



Guide to Work Experience

Does your placement qualify as 'Work Experience'?

Have you identified the purpose for your placement and know what you want to achieve from it?

Will this help you understand careers and job roles available to you?

Will you be developing employability skills and will you be meeting a range of people in the work place?

Are you able to network and interact with other employees?

Will you be undertaking tasks and getting feedback from the employer?

YES – my placement is in person:

Add the experience to the **Unifrog Placement Tool**
(If your experience hasn't taken place yet)

Emails will be automatically sent to both employer and parent / guardian

Once your parent & the employer have approved your placement you will be accepted on Unifrog

YES – my placement is virtual:

Email careers@kedst.ac.uk with details of the placement and the provider

Jane Edwards will email you instructions and forms for you to complete

Once the correct forms are completed, you will receive confirmation via email.

Is absence from college required for your placement? (Inc. virtual)

YES -Email careers@kedst.ac.uk with times/ dates for your absence from college

Authorisation will be required by the college and will be confirmed via email

NO - Await approval of your placement via Unifrog

AFTER YOUR PLACEMENT

Complete the Unifrog reflection form – emailed to you automatically on the last day of your placement

Consider what's next and identify any skills gaps

If you need to discuss your careers progression further email careers@kedst.ac.uk for an appointment

NO – how can I find a placement?

Visit the [work experience page on website](#) for guidance

Use the Padlet and KE Pathways Teams Channels for opportunities

Check out [Unifrog – Work Experience Know How Guide](#) & labour market information

Support available

Book an appointment with the careers team for further help

Attend a work experience Drop –in session [see website events page](#)

Ask family /friends for contacts

WORK EXPERIENCE - GUIDANCE

All students are expected to have experiences within the workplace by the time that they leave college. This should consist of time spent in a working environment where you have interactions with an employer. This can include charity & voluntary work, but usually doesn't include your part time job.

Please see below for some information and guidance on how to arrange a work experience placement:

- **When does it need to be done by?** Ideally you should try to avoid taking time away from college to participate in work experience. If possible, try to arrange work experiences outside of term time (within college holidays), consider breaking the placement into smaller / shorter times etc. If the placement must be taken within college time, please speak with the careers team to discuss this further.
- **How do I get a placement?** You will need to source your own work placement. We would suggest contacting local employers in your field of interest. We also recommend exploring opportunities through contacts within your friends and family, where appropriate. Virtual placements should also be considered.
- **How should I make contact with potential placements?** You should have a CV and cover letter that you can use when contacting potential placements. We offer support with CV and cover letter writing – **please see prospects for help on how to write a CV & Cover Letter [here](#)** (see QR code).
- **When is the best time to take my placement?** Please try to arrange your work placement *when there will be minimal impact on your studies*. **Recommended times to take this would be in the holidays.** Authorised absence from college is agreed on an individual basis.
- **I don't know what to do after college?** If you require a one to one appointment to discuss your future career options then Careers Advice and Guidance appointments are available with qualified Careers Advisors. Please email careers@kedst.ac.uk to make an appointment.
- **What should I do once I have secured a placement?** Once you have secured a placement there is a college procedure and H&S paperwork that is essential to follow. **Please complete the UNIFROG Placement Tool and record on PORTAL.**
- **What if I already have been volunteering / or if I get a placement outside of college time?** If you take part in a work placement / voluntary work outside of college hours, please record this on PORTAL. It is important to keep a record of all extra-curricular activities.



WORK EXPERIENCE

Please use the space below to make notes on companies / employers of interest:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

Please remember when contacting employers, you should:

- Include your CV / Covering letter – this should detail why you want work experience in their company / field of work inc your future career aspirations.
- Be specific about the dates you would like but show you can be flexible.
- Inform the employer that your placement will be supported by the college and we will guide them through the paperwork required.