Student Guide

Year 9
Take your child to work day
Thursday 22nd April 2027

Getting Ready for *Take Your Child to Work Day 2027*

Preparing for your work experience day is an exciting but possibly daunting activity. It is good to plan this day early so you have time and do not feel pressured. Speak to your careers team, CREW Leader, parents/carers, friends and contacts so you can receive advice and guidance and gain the most valuable experience day for you.

WHY IS WORK EXPERIENCE IMPORTANT?

- Young people are more likely to be successful in their job hunt if they have had some work experience
- It's an ideal way to 'sample' a career option - identify something you like, or don't like!
- You will develop your skills and discover your strengths and areas to develop
- It is important to meet new people and increase your network – sometimes, it's who you know, not what you know!
- Of course, it will also give you a great experience to write about on your CV or on course or job applications



HOW DO I CHOOSE WHAT I DO?



Remember, your day of work experience is not about choosing a career for the rest of your life - it's about gaining experience of the world of work. The decision should be led by you and your parent/carer. Please contact our Careers Team if you require further support and guidance.

Speak to family members or famiyl friends that do a job you have an interest in or wish to learn more about.

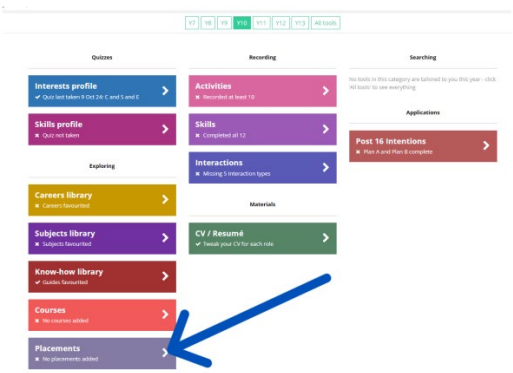
FINDING A PLACEMENT - TIPS!

- Start early – speak to as many family members and family friends as you can as the process of adding your day to Unifrog can take some time – e.g. **reaching out to employers, adding to Unifrog…**

AN PARENT/CARER/FAMILY MEMBER/FAMILY FRIEND HAS OFFERED YOU A WORK EXPERIENCE PLACEMENT… NOW WHAT?

You need to add your placement onto Unifrog, but you can only do this once you have the following:

- A confirmed work experience placement.
- A contact name, email and number from the business you will be working for



You need to fill out the form on the 'Placements' tool on Unifrog.

1. On the Placements tool, click 'Add new placement' to access the 'Student initial form'
2. Confirm that you've agreed your placement with your employer, and fill in the details
    a. Your Placement start and end dates must be Thursday 22nd April
    b. Your Placement coordinator will be '**Mx Careers Team' from the drop down menu.**
    c. The placement coordinators email is year9workday@ashbyschool.org.uk
3. If any part of your placement is in-person, select 'Yes, it's all part or in-person'
4. Complete the rest of the form and double-check every detail!

This video link will show you how to fill the form out correctly: https://cdn.unifrog.org/video/g6k0b9a2zb/720.mp4

There is also a separate guide on the website going through this form in more detail.

GET YOUR PLACEMENT CONFIRMED AND APPROVED

You must ensure the employer has received the details via Unifrog.

There is a guide on how they do this on the school website under the careers tab and in the Year 9 Take your child to work day folder.

- The employer will automatically get an email asking them to complete an online form.
- Your parent/carer will also receive an email for them to agree to your placement.
- The emails will be from Unifrog who use the email address: noreply@unifrog.org.

Top tip:

If your employer or parent/caregiver hasn't got the email, get them to check their junk/spam folder.

If they're still having trouble, they should get in touch with the careers team who will be able to help.

Then, the careers team will look over your placement and make sure everything is good to go.

Once they've approved your placement, Unifrog will send a confirmation email to you, your employer, your parent/caregiver, and the careers team.

Top tip:

You can prepare for your work experience using Unifrog's Know-how library.

Type 'professional' in the search bar to find helpful guides. Start with 'Professionalism: how to be work-ready'.

These will help you feel confident for your first day!

SO, YOU'VE GOT A PLACEMENT – NOW WHAT?

It may be a nerve-racking experience, going into an unfamiliar situation can be daunting for anyone. Think about the following key things to minimise your concerns:

TRANSPORT – How are you going to get there? Think about the cost; what's the most affordable method? Check timetables if using public transport.

WHAT TO WEAR – Make sure you've checked with your employer what you should wear – for example, you may need protective clothing, smart office clothing or non-slip shoes. Think about the appropriateness of your appearance.

LUNCH – Do you need to take it with you, or can you buy it on site?

CONTACT – Do you have a phone number for your parent/carer and the school in case you need to get in touch?

WORKING HOURS – If your placement requires you to work specific hours (earlier in the morning or later at night) make sure you confirm this and have transport arrangements in place.

WHAT TO TAKE – Remember to take your work experience diary; it is very important to record your experiences and the skills learnt and developed.

DURING WORK EXPERIENCE

Please follow these important points:

ATTITUDE – Throw yourself into the placement; be open-minded and inquisitive; take every opportunity that comes your way. Be flexible – it's a chance to learn as much as you can. Ask sensible questions – this will help you gain a wide understanding about the organisation. You are representing the school so ensure your attitude will be a good reflection on everyone.

SAFETY – Your employer should provide you with an induction, giving you the details about first aiders, fire safety and general health and safety information.

MOBILE PHONES – Most companies have a policy on mobile phones. Keep them in your bag/pocket and only use them at lunch times unless you are told otherwise.

SICKNESS – If you are ill, make sure you call your employer and the school first thing in the morning and let them know.

RECORD – Make sure you record what you have learnt and the challenges you have faced. You can always ask if you can take photos (some employers have a no photo policy).

DON'T LIKE IT? Or something goes wrong? If you feel you cannot talk to your employer, call the school and discuss your concerns – but don't give up, it is a new experience so be patient!

At the end of your placement day...

- Ask your employer for some written feedback. It is useful for you to reflect with your employer on what went well and where you might be able to improve.
- Most importantly, thank your employer - they have put a lot of time and resources into your placement.

For further WEX support: Contact Ashby Schools Careers Team via email at **year9workday@ashbyschool.org.uk**