



**Work Experience Week
2 to 5 days during the
academic year.
2023-2024**



Work Experience

STUDENT PACK

NEXT STEPS

Year 12 Work Experience

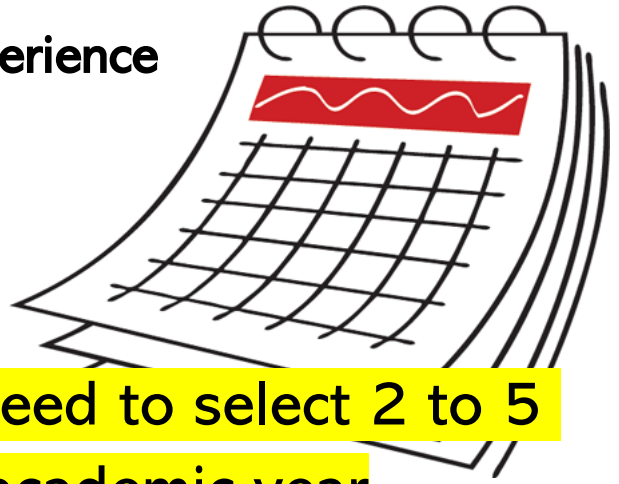
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You must find your placement by 28th March 2024



Guidelines For Work Experience



When is Work Experience?

You can choose. You need to select 2 to 5 days within the academic year

2023 - 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.

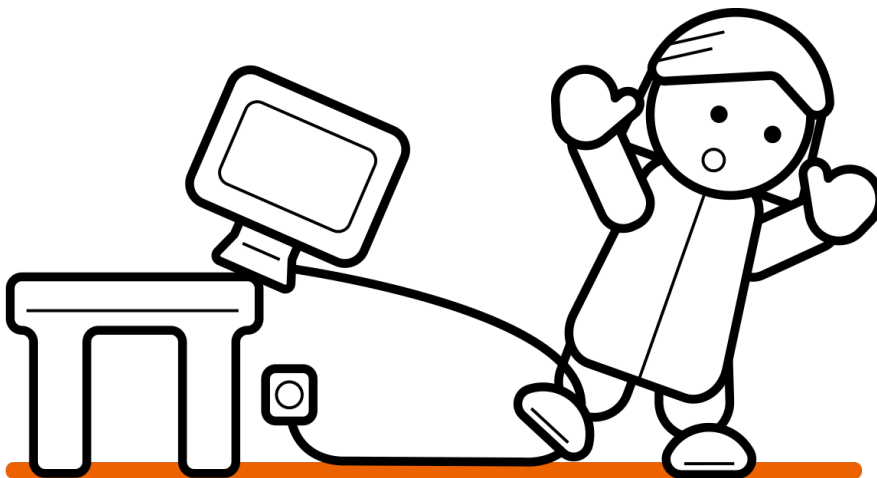


Tips and Advice

- 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 **28th March 2024** to allow for Health and Safety checks to be completed in time.

All employers MUST have Employers Liability Insurance

Employers must hold “**Employers Liability Insurance**” for pupils to be insured. They should already have this if they have more than 5 people working for the company, however individuals do not.



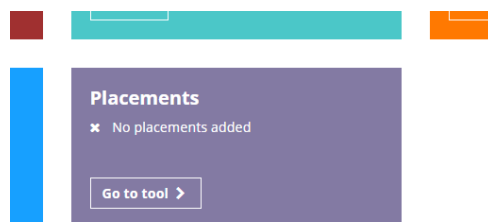
How to apply for a placement

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' button. 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 is a text 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' with a 'select' option, and the second is labeled '* Placement coordinator' with a 'pick one' option. At the bottom, 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 September 2023



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 12 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 3rd-7th July 2024.

I am studying (A levels/BTEC/World of Work) in the following subjects **(name subjects)**. I would like a placement with your company because **(explain - i.e. I am thinking of this as a career or it is something I am 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

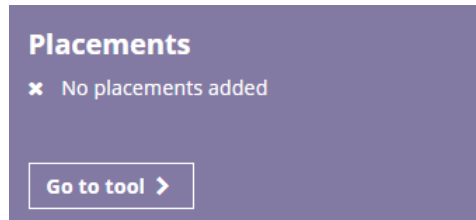


Every Week

Contact 5 companies until you get a yes!

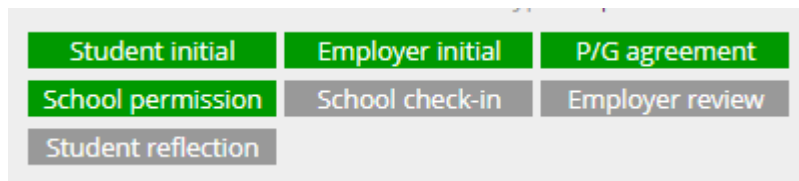
They said yes!

Complete the placement form on Unifrog.

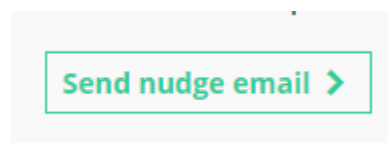


What next?

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

28th March 2024

Virtual work experience

1. Can I complete a virtual work experience?

Yes you can.

2. How do I find a placement?

Go to one of the following websites and select a placement that you would like to attend.

<https://www.springpod.com/virtual-work-experience>

<https://www.speakersforschools.org/vwex/>

3. Once I have a placement, what forms do I need to complete?

Please complete the placement form on Unifrog. Please select attending Virtually.

* In person or Virtual

Placements tool or Activities tool? The Placements tool is for administering 're: ..

Once signed up to Springpod or Speakers for schools, we can see who completed the sessions.



Business Contacts

Name of placement business	Placement address
Abbey Ales brewery	The Abbey Brewery
20 four Ltd	27 Birdingbury Road, Marton, Rugby
360 Connections Group Ltd	6 The Parade, Stafford Road, Wallington, Surrey
42 Acres Ltd	42 Acres Holt Road, Witham Friary, Somerset
All instruments Ltd	Madbrook Farm, Warminster Road, Westbury
A.N.D automotive	Unit A The Old Dairy Manor Road, Frome
Arkonik	Arkonik Ltd, Lakeside Park, Mells, Frome
Audience Systems LTD	19B, Washington Rd, West Wilts Trading Estate, Westbury
Avanti Park School	Park Rode, Frome
Avon racing LTD	Beeches Stables, Sutton Veny
Barnardo's Adoption Midlands and South West Service	The Fulford Centre, Gatehouse Avenue, Withywood, Bristol
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
Beckington first school	Church Street, Beckington, Frome
Bellevue Veterinary Clinic	Millards Hill, Trudoxhill, Frome
Berkley First School	Berkley Street, Frome
Bramble and Wild	4 Catherine Hill
Brian Sprake building contractor	1 Farmhouse Drive
Brickchimney farm	Vinney Lane
Bright stars	Green Lane, Frome
Care UK Ltd - Rush Hill Mews	Rush Hill Mews, Clark's Way, Rush Hill, Bath
Carymoor Environmental Trust	Carymoor Environmental Centre, Dimmer Lane, Castle Cary, Somerset

DMS Vehicle Logistics	Unit 1-3 Gypsy Lane, Frome
Edventure Frome	Welshmill Hub
Electric Square Ltd	1st Floor Walton House The Parade Leamington Spa
Fair Frome	Frome Town Hall, Christchurch Street West
Forest & Sandridge CE Primary School	Forest & Sandridge CE Primary School, Cranesbill Road, Melksham
Forest Marble	4 Harris Close
Fosse Way School	Fosse Way School, Longfellow Road, Radstock
Fresh 4 Lunch	High Street, Bourton-on-the-Water
Frome Autoscan	Unit 8 Vallis Mills Trading Estate Robins Lane Frome Somerset
Frome boulder rooms	Units 3 & 4 The Cotton works, Vallis Road, Frome
Frome FM	Christchurch St West, Frome
Frome Hall	Christchurch Street West
Frome Hospital	Frome Community Hospital, Enos Way, Frome, Somerset, BA11 2FH
Frome Medical Practice - Social Prescribing team	mendip.healthconnections@nhs.net
Frome Printworks	Unit J1, Jenson Court, Jenson Avenue, Frome.
Frome Roller Disco CIC	Butts Lane Frome Somerset
Frome Town Hall	Christchurch Street
Frome, Corner Shop, Christchurch St West	Frome, Corner Shop, Christchurch St West
Gardner Creative	6 King Street, Frome
Garston's Veterinary Group	92 East Street
geekingitsimple	Unit R18, Marshall Way, Frome
Greenhill Grange	Catherston Close, Frome Somerset Road
GSW Plumbing and Heating	6 White Horse Dr, Frome
Harlequins Nursery	Farrant Road

Hayesdown First School	Wyville Road, Frome
HFT Ltd	5/6 Brook Business Park, Folly Brook Road, Bristol
Homewood Hotel	Bath
Honey on the Hill	30 Catherine Hill, FROME, BA11 1BY
Horningsham primary school	Horningsham Primary School, Church Street, Horningsham, Wiltshire
Hunting Raven Books	9-10 Cheap St, Frome, Somerset
IG sports coaching	Frome
Illumina LTD	11 Flowerfield, Nunney
Indulgence	9A St John's Road
Inner beauty	22 Catherine Hill, Frome
JF MOT Centre	3 Georges Ground, Marston Trading Estate, Frome, Somerset
John Wainwright & co ltd	Moons Hill quarry
JT Barbers	19a Bath Street
Ken Biggs contractors ltd	High Street, High Littleton
keyford Engineering	Whitworth Road
Leigh on Mendip School	Leigh on Mendip School, Leigh Street
Liberty gymnastics club	Unit D, Vallis Trading Estate, Robins Lane, Frome, Somerset
Frome Library	Frome
London Irish rugby football club (Foundation)	Hazelwood Drive, Sunbury-On-Thames
Manor Farm Vets	New Road, Codford, Warminster
Mcallisters estate agents	13 Market Place

Mells Church of England First school	Mells, Frome
Mells Nursery	Mells Green, Mells
Milton Harris Racing	Milton Harris Racing Avon Racing Ltd, the Beeches Deverill Road, Sutton Veny, United Kingdom
Mole valley farm LTD	Berkley Street, Frome
Monarch Joinery Frome Ltd	Unit 4, Ashton Park, Handlemaker Road, Frome, Somerset
Moors Farm	Moors Farm House, Buckland Dinham, Frome
MSP Plumbing and Heating	76 Critchill Road
Nicholas Wylde Goldsmiths	12 Northumberland Place, Bath
Nook the shop	14 King Street, Frome
Norton St Phillip C of E first school	Church Street, Norton St Phillip, Bath
Nunney First school	Catch Road
Nunney pre-school	The Sharon Dobson Building, Catch Road Nunney
Oakfield Academy	Oakfield Road, Frome
Orchard Leigh Golf Club	Frome
O'Toid Opticians	5 The Bridge Frome, Somerset
Oxfam	7 Market Place. Frome
PAAD Architects	Studio 4, Stony Street Studios, 16 Stony Street, Frome
Pencil Studio	The Old Fire Station, Christchurch Street West
Permaframe	Southgate, Frome BA11 2RY
Post Script	15 Stony Street, Frome BA111BU
Projects	7 The Bridge, Frome

Studio Saar	Studio 1, The Silk Mill, Merchants Barton, Saxonvale, Frome
Sure Fit It Ltd	Unit R26, Marshall Way
Systemagic	The Old Gas Warehouse, Frome Road, Bradford on Avon
Systems Engineering & Assessment Ltd	17 Castle Corner, Beckington, Frome Somerset
T H White	Marston Park
Tangiers Farm	Tangiers Farm
The Blackford Centre	2a The Market Place
The Bridge Cafe	43 Selwood rd Frome
The Cheese and Grain	Market Yard, Frome, Somerset
The Coffee Garden	4 Silver Street Warminster, Wiltshire
The Garden Nursery	Innox Hill, Frome
The Good Heart Cafe	7 Palmer Street
The Old Bake House	The Old Bake House, 15 Cheap Street
The Pepperbox Nursery	Clink Road
The River House cafe	2 Bridge Street
Tibbets Transport Services Ltd	Edford Lane, Radstock Somerset
Tom Hull Photography Ltd	Otter Prints, Studio 1.G The Station, Station Approach, Frome
Total Plumbing Supplies	Unit M3-M4 Marshall Way, Commerce Park
Treads Vehicle Services Limited	5C Handlemaker Road, Frome, Somerset
Trelleborg Westbury Limited (KLAW)	Commerce Business Centre, West Wilts Trading Estate, Westbury, Wiltshire
Trinity First School	Frome
Trowbridge Sports Centre	Frome Rd, Trowbridge
Truly Sopel	14 Stony Street, Frome

University of Bath	Department of Mech Engineering, 4 East Building
Upper Vobster Farm Partnership	Upper Vobster, Radstock
Vallis first school	Milk Street
Visit Somerset	High St, Wookey Hole, Wells
Warminster library	Three Horseshoes Walk, Warminster
Watson gym equipment	V1 Imperial Way, Commerce Park, Frome
Wessex Lodge School	New Mead Farm
Wessex Water	Operations Centre, Claverton Down Road, Bath
Westway Cinema Frome	Cork Street, Frome
Westwood Nursery	Claverton Down
Whatley Quarry	Hanson Aggregates Whatley Quarry Mells
White Row Farm	White-Row farm, Standerwick Court, Beckington
Whitemill Farm Equestrian Centre	Whitemill Lane, Frome
Wild Beer Co	
Wiltshire Council	
WrappedAutomotive	8 White Hays South, West Willts Trading Estate
Writhlington School	Knobsbury Lane, Writhlington, Radstock
Writhlington Sports Centre	knobsbury Lane, Writhlington, Radstock
Little Discoveries Nursery	Frome College, Bath Road
Young People Frome	Market Yard, Justice Lane, Frome

Kat Riley Eventing	Badgers Cross Equestrian, Cloford, Frome, United Kingdom, BA11 4PG
CIL Management Consultants	Kingsway Centre, Frome
The Place to Stay	Knoll Hill Farm, Trudoxhill
Critchell Court	
Trowbridge Future	80 Charles street Trowbridge Wiltshire
The Glass Hub	Stowford Manor Farm, Trowbridge
The Mead Hilperton	Hackett Place, Trowbridge WILTSHIRE
Sutton Veny Primary School	High Street, Sutton Veny, Wiltshire