



## Y10 Work Experience &

## Step by step guide

Dear parents/carers and pupils,

January 2025

All pupils should be searching for a Work Placement this term.

The aim of Work Experience is for every pupil to:

- Have at least 1 first-hand experience of a workplace by the time they're 16
- Use this opportunity to work in your line of interest or another area of interest to gain the experience.
- Provide young people with an opportunity to expand their awareness of the world of work
- Build confidence
- Increase economic understanding from outside the classroom
- Relate their studies to work and training.
- Provide hands-on experience in a field of interest.
- Develop soft skills like communication, teamwork, and problem-solving.
- Offer networking opportunities.
- Gain these transferable skills to take forward in your Career journey.

Sometimes you may not find a placement to do with your future pathway, however, if you can find a placement to match your possible dream job then that is a bonus!

Please see our - - Step by Step Guide to adding your Placement on Unifrog

- Careers page on Seva School Website
- Work Experience Diary dates
- Step by step Guide – Finding an Apprenticeship

Thank you Mrs Convery/Mr Sturmey

[k.convery@seva.coventry.sch.uk](mailto:k.convery@seva.coventry.sch.uk)

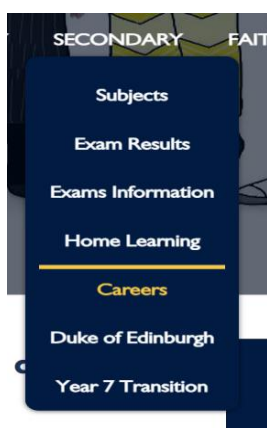
[b.sturmey@seva.coventry.sch.uk](mailto:b.sturmey@seva.coventry.sch.uk)

### Seva School Careers Page

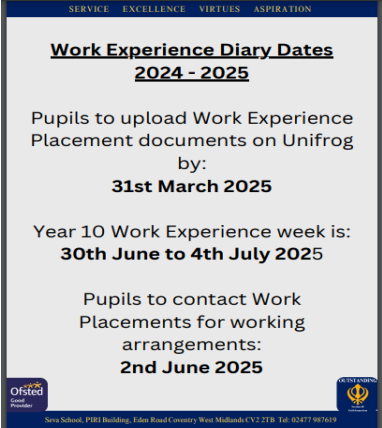
\*Please visit our [Seva Careers](#) page on our schools website for information which is regularly updated.

Click 'Secondary', then 'Careers' and then the yellow 'Year 10 Work Experience 2024-2025' tab below.(see below).

**Diary Dates:**


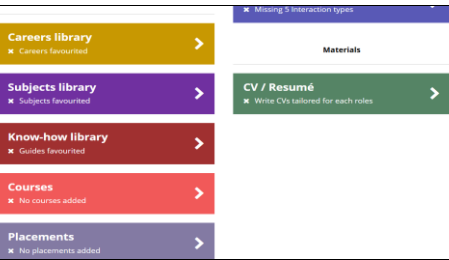


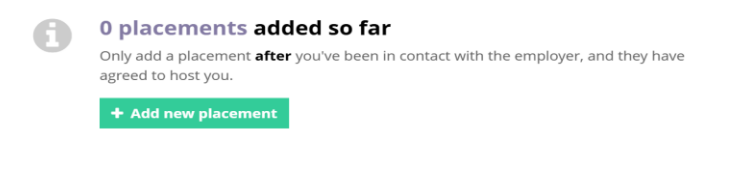
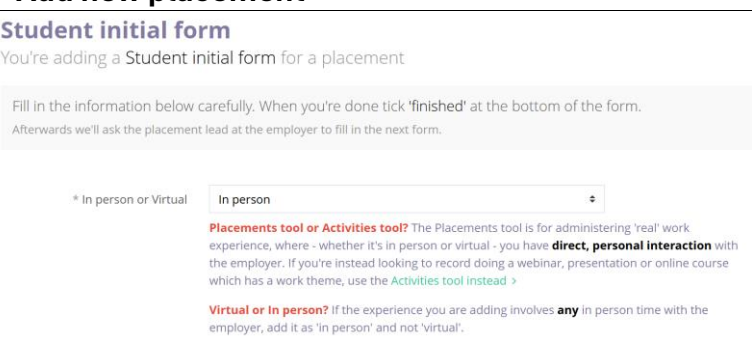
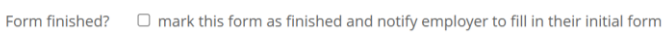
Year 10 Work Experience 2024-25



### Step by step guide

### Upload your Work Experience on Unifrog

<p><b>Step 1</b></p> <p style="text-align: center;"><b>Finding a work placement</b></p>	<p>a) <b>Speak to companies/work places of interest and ask them if they would accept you as a Work Experience student.</b></p> <p>b) The date is 30<sup>th</sup> June – 4<sup>th</sup> July. The hours are to be arranged between the you and the work place. Ideally you need to do a minimum of 6 hours a day.</p> <p>c) <b>Once you have found a suitable place of work, please ask the employer to send you the confirmation by email to you.</b></p> <p>d) You will need to inform them that they need to look out for an email from ‘Unifrog’ and complete an ‘Employers initial form’.</p> <p>e) <b>Then, your school will ‘Approve’ the placement and everybody will get an email confirmation to give permission for the placement to go ahead.</b></p> <p><b>*Please note*</b></p> <p><b>– All pupils will not be allowed to attend a work placement without completing steps a) to e). The schools ‘Approval’ is a legal requirement for you to take part.</b></p> <p><b>-Students who are unable to find a Work Experience placement, will need to attend Seva School by law and complete Career related tasks.</b></p>
<p><b>Step 2</b></p>	<div style="text-align: center;">  </div> <p style="text-align: center;"><b>Log into your account</b></p>
<p><b>Step 3</b></p>	

	Scroll down to the bottom of the page and click on <b>'Placements'</b> (Grey tab)
<b>Step 4</b>	 <p>Click on <b>+Add new placement</b></p>
<b>Step 5</b>	 <p>Complete the <b>'Student Initial Form'</b>. (You will need the Employers name, address, telephone number, email address and Named contact) to complete this part.)</p>
<b>Step 6</b>	 <p>Once you have complete the form, <b>tick this box</b>. Then your employer will need to complete their <b>'Employers initial form'</b>. Please continue to call them or email them on a weekly basis until the form is completed by them.</p>
<b>Step 7</b>	Finally, <b>'Parental Initial Form'</b> needs to be completed by your parent/carer to give permission for the placement to go ahead. The parent/carer should get an email notification to complete their form after the 'Employer' has completed their form.
<b>Step 8</b>	Once this is done, <b>Mrs Convery/Mr Sturme</b> y will receive an email to <b>'Approve' the placement</b> . You will get an email to confirm it is approved by Seva School. Once Seva School have approved it, your Unifrog upload is complete!
<b>Step 9</b>	Contact your Employer by 2 <sup>nd</sup> June 2025, to discuss arrangements and details about the placement.

**Please see important dates below:**



SERVICE EXCELLENCE VIRTUES ASPIRATION

**Work Experience Diary Dates**  
**2024 - 2025**

Pupils to upload Work Experience Placement documents on Unifrog by:  
**31st March 2025**

Year 10 Work Experience week is:  
**30th June to 4th July 2025**


Pupils to contact Work Placements for working arrangements:  
**2nd June 2025**

Seva School, PIRI Building, Edin Road Coventry West Midlands CV2 2TB Tel: 02477 987619

## Step by step guide

### Finding an Apprenticeship

<b>Step 1</b>	 <p><b>Google 'Gov.uk apprenticeships'</b></p>
<b>Step 2</b>	<div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p><b>Click on 'Find an apprenticeship'</b></p>
<b>Step 3</b>	<p><b>Scroll down and click on the link and read the information:</b> <b>'how apprenticeships work and what you'll get'</b></p>
<b>Step 4</b>	<div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p><b>Click on 'Search'</b></p>

<b>Step 5</b>	<b>Type in your 'Job interest' and your 'postcode' to find an Apprenticeship near you.</b>
<b>Step 6</b>	<b>Read the information about the Apprenticeship and Apply if your grades match their criteria.</b>

Please do not hesitate to come and see me or Mr Sturmev if you need any support.

Good luck!