

Work Experience – Important Information required from placement provider (employer)

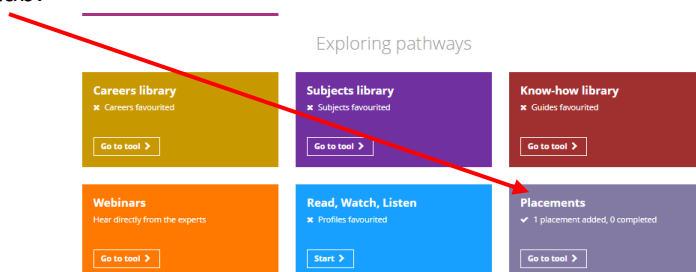
Once the placement has been agreed by the Employer / Business / Organisation, complete this form to record the information required.

1. The information you will need to obtain is detailed below: (Use the table as a reference)

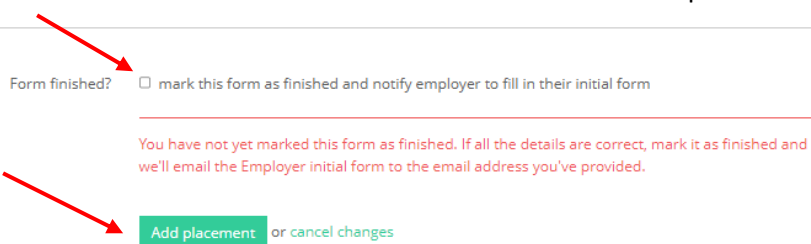
Placement name	
Placement address	
Placement lead contact name & Telephone no.	
Placement email address	
Placement start date (<i>wexp dates are 14th -22nd July, 7 days incl.</i>)	
Placement end date	
Working days / times	
Parent / guardian email address	

2. The placement details now need to be logged on Unifrog. See the 'How to' guide below:

- a) Go to the Unifrog website: www.unifrog.org/sign-in
- b) Sign in using your school email address – if you have forgotten your password, click the Reset link and follow the instructions.
- c) From the Home Screen, scroll down to the Exploring pathways area and click on the lilac coloured 'Placements' tab.



- d) Follow the instructions on the screen to + Add new placement.
- e) ALL placements are to be **In person**.
- f) The Placement Coordinator is – **Mrs Edgill**
- g) Remember to tick the box to mark the form as finished and then Add placement.



Please contact Mrs Edgill – Work Experience Co-Ordinator if you have any queries. Careers Office in the school library, or eedgill@reephamhigh.org.uk. Thank you

Contacting employers by email

Work experience email template

Subject: Request for a work Experience placement

Dear [research as home to help in finding out person's name who oversees work experience]

I am in year 10 at Reepham High School, where I am studying GCSEs in [list of subjects].

Reepham High School's work experience dates are from the 14th- 22nd July 2025, and I wondered if you would be agreeable for me to do my placement at (company name). I'm keen on gaining some work experience in [chosen field of work], because [say why you would be interested in doing your placement with the company / person]

In my spare time, I like to [list relevant hobbies and interests]. I've also had some experience in/am a member of [list any groups/clubs/other work experience/jobs]. [You may also like to add information on which subject/s you enjoy at school and why].

I very much look forward to hearing from you.

Kind regards

PRINT YOUR NAME

Contacting employers by telephone

When making a phone call to a prospective work experience employer, it's important to have a pre-organised plan, as you would when sending an email. Here are some hints and tips on how to have a successful phone call!

- Be polite and cheerful
- Speak clearly and not too fast, so you're easily understood
- Make some notes before the call about what you want to talk about, so you don't forget anything
- While you're on the phone, make a note of anything important that you need to remember
- Even if you don't feel very confident, try and sound like you are! Take a deep breath before you call, and give yourself time to think when asked a question
- If the employer is unable to offer you a placement, try not to be disheartened

Example conversation.....

Hello!

Hello, my name is [David Smith] from Reepham High School and I'm looking for a work experience placement. Could I speak to the person who deals with that please?

Yes, I'll just get him for you.

Hello, I'm Mr Belding.

Hello [Mr Belding], my name is [David] and I'm a Year 10 student looking for a work experience placement for 14th – 22nd of July at your [restaurant/shop/school etc].

We can certainly help with that. What makes you want to work here?

I have always been interested in [hospitality and providing good customer service, so I feel a career working in a restaurant] would be perfect. I just need some experience to get me going!

Ok, great. Could you come for an interview tomorrow, after school? / Could you send me an email please?

Yes, that would be perfect thank you, [I can be there at 4pm]? *Alternatively ask to send an email with more information.

See you then, bye!