page. The page has a white background with a dark blue header containing the Unifrog logo and navigation links: HOME, FAVOURITES, LOCKER, APPLY, HELP, a search icon, a gear icon, an envelope icon, and a 'TE' icon. Below the header, there are two tabs: 'Student initial' (selected) and 'Employer initial'. The main heading is 'Student initial form' with a sub-heading 'You're adding a Student initial form for a placement'. Below this, there is a light blue box with 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.' There are two dropdown menus: the first is labeled '\* In person or Virtual' and has a 'select' button; the second is labeled '\* Placement coordinator' and has a 'pick one' button. Below the second dropdown menu, there is a small note: 'This is the school / college staff member who will be coordinating the placement from your school's / college's side.'


4. Tick-I agree, finished and click add placement

Once you have clicked on add placement, this will email the employer and then will send a consent form home. You will receive an email once the work placement has been authorised.

## Writing A Letter of Application

22 Frome Cottage,  
Frome Street,  
Frome  
BA11 8LL  
Tel: 01234 987654

Your address and  
telephone number



20th August 2024



Date

Mr Baker  
Oven Hotel  
Dough Street  
Bath  
BA12 8DE



Employer's name  
and address

Dear Mr Baker,

My name is Chelsea Bun and I am a year 10 student currently studying at Frome College. I am writing to enquire if your company, **(name of company)**, is able to offer me a placement for my week's work experience. The dates are 20<sup>th</sup> January-24<sup>th</sup> January 2025.

I am currently studying GCSEs in a range of subjects. My favourite subjects are **(name 2-3 subjects)**. I really enjoy these subjects because **(explain - what you enjoy about them)**. I would like a placement with your company because **(explain - i.e. I am thinking of this as a career or it is something you are interested in)** and would like to gain an insight into this work/role.

**(Start this paragraph about yourself—interests, part-time job including responsibilities and position, voluntary work, career idea etc) My main interests are etc., etc.**

I look forward to hearing from you.

Your faithfully **(if using Sir/Madam)**

Yours sincerely **(if using Mr, Mrs, Ms, Miss)**



Add Signature

Chelsea Bun

# Check List

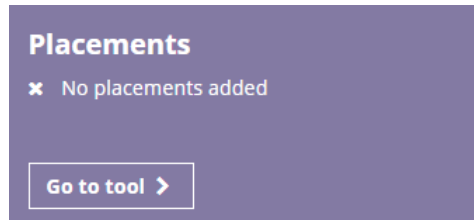


## Every Week

Contact 5 companies until you get a yes!

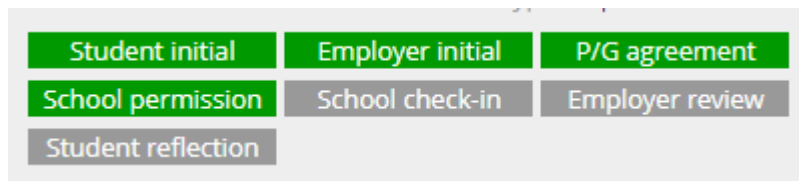
## They said yes!

Complete the placement form on Unifrog.

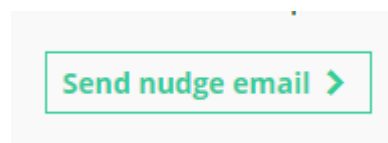


## What next?

Once a week, check to your Unifrog placement form. Has the company signed their form? Has your family completed the consent form?



Send a nudge email to remind the company to complete their forms. You could also give them a ring.



Make sure all forms are completed by the

4<sup>th</sup> November 2024

## List of businesses that have helped with previous placements

<b>Name of placement business</b>	<b>Placement address</b>
Active Trowbridge	St Stephens Place, Trowbridge BA14 8AH
Abbey Ales Brewery	Camden Row, Bath BA1 5LB
All Hallows School	Cranmore Hall, BA4 4SF
42 Acres Ltd	42 Acres Holt Road, Witham Friary BA11 5HL
All instruments Ltd	Madbrook Farm, Warminster Road, Westbury BA13 3RB
A.N.D Automotive	Unit A The Old Dairy Manor Road, Frome BA11 4BE
Arkonik Landrover Defenders	Arkonik Ltd, Lakeside Park, Mells, Frome BA11 3RH
Audience Systems Ltd	19B, Washington Rd, West Wilts Trading Estate, Westbury BA13 4JP
Avanti Park School	Park Rode, Frome BA11 1EU
Barnardos	5 Kingsway Precinct, BA11 1BT
Bath City Football Club Foundation	Bath City FC, Twerton Park Stadium, Twerton, Bath
Bath Theatrical Costume Hire	8, The Industrial Estate, Wallbridge, Frome BA11 5JZ
Beckington First School	Church Street, Beckington, Frome BA11 6TG
Beckington Preschool	The Baptist Church Hall, BA11 6TD
Bellevue Veterinary Clinic	Millards Hill, Trudoxhill, Frome BA11 5DW
Berkley First School	Berkley Street, Frome BA11 5JH
Bishopstrow Hotel and Spa	Warminster, BA12 9HH
Bramble and Wild	4 Catherine Hill, Frome BA11 1BY
Bright stars	Green Lane, Frome BA11 4JW
Bristol Airport	Bristol Aoirport, BS48 8DX
Care UK Ltd	Rush Hill Mews, Clark's Way, Rush Hill, Bath
Carymoor Environmental Trust	Carymoor Environmental Centre, Dimmer Lane, Castle Cary, Somerset BA7 7NR
Chapmanslade Primary school	Westbury, BA13 4AN



DMS Vehicle Logistics	22d Broadway N, West Wilts Trading Estate, Westbury BA13 4JX
Dunton Electrical Laboratory	Essex SS15 6EE
Edventure	The Welsh Mill, Park Hill Dr, Frome BA11 2LE
Fairfield Electrical	Berkley Road, Frome BA11 2EE
Fair Frome	Frome Town Hall, Christchurch Street West
Forest & Sandridge CE Primary School	Forest & Sandridge CE Primary School, Cranesbill Road, Melksham SN12 7GN
Forest Marble	4 Harris Close, Ellworthy Park, Frome BA11 5JY
Fosse Way School	Longfellow Rd, Midsomer Norton, Radstock BA3 3AL
Freshford Preschool	Freshford, BA2 7UR
Frome Autoscan	Unit 8/Vallis Mills Trading Est/Robins La, Frome BA11 3DT
Frome Boulder Rooms	Units 3 & 4 The Cotton works, Vallis Road, Frome BA11 3EN
Frome FM	Christchurch St West, Frome
Frome Hospital	Frome Community Hospital, Enos Way, Frome, Somerset, BA11 2FH
Frome Printworks	Unit J1, Jenson Court, Jenson Avenue, Frome BA11 2FQ
Frome Town Hall	Christchurch Street
Garston's Vets	92 East Street
GD Carpentry Solutions Ltd	Bath Road, BA11 2HH
Geekingitsimple	Unit R17, Marshall Way, Frome BA11 2FE
Greenhill Grange	Greenhill Grange, Catherston Close, Frome BA11 4HR
Harlequins Nursery	Farrant Road, Frome BA11 3EP

Hayesdown First School	Wyville Road, Frome BA11 2BN
HFT Ltd	5/6 Brook Business Park, Folly Brook Road, Bristol BS16 7FL
Homewood Hotel	Abbey Ln, Freshford, Bath BA2 7TB
Honey on the Hill	30 Catherine Hill, FROME BA11 1BY
Horningsham Primary School	Church St, Warminster BA12 7LW
Hunting Raven Books	9-10 Cheap St, Frome BA11 1BN
IG sports coaching	Frome Area
Inner beauty	22 Catherine Hill, Frome BA11 1BZ
JF MOT Centre	3 Georges Ground, Marston Trading Estate, Frome, Somerset BA11 4RP
JT Barbers	19a Bath Street BA11 1DJ
Leigh on Mendip School	Leigh Street, Leigh upon Mendip, Radstock BA3 5QQ
Lilley's Cider	Roewood Farm BA11 5ES
Little Discoveries Nursery	Frome College, Bath Road BA11 2HQ
Frome Library	Justice Lane, Frome BA11 1BE
London Irish rugby football club (Foundation)	Hazelwood Drive Sunbury-on-Thames Middlesex TW16 6QU
Manor Farm Vets	New Rd, Codford, Warminster BA12 0NS
Marston Foods Ltd	Tytherington, BA11 5BS
Mcallisters Estate Agents	13 Market Place, Frome BA11 1AB

Mells Church of England First school	Mells, Frome BA11 3QE
Mells Nursery	Mells Green, Mells BA11 3QE
Milton Harris Racing	The Beeches, Deverill Rd, Sutton Veny, Warminster BA12 7BY
Mole valley farm Ltd	Berkley St, Frome BA11 2PL
Monarch Joinery Frome Ltd	Unit 4 Ashton Park, Frome BA11 4RW
Moors Farm	Buckland Dinham, Frome BA11 6QZ
Nicholas Wylde Goldsmiths	12 Northumberland Place, Bath BA1 5AR
Nook the shop	14 King Street, Frome
Norton St Phillip C of E First School	Church Street, Norton St Phillip, Bath BA2 7LU
Nunney First School	Catch Road, Nunney, Frome BA11 4NE
Nunney Preschool	The Sharon Dobson Building, Catch Road, Nunney BA11 4NE
Oakfield Academy	Oakfield Road, Frome BA11 4JF
Orchard Leigh Golf Club	Frome BA11 2PH
O'Toid Opticians	5 The Bridge, Frome, BA11 1AR
Oxfam	7 Market Place. Frome BA11 1AB
PAAD Architects	Studio 4, Stony Street Studios, 16 Stony Street, Frome BA11 1BU
Pencil Studio	The Old Fire Station, Christchurch Street West BA11 1EH
Pepper box nursery	Clnk Road, Frome BA11 2EQ
Permaframe	Southgate, Frome BA11 2RY
Post Script	15 Stony Street, Frome BA11 1BU
Rode Methodist First School	Rode High Street, BA11 6NZ
Rowden House	2 Vallis Road, BA11 3EA
Seasons Ecology	Chickwell Lane, Radstock, BA3 5XT

Selwood Academy	Berkley Road, Frome BA11 2EF
Somerset Earth and Science Centre	Moons Hill Quarry, Radstock BA3 5JU
Studio Saar	Studio 1 Silk Mill, Frome BA11 1PT
Sure Fit It Ltd	Unit R26, Marshall Way, Frome BA11 2FE
Systemagic	The Old Gas Warehouse, Frome Road, Bradford on Avon BA15 1HA
Systems Engineering & Assessment Ltd	17 Castle Corner, Beckington, Frome BA11 6TA
T H White	Marston Park BA11 5BS
Tangiers Farm	Tangiers Farm, Clink BA11 5JA
The Blackford Centre	2a The Market Place, Frome BA11 1AG
The Bridge Cafe	43 Selwood Road, Frome BA11 3BS
The Coffee Garden	4 Silver Street Warminster, Wiltshire BA12 8PS
The Garden Nursery	Innox Hill, Frome BA11 2NL
The Glass Hub	Wingfield, BA14 9LH
The Good Heart Cafe	7 Palmer Street, Frome BA11 1DS
The Old Bake House	15 Cheap Street, Frome BA11 1BN
The Pepperbox Nursery	Clink Road, Clink, Frome BA11 2EQ
The River House Cafe	2 Bridge Street, Frome BA11 1BB
The Talbot Inn	Mells BA11 3PN
Tibbets Transport Services Ltd	Edford Garage, Holcombe, Radstock BA3 5HH
Total Plumbing Supplies	Unit M3-M4 Marshall Way, Commerce Park BA11 2FB
Treads Vehicle Services Limited	5C Handlemaker Road, Frome BA11 4RW
Trelleborg Westbury Limited (KLaw)	Commerce Business Centre, Commerce Cl, West Wilts Trading Estate, Westbury BA13 4LS
Trinity First School	Nunney Rd, Frome BA11 4LB
Trowbridge Future	80 Charles Street, Trowbridge BA14 8ND
Trowbridge Sports Centre	Frome Rd, Trowbridge BA14 0DN
Truly Sopel	14 Stony Street, Frome A11 1BU
Turn Speed Precision Engineering	Yeovil, BA22 8HZ

University of Bath	Department of Mech Engineering, 4 East Building
Upper Vobster Farm Partnership	Upper Vobster, Radstock BA3 5SA
Vallis First School	Milk Street, Frome BA11 3DB
Visit Somerset	High St, Wookey Hole, Wells BA5 1BB
Warminster Library	Three Horseshoes Walk, Warminster BA12 9AY
Wessex Lodge School	Nunney Rd, Frome BA11 4LA
Wessex Water	Operations Centre, Claverton Down Road, Bath BA2 7AY
Westway Cinema Frome	Cork Street, Frome BA11 1BL
Westwood Nursery	Claverton Down, Bath BA2 7AY
Whatley Quarry	Hanson Aggregates Whatley Quarry Mells
White Row Farm	Standerwick Court, Beckington BA11 2PP
Whitemill Farm Equestrian Centre	Whitemill Lane, Frome BA11 4EU
Wiltshire Council	County Hall, Bythesea Rd, Trowbridge BA14 8JN
WrappedAutomotive	8 White Hays South, West Willts Trading Estate BA13 4JT
Writhlington School	Knobsbury Lane, Writhlington, Radstock BA3 3NQ
Writhlington Sports Centre	Knobsbury Lane, Writhlington, Radstock BA3 3NQ
Young People Frome	Market Yard, Justice Lane, Frome