



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

Add the placement to CEDAR – *Individual Learning Plan: Work Experience*

YES – my placement is virtual:

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

Input **Jane Edwards** in employer contact details on both Unifrog and placement organisation – jane.f.edwards@kedst.ac.uk

Add the placement to CEDAR *Individual Learning Plan: Work Experience. Use college in address fields*

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 review form – emailed to you automatically on the last day of your placement

Complete your work experience booklet

Consider what's next and identify any skills gaps

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 workshop – see website events page

Ask family /friends for contacts