

Getting Started

Y10

Work Experience



Work Experience Check List

Year 10 Work Experience will take place on:
Wednesday 4th & Thursday 5th March 2026

1.	Create a CV on Unifrog	<input type="checkbox"/>
2.	Make Contact with Employers, either face to face, on the telephone or by email.	<input type="checkbox"/>
3. 	Work experience placement details must be uploaded onto Unifrog for approval, no later than Monday 2nd February 2026 . <i>Unfortunately, late submissions cannot be processed due to time constraints with the approval process</i>	<input type="checkbox"/>



What if I can't find anyone to offer me work experience?

We understand that some students/ families may face challenges in securing work experience. Please don't worry, In these circumstances, students will come to school on the 4th and 5th March as normal but instead of normal lessons you will have an **alternative, off-timetable career-related activities to participate in.**

To find out more visit:

<https://www.young-enterprise.org.uk/what-we-do/programmes/launchpad>



The CV Building Tool on Unifrog

As a student at QE School, you have access to Unifrog, our destinations and careers platform.

- **Go to Unifrog.org and log in** using your school email address.

If you have forgotten your password, you can reset it from the main login page.

- Once logged in, you can **access the CV Building tool** by scrolling down and clicking on the CV/Resume button on the main menu



- **Click the Edit button** in the write section and complete each section. You will need to click save changes after any amendments
- **Contact Information** Be sure to add your address as employers like to see your location to their business
- **Personal Introduction.** Describe yourself focusing on your strengths and career aspirations, for instance, if you were wanting to become a teacher in the future, you may wish to think about what qualities you possess that align with what is needed to be a teacher i.e. patience, listening skills, strong written and communication, empathy etc...
- **Skills** We advise you to enter a minimum of 5 skills and you can look at the drop down menu for inspiration. Please only list skills you have evidence of demonstrating. ie Teamwork as you are part of the sport team or are part of the cast in the school production.

Think about all areas of your life where you have gained skills whether it be from babysitting for friends and family, learning an instrument, being part of a sports team or participating in Duke of Edinburgh etc.

Another suggestion is to ask your friends and family what skills they think you have.

- **Work Experience** Here you will enter any paid or unpaid voluntary work you have/are participating in.
- **Education** List all your GCSE subjects you are studying.
- **Other interests:** Tell them something about you which might include hobbies, love of a subject , sporting interests or simply spending time with your pet. Even something as little as tending to an animal demonstrates caring and responsibility.
- **Reference** We advise that you have people in mind such as an employer, tutor or sports coach but you can leave this blank for now.
- **Always proofread** your CV and check for spelling errors.
- **Once you are happy** with your CV it can be downloaded into a word document for printing and PDF ready for emailing

Write
Add, edit and delete text

Preview
How it'll look

Example

Joe Bloggs

01202 123 456
JoeBloggs@gmail.com
100 Long Lane Wimborne Dorset BH21 3AT

Personal profile

I would describe myself as a motivated, adaptable team player with a strong passion for problem solving and a keen interest in pursuing a career in IT. Through studying Computer Science and Mathematics at a high level, I have developed technical and analytical skills. In addition, my part-time role working in retail and hospitality have strengthened my communication abilities and my capacity to perform well under pressure.

Skills

Teamwork
Playing for Wimborne Town Football Team has taught me resilience and strengthened my ability to work effectively as part of a team.

Working under pressure
Taking orders and serving customers in the restaurant has taught me how to stay calm and work effectively under pressure

Communication
Clear and concise communication is essential both when playing football as part of a team and when taking orders from customers in my part-time job

Technical skills
As well as my studies at school, I enjoy building my home computer in my spare time.

Problem solving
Alongside my school studies, I help tutor my younger sibling in maths homework and have represented my school in mathematics competitions against other local schools.

Work experience

October 2025 - Present **Saturday Assistant** - The Lion Hotel and Restaurant
My main responsibilities include seating customers in the dining area, taking orders, and bringing food to the table once it is prepared. I am also responsible for ensuring the dining area is cleaned after each seating and at the end of the day.

Education

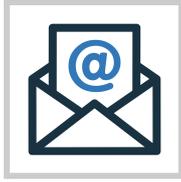
September 2025 - Present **GCSE's** - Queen Elizabeths School, Wimborne Dorset BH21 4DT
Maths
English
Biology
Chemistry
Physics
Religious Studies
PE
French
Computer Science

Other interests

Outside school
Outside of school I enjoy playing football as part of a team, building my home computer, long walks with my dogs and spending time with family and friends.

References

Mr Happy **Queen Elizabeths School, Wimborne Dorset BH214DT** - Tutor
01202 885 233
Vhappy@queenelizabeths.com



How to structure an email to an employer

- **Type a subject heading** that is clear, concise and therefore easy to search for at a later date.
- **Dear Sir/Madam** If you don't know the name of the person you are trying to contact.
Dear First Name & Surname If you know a name or **Dear First Name** only if you know the person very well.

Although using 'Mr' and 'Mrs' was once acceptable it does carry risk of misgendering or assuming the reader's marital status. Only use this option if the recipient is known to you and you are aware of their preferences

- **The Message:** Keep your paragraph short and concise. Not too long or wordy. Outline here why you are making contact

Eg. I am writing to inquire as to whether your organisation might support me with 2 days of work experience on the **4th and 5th March 2026**.

Explain why you are interested in doing work experience at their company. Make sure you have researched properly what the company does and not just say 'because it's close to my house'

- Draw attention to your attached CV (if you have one) and what current experience/skills you have that would support working within this organisation . ie **Please find attached my CV, which outlines my experience/skills in....**
- **'I look forward to hearing from you shortly'**
Using this sentence draws your communication to an assertive, confident close to the employer setting out your expectation for a response!
- **Yours sincerely** if you know the name of the person or **Regards** (less formal) or **Yours faithfully** if you don't know their name and have addressed the email/letter to **Sir/Madam**

- Listing your contact details makes it easier for the employer to contact you.



If you don't hear from your contact for a week or two. Call the recipient to confirm they received it. This gives you the opportunity to start a conversation and make your communication more personable.

Example

New Message _ ↗ ✕

Recipients 🔒

Joe Bloggs Work Experience Inquiry-'Type Date'

Dear ?

I am writing to inquire whether you would consider hosting me for a work experience placement on

Type your message here. Be mindful of spellings and grammatical errors.
Always proofread before you send

Yours ?

Mr Joe Bloggs
Jbloggs@queenelizabeths.com
01202 885 230

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Making 'In Person' Contact

Where possible 'Face to Face' enquiries are often the most successful with securing work experience.

- **Be well prepared** in who and what the company does that you are going to approach.
- **Present yourself professionally** by dressing as smartly as possible.
- **Say 'Hello' and Smile**
- **Maintain Positive Body Language** Maintain eye contact, hands out of pockets and don't cross arms
- **Explain why you have popped in** ie... Who you are, what you are looking for, when and why you want to work with them.
- **Offer to leave with them your CV** to pass on if you are unable to speak with the person in charge.
- **Where possible get a name** and email address of someone you can follow up with if you leave your CV with them.
- **Ensure all conversations** you have with everyone you meet are engaging and polite.
- **Remember Politeness and Enthusiasm will never go unmissed.**

If you don't hear back from your Face to Face enquiry, it would be advisable to telephone them to ask to speak to the contact name you obtained or drop them an email attaching your CV

What's
Next?



Making contact over the telephone

Telephone conversations are a great way to demonstrate confidence from a distance!

- **Be well prepared** in who and what the company does that you are going to approach
- **Create a Tailored Script** this will help you keep focussed on what you want to say and get from the conversation
- **Practice Responses with Family or Friends.** This will help you feel more confident before telephoning.
- **Think about your tone,** do you sound enthusiastic, sometimes it helps to smile while you speak.
- **Check your surroundings** before you call. Make sure you are in a quiet, distraction free environment with a good phone signal.
- **Be Clear and Concise.** Take your time. We have a habit of speeding up when we are nervous.
- **Listening is key.** Be sure to ask the caller to clarify again if you have misunderstood or need an email address repeated.
- **Next Steps** Clarify what you need to do next ie.... Call again, send a CV, pop in for an informal chat if they would like?
- **Thank them** for their time. Be gracious and thank them for taking time to speak with you, even if it is not a positive outcome.
- **Remember the first call is always the hardest.... The more you do the easier it gets!**



Your search has been successful!

- First of all, thank the employer for this opportunity.
- Inform the employer that very shortly they will receive an email from 'Unifrog' and the email will contain the form they will need to complete to support their offer to you of work experience.
- Should the employer have any questions or require any help in completing the online forms please ask them to contact the careers team at QE school on 01202 790719 or ngribbins@queenelizabeths.com



Adding Year 10 Work Placement Details to Unifrog

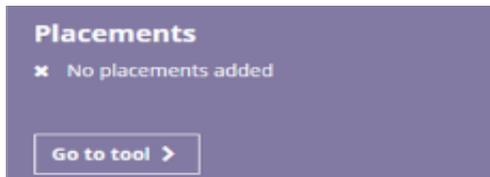
In order to approve and secure your **Year 10 Work Experience** Placement, this needs to be inputted onto Unifrog, the destination platform, as a 'new placement'.

Step 1: Log into [unifrog](http://www.unifrog.org) (www.unifrog.org)



For those who experience difficulty please see the Careers Department for assistance or your tutor

Step 2: On the **home page** scroll down to find the placement Icon.



Step 3: Click the 'go to tool' to add a your new placement information

Step 4: Please only complete this form once the employer has agreed to take you on.

* Already agreed with the employer?

---- select ----

---- select ----

Yes, I have agreed it with the employer

No, I have not yet agreed it with the employer

Step 5: Add the company name, the work experience dates and Mrs Gribbins as the placement coordinator

Basic details

* Name of placement business / organisation

* Placement start date

Placement end date

* Placement coordinator

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

Step 6: Describe your working hours over the next 2 days and ensure you select the option that ensures you will be having work experience in person. (see example below) Virtual work experience will not be accepted

Logistics

* Describe the time commitment
Eg 'Full time' or 'Tuesday and Thursday afternoons'.

* Will you meet the employer in-person (not on a video call) at any point during the placement?

Yes, it's all or part in-person with the employer,

select: yes, it's all or part in-person

Step 7: It is important to write a brief objective for the employer so they can see what you want to achieve.

Your objectives

* What are your objectives for this placement?

Words: 35.25 minimum recommended.

We will show this to the employer, to help them plan a really useful placement for you.

Consider:

- What skills you want to develop
- What you'd like to observe and learn at the workplace
- Any questions you have about the employer's work

Just an Example

Step 8: When typing the employer details please make sure their name is spelt correctly and their email address is correct. Errors in email addresses will result in the employer not receiving the forms to complete!

Employer contact details

* Employer placement lead: name

* Employer placement lead: work email

Important: this must be correct, or we won't be able to progress the placement.

* Employer placement lead: work email (again)

Step 9: Last but not least read through what you have entered to check for errors before submitting your application

Once checked please can you  the following option boxes and click

Add placement

Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by the confidentiality, data protection and data security policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school/college as soon as possible of any absences?

* Agree Yes, I agree to **all four points** above.

Form finished? mark this form as finished and notify employer to fill in their initial form

[Add placement](#) or [cancel changes](#)

Now you can sit back and let the process begin....

