

Let's talk about work experience...

13th-17th July 2026

(Placements to finish at 12.30 on Friday, 17th July as the school day. Any placements continuing after this time will be an agreement between the parent and employer and parents must provide an emergency contact telephone number)



CAREERS
BEDFORD HIGH SCHOOL

Why is work experience important?

Provides you with an insight into the world of work.

Allows you to form an outline of the career path you may choose.

Enables you to build a foundation relationship with a local employer and possibly make a lasting impression.

Help you discover something about your skills, abilities and talents.

Helps you make better informed decisions about the future.



The most important reason

30 million people go to work every single day

How many don't enjoy it?

24 MILLION

A successful work experience that you enjoy means you are **86%** less likely to be unemployed in your adult life.



Reasons why you might not like your job...

1. You are bored
2. You feel unrecognised
3. You are no longer passionate
4. The company's values no longer align with yours
5. You are suffering from burnout
6. You feel underpaid
7. Your work environment is dreadful
8. Someone is giving you a tough time
9. Your commute is too long
10. The grass is greener on the other side of the fence

So what do people need to focus on?

PASSION

Passion = Purpose = happy life



Here is what our students say about work experience...

Very nice people, and they gave me a laptop to use for work which is good, and they actually give me a proper job to do, so i can get a proper feel into the life of work.

Hannah

Hard work but prepared me for what to expect for future

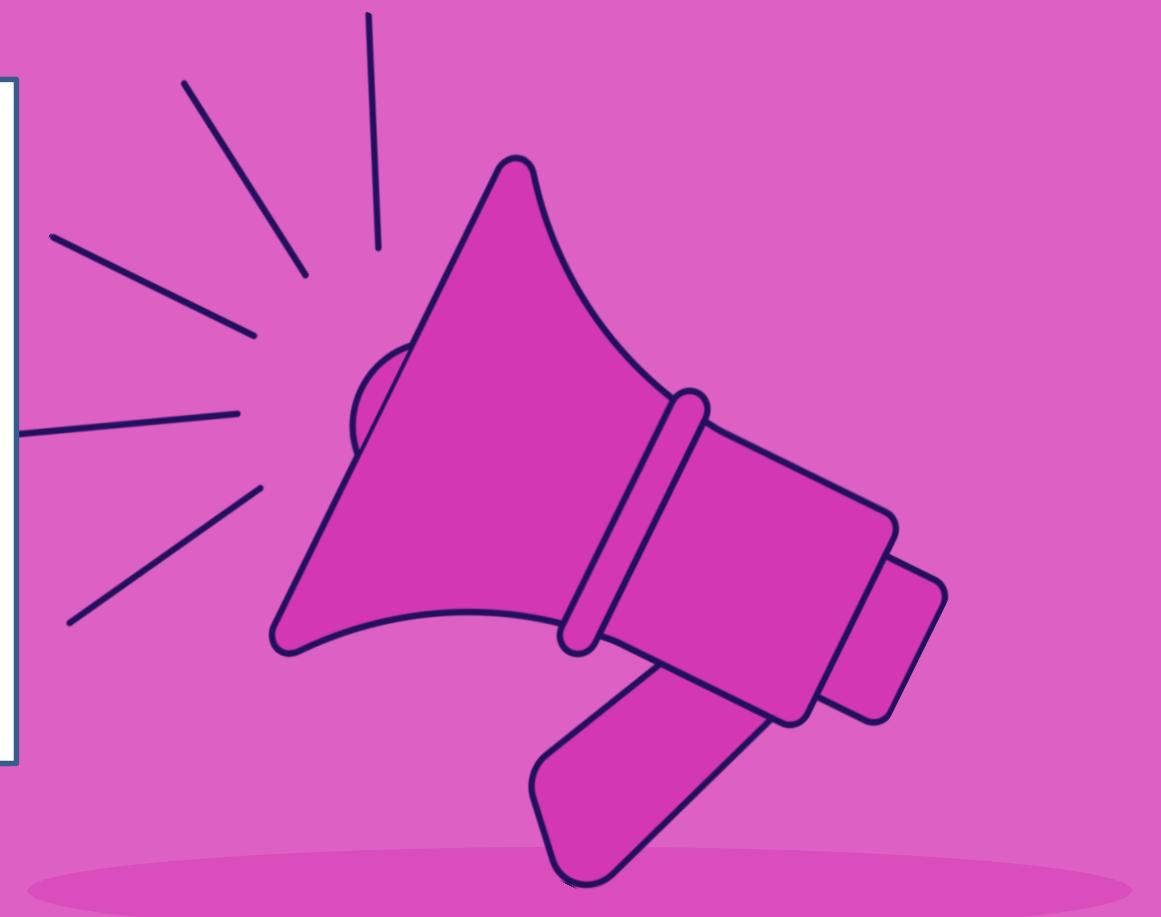
Skylar

Was treated as actual staff and loved the experience.

Melissa

It was a great environment, everyone was really nice and taught me life skills needed for the future

Kaitlin



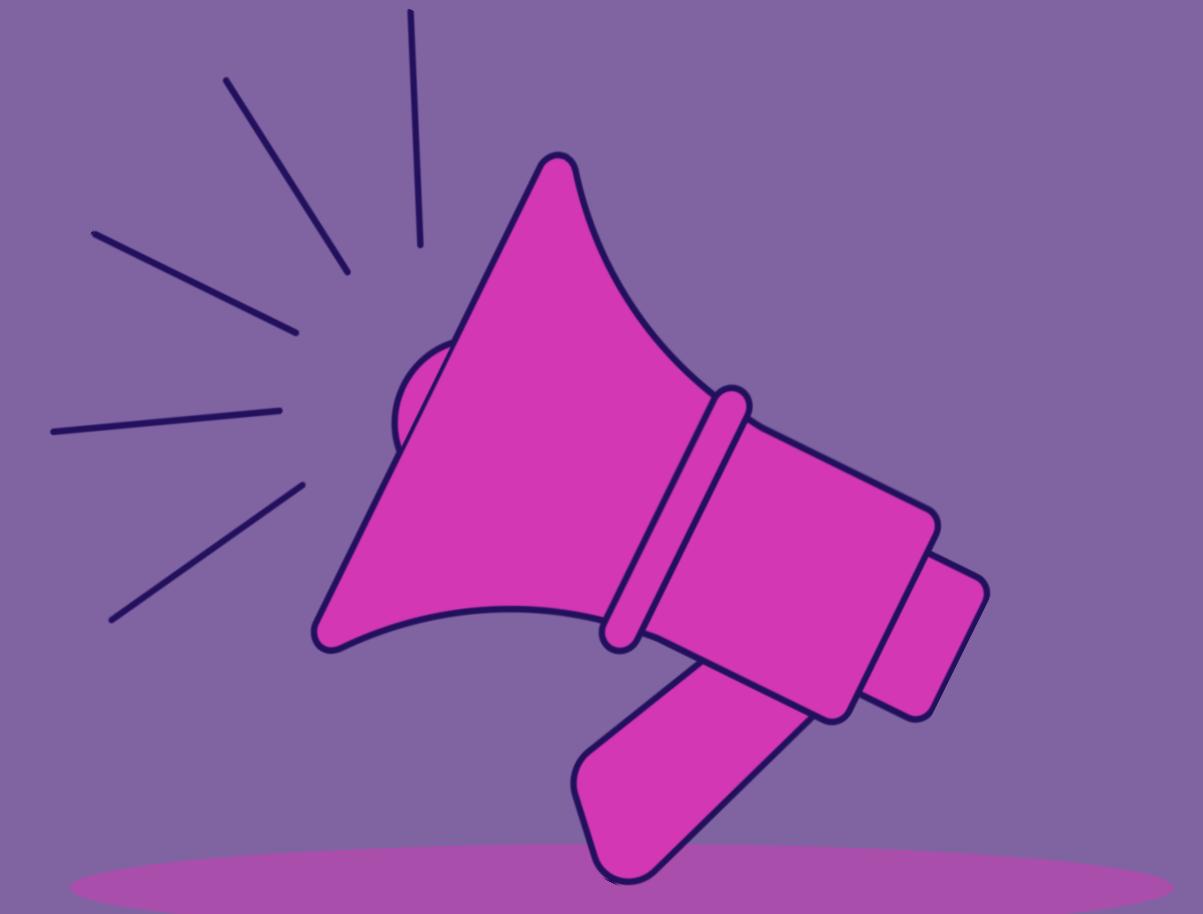
Why do work experience?

Help to show you the link between school and your future careers aspirations.

Help you learn about personal presentation skills for interview in the future.

Provide you with opportunities to work alongside adults and to be treated as a member of the workforce.

Many of our students gained part time jobs, apprenticeship opportunities from their work experience placements. Many are now working towards these careers at college and university!



What will employers be looking for?

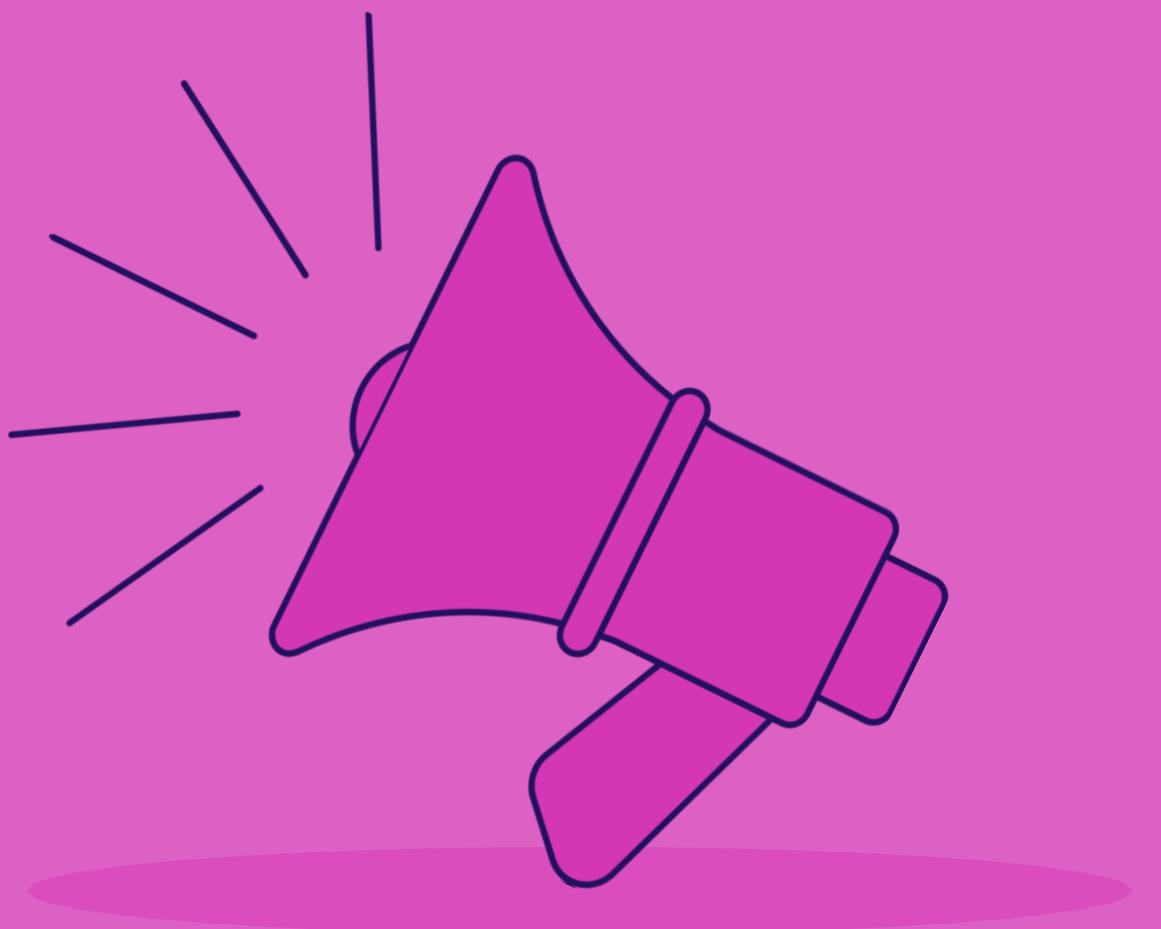
The ability to work as part of a team.

Enthusiasm and using your own initiative.

Loyalty and a positive attitude.

Flexibility and willingness to work.

Honesty, reliability and responsibility.

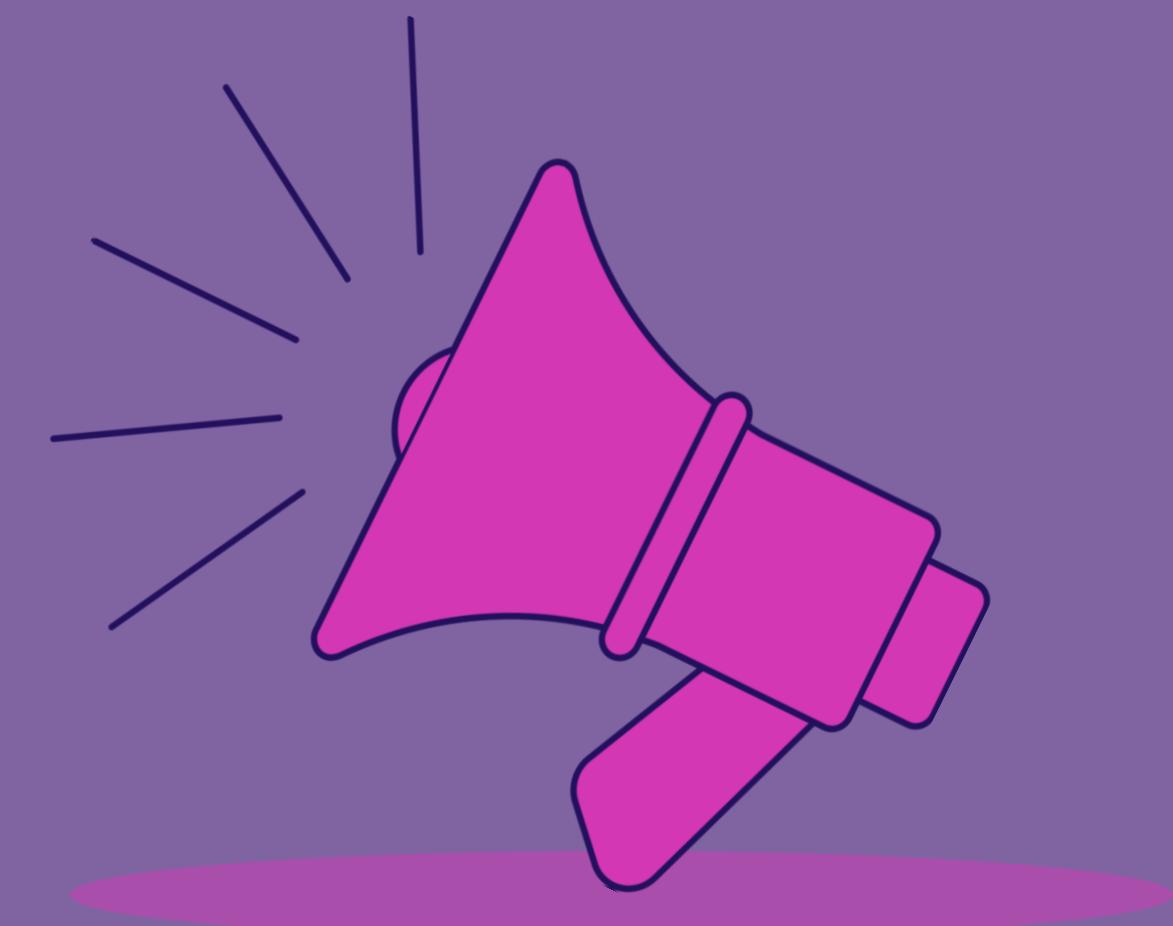


Where to do your work experience?

You can gain vital work experience in almost any work place – it does not necessarily have to be an area you are thinking of pursuing after leaving school. Keep an open mind and be enthusiastic on your placement – the more you put in, the better an experience you will have and the more you will get out of your week.

Some students choose to complete their work experience at the place of work of a family member or family friend, use your “Network”.

If you have a part time job, you can do this for the full week and maybe shadow another staff member in a different role or department.



Local work experience opportunities are right on your doorstep

Solicitors

Multiple local law firms in your area could allow you the opportunity to experience such a career firsthand.

Restaurant/Café

Work experience in a café or restaurant can offer great experience if you have interest in the service sector.

Accountancy Firms

Some accountancy firms in your local area may allow you to obtain valuable experience in a growing industry.

Engineering

If you are seeking a potential career in engineering. There could be plenty of local engineering companies near you.

Business

Lots of local businesses in the area.

Creative Industries

There are many creative studios that would love to have young talent on board for work experience..

Hair & Beauty

Even local hair salons are interested in taking on people for work experience. Which could even lead to a job afterwards.



Tips for finding a work placement

Do your research

Research using the internet, look in the local paper for employers based nearby who might give you a placement.

Don't be shy!

Emailing, telephoning and visiting employers in person to make an enquiry. Research the company and find the name of the key person to ask for.

Word of mouth

Talk to friends, parents, family members and enquire if they can help out or support. Everyone knows someone!



Tips for finding a work placement

Network

Active networking in person and online using social media sites including Twitter, Facebook and LinkedIn to follow companies and post about looking for work experience.

Register...

Register on volunteer, apprenticeship and job websites to search for companies and contact details.

Ask your teachers

Talk to your School Teachers and ask them if they can think of anyone they might know.

Ask the careers team in school

Mrs Duffy, Mr Dean, Mrs Birchall and Miss O'Leiski

EMAIL THE CAREERS TEAM

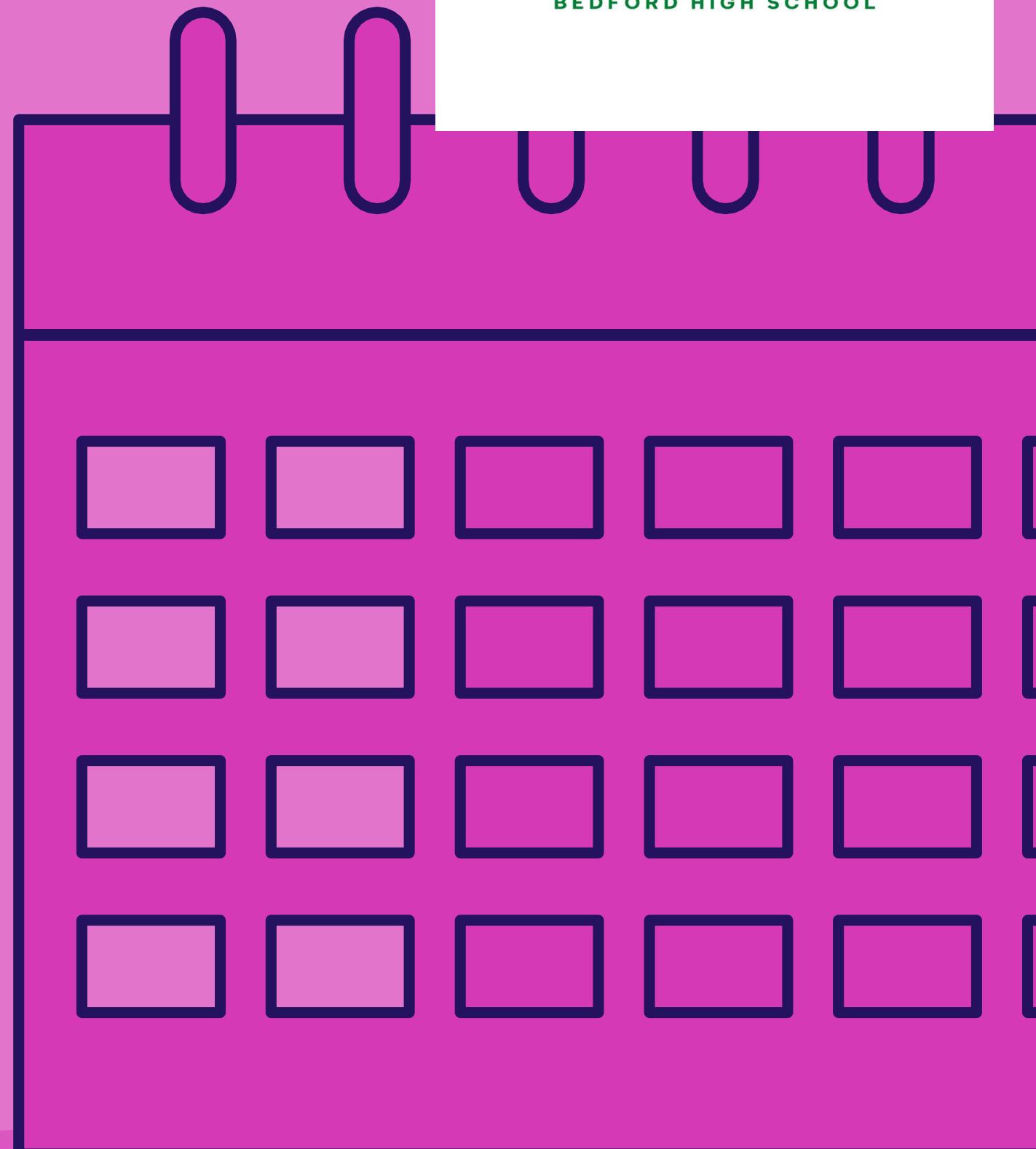
careers@Bedford.wigan.sch.uk



Key points and dates!

- Each student is in charge of organising their own placement
- We will support you- but you need to ask!
- You have already received your Work Experience Information Booklet, letter. **READ THROUGH THESE CAREFULLY.**
- Refer to the Work Experience Placement Form to obtain the information you need to add a placement on Unifrog.
- Show Employers our Bedford Work Experience letter.

**You must have found
your own placement by
11th February**



Work Experience not allowed

Working with one adult (unless with a blood relative)

Travelling in a car or van, eg Plumber going into houses

On a Construction site

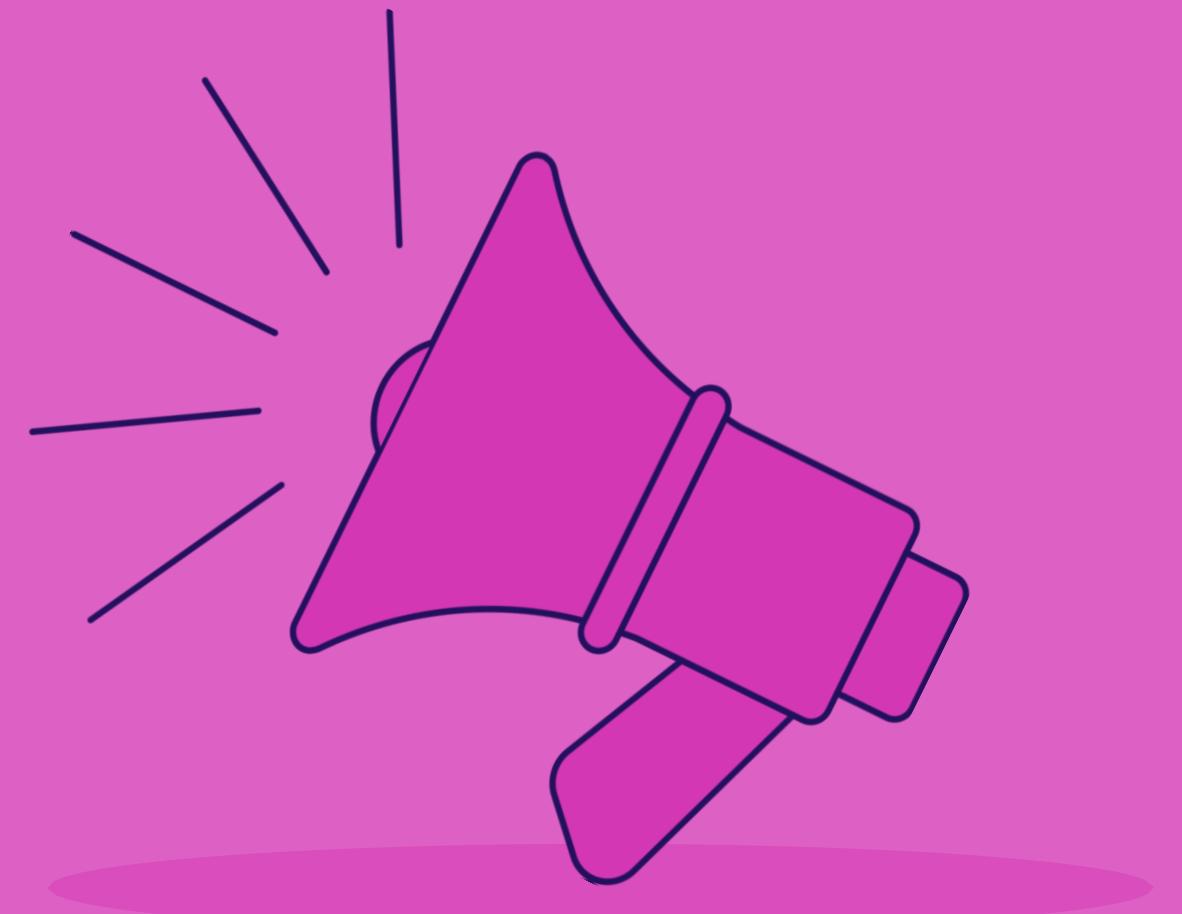
Public Services – Fire, Police, NHS

Further Support

Parents have been emailed (and Class Charts) the letter with work placement form.

Work Experience Parent Zoom – Monday, 12th January 7.30pm. Joining details have been sent to Parents/Guardians.

Request support from Mrs Birchall/the Careers Team - Email: careers@bedford.wigan.sch.uk



UNIFROG – Parent/Guardian

UNIFROG – this is the online platform we are using for work experience. Parents/Guardians can create an account to view their child's account.

TO CREATE A PARENT/GUARDIAN ACCOUNT:

Click on the website link <https://www.unifrog.org/parent>

Option to sign in directly with a Google or Microsoft account, if you have one or choose 'enter an email address' and 'open account' but note the email address must match what we have on our school system.

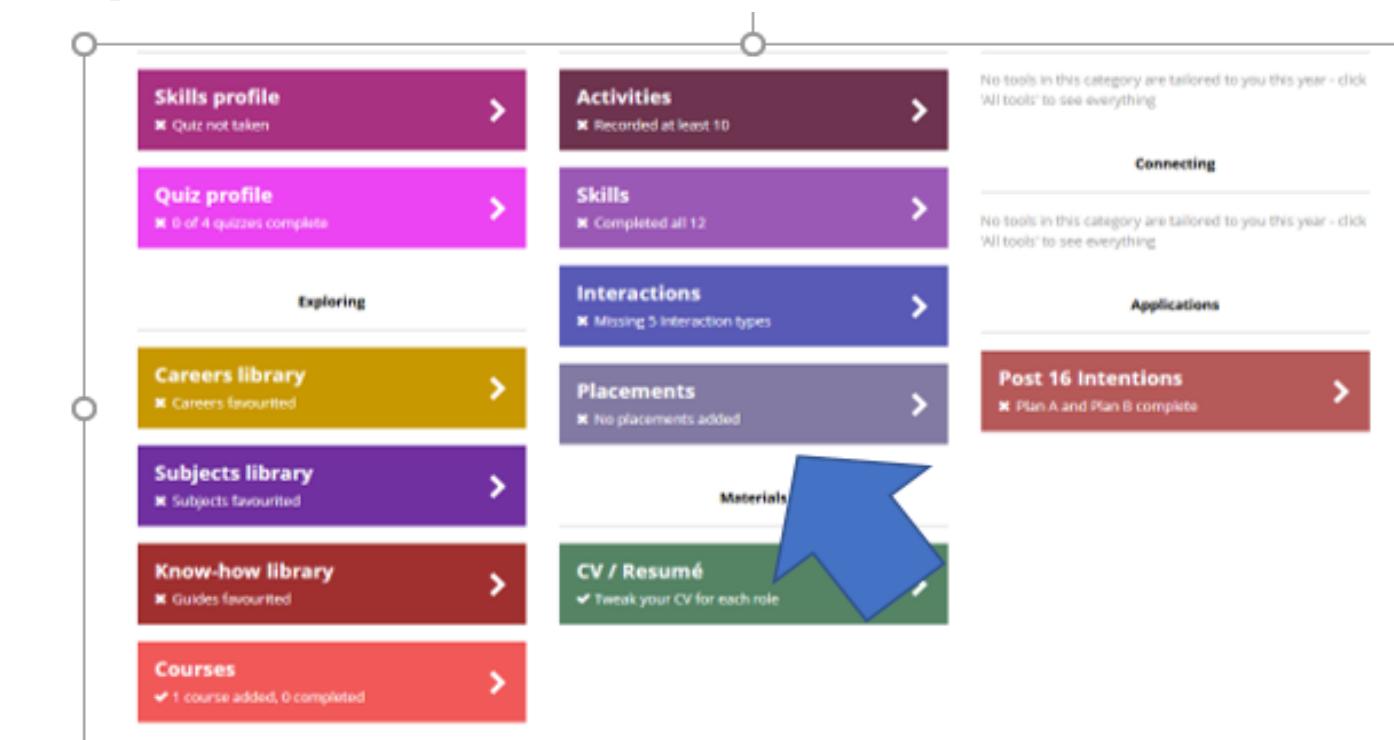
Any problems, email careers@bedford.wigan.sch.uk

UNIFROG - Student

Student's click on the Unifrog link from the email:
noreply@unifrog.org

Step 1 – log in to Unifrog ‘Using your Microsoft Account’ – students do not need to log in with a password.

Step 2 – On the home page they scroll down to Resources table, click on the PLACEMENTS TOOL to add a placement



UNIFROG - Process

UNIFROG PLACEMENT FORM:

Students need to gather ALL of the information on the Work Experience Placement Form to add a placement on to Unifrog (including their date of birth, parent name and email address).

Please make sure students have the full and accurate information on the Work Experience Placement Form before trying to add the placement on to Unifrog. They cannot leave a question blank.

STUDENTS NEED TO ADD AN OBJECTIVE FOR THE PLACEMENT – EXAMPLE BELOW:

A work experience placement will provide me with an insight into the world of work and career pathways. It will also help me discover something about my abilities, skills and talent and to make better informed decisions about my future.

The work experience process is automatic and sent electronically by email at each step:

Students complete an initial form → Employer form emailed → Parent Agreement emailed
→ School Agreement emailed, checked and signed.

UNIFROG – Supporting Documents

These have been emailed to parents/guardians but are also available on the school website work experience page

<https://bedfordhighschool.co.uk/y10-work-experience/>

- ❖ Parent Letter.
- ❖ Work experience placement form (this is the information students need to obtain to enable them to input the Placement onto Unifrog). This form should be completed and returned to school ONLY IF they cannot put a placement on to Unifrog.
- ❖ Work experience Introduction Booklet given to students (includes letter to show to employers and the Placement Form).
- ❖ Letter to employers for students to show to employers (in the Work Experience Introduction Booklet and on the website).



Any Questions?

Email the Careers Team –
careers@Bedford.wigan.sch.uk