

WORK EXPERIENCE



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WORK EXPERIENCE - WHY?

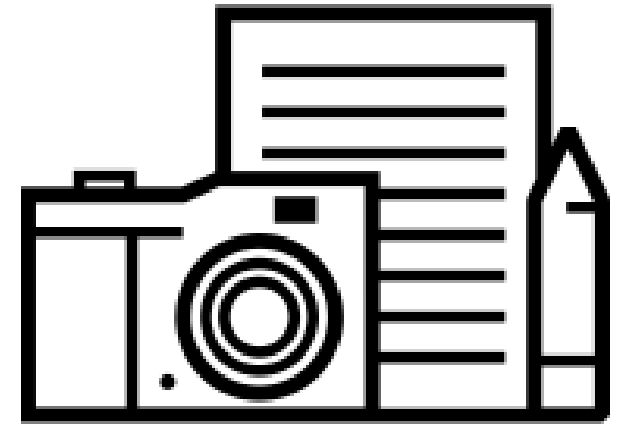
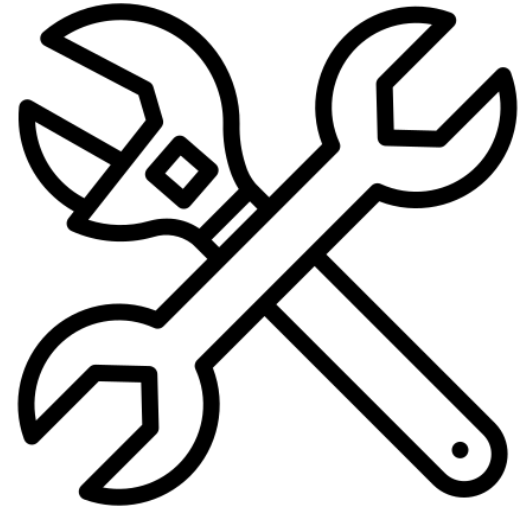
- **Developing** transferable skills, such as communication and teamwork.
- **Understanding** how the world of employment works.
- Building **confidence** in positively interacting with the public.
- **Valuable** content for CVs / applications, and to talk about at job interviews.
- Develop your professional network/get **contacts** for later!

WORK EXPERIENCE - WHEN?

29 June - 3 July 2026

You may have up to 3 days WEX authorised outside of these dates, if the employer is unable to offer the above dates. If you are applying to a pre-existing work experience scheme (HSBC, Yorkshire Water and ARUP are common ones in Leeds) and the dates fall outside of the above dates, you must speak to Mrs Mills and provide evidence of the scheme you are applying for.

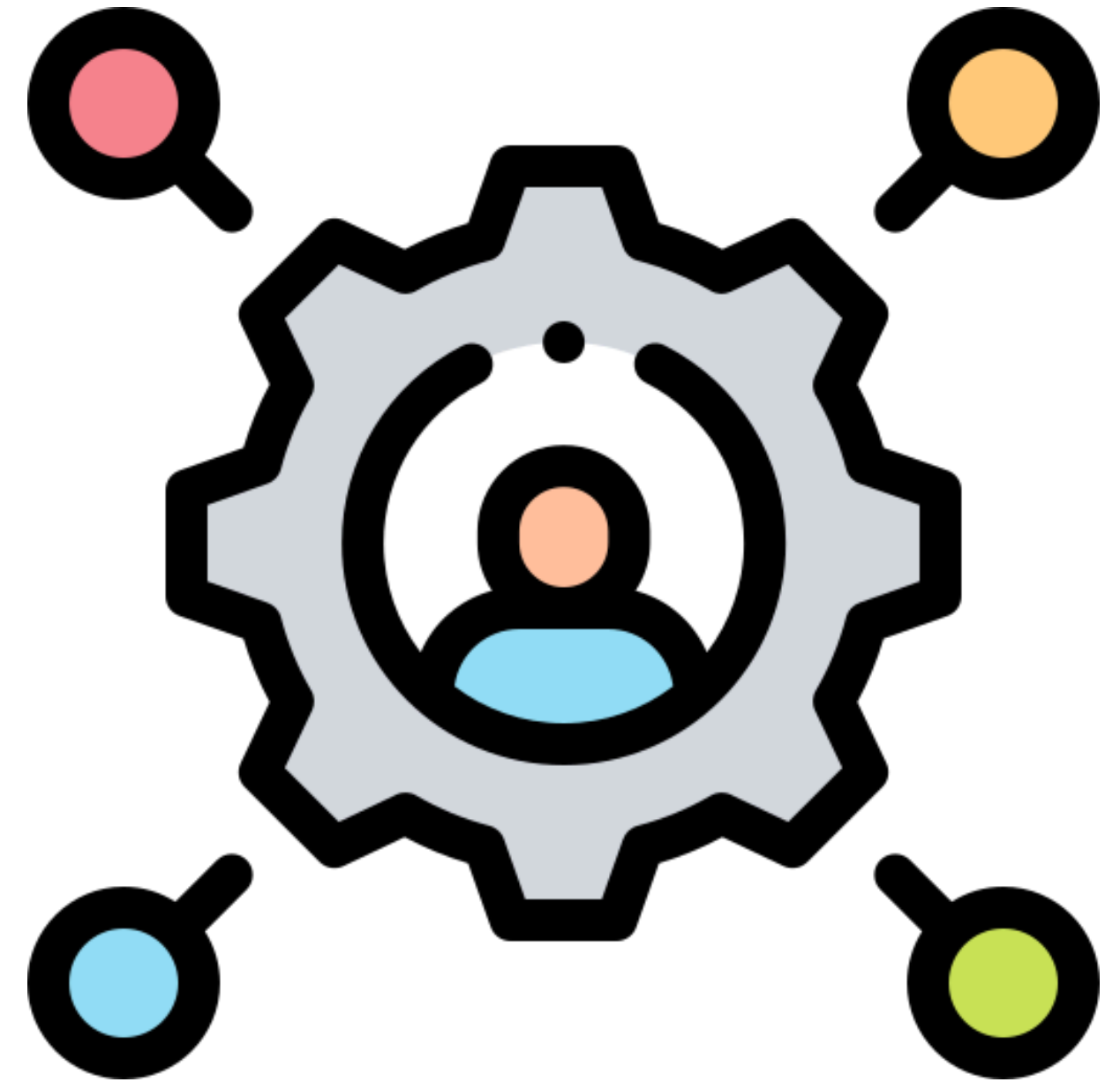
WORK EXPERIENCE - JOBS



Where could your
work experience take you?

WORK EXPERIENCE SKILLS

- **Resilience & Problem-Solving**
- **Resourcefulness & Organisation**
- **Time Management**
- **Work Ethic**
- **Enthusiasm**
- **Communication Skills**
- **Self-confidence and self-esteem**



MOST IMPORTANT?

—



Communication

ANY placement will develop this!

I'M FINDING IT DIFFICULT TO GET EXACTLY WHAT I WANT!

—

Think general

I'M FINDING IT DIFFICULT TO GET EXACTLY WHAT I WANT!

—

Think general

Fashion

I'M FINDING IT DIFFICULT TO GET EXACTLY WHAT I WANT!

Think general

Fashion

Fashion designer?

**Retail shops, Marketing
Agencies, Fashion
magazines or
newspapers**



I'M FINDING IT DIFFICULT TO GET EXACTLY WHAT I WANT!

Think general

Finance/Accountant

I'M FINDING IT DIFFICULT TO GET EXACTLY WHAT I WANT!

Think general

Finance/Accountant

Accountancy Firm?

ANY Business has an accountant - ask them about their role and how they handle finances



I'M FINDING IT DIFFICULT TO GET EXACTLY WHAT I WANT!

—

Think general

History/Historian

I'M FINDING IT DIFFICULT TO GET EXACTLY WHAT I WANT!

Think general

History/Historian

Museum?

**Libraries, Archives, historical property conservation,
local council, community centres**



I'M FINDING IT DIFFICULT TO GET EXACTLY WHAT I WANT!

Think skills!

HOW DO I KNOW WHICH EXPERIENCE IS BEST FOR ME?



**Must have
experience!**

Teaching

Dentist

Paramedic

Doctor

Psychologist

Nursing/Healthcare

Counsellor

Physiotherapy

Youth Worker

Think skills!

HOW DO I KNOW WHICH EXPERIENCE IS BEST FOR ME?



**Must have
experience!**




**Communicating and
helping others**

Teaching

Dentist

Paramedic

Doctor

Psychologist

Nursing/Healthcare

Counsellor

Physiotherapy

Youth Worker

HOW DO I KNOW WHICH EXPERIENCE IS BEST FOR ME?



Must have
experience!



**Communicating and
helping others**

Where can I develop this?

Teaching

Dentist

Paramedic

Doctor

Psychologist

Nursing/Healthcare

Counsellor

Physiotherapy

Youth Worker

Hospital (any role)

Retail shops

Primary schools

Charities

Care homes

Volunteering

Community hubs

Food banks

OVERALL?

Think general

**MOST COMPANIES WILL
HAVE A RANGE OF ROLES
THAT CAN CROSS OVER**

&

Think skills

**WHAT SKILLS DOES YOUR
DREAM JOB NEED?
WHERE CAN YOU
DEVELOP THESE?**

HOW DO I FIND A PLACEMENT?

1

**SPEAK TO FAMILY
AND FAMILY
FRIENDS**



HOW DO I FIND A PLACEMENT?

1

SPEAK TO FAMILY
AND FAMILY
FRIENDS



2

GET
GOOGLING!



HOW DO I FIND A PLACEMENT?



Google

law leeds contact us

Please contact our admissions team for details. admissions@leeds.ac.uk For specific details on grades required for this course contact the School of Law ...

Veta Law

<https://www.vetalaw.com> › veta-law-leeds-office

Veta Law Leeds Office

Call us now on **01625 810 300**, or fill in the form below and one of our experts will be in touch to discuss how we can help.

MJC Law

<https://www.mjc-law.co.uk> › contact

Contact Us

Nottingham Office. Call: **0115 6950084**. Email: enquiries@mjc-law.co.uk. Unit 8. Wheatcroft Business Park. Landmere Lane. Edwalton. Nottingham. NG12 4DG. Leeds ...

Quebec Law Solicitors

<https://quebeclaw.co.uk> › contact-us

Contact us

Speak with our expert lawyers. Leeds Office. Quebec Law Solicitors · 291 Roundhay Road, Leeds, LS8 4HS. T: **+44 (0)113 345 4114**. E: info@quebeclaw.co.uk ...

- WORK EXPERIENCE LEADS
- LAW LEADS CONTACT US
- MARKETING LEADS CONTACT US

HOW DO I FIND A PLACEMENT?

2

GET
GOOGLING!



MARKETING LEADS CONTACT US

Google

marketing leads contact us



risedigitalmarketing.co.uk

<https://www.risedigitalmarketing.co.uk> › contact



[Contact us | Digital Marketing Agency Leeds](#)

Call us on **0113 292 6920** to discuss all your digital marketing needs. We are based in Leeds and specialise in website design, SEO, PPC, Branding, ...



Pure Creative Marketing

<https://www.purecreativemarketing.net> › contact-us



[Contact Us | Pure Creative Marketing Design Agency Leeds](#)

If you would like to find out more about our services or how we might be able to assist you in achieving your sales and **marketing** objectives, ...



MET Marketing

<https://metmarketing.co.uk> › contact



[Contact](#)

SPECIALISTS. **0113 898 0240**; [Contact](#) · [Blog](#) · [About Us](#) · [col1](#) · [Meet the team](#) · [MET Mentoring](#) · [Work for us](#) · [Charity Partnerships](#) ...

HOW DO I FIND A PLACEMENT?

1

SPEAK TO FAMILY
AND FAMILY
FRIENDS



2

GET
GOOGLING!



3

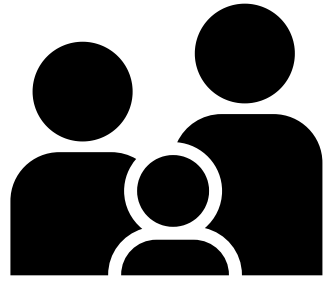
GET OUT
THERE!



HOW DO I FIND A PLACEMENT?

1

SPEAK TO FAMILY
AND FAMILY
FRIENDS



2

GET
GOOGLING!



3

GET OUT
THERE!



4

USE SOCIAL
MEDIA

LinkedIn



WORK EXPERIENCE PLACEMENT

1

SPEAK TO
FAMILY AND
FAMILY
FRIENDS



2

GET
GOOGLING!



3

GET OUT
THERE!



4

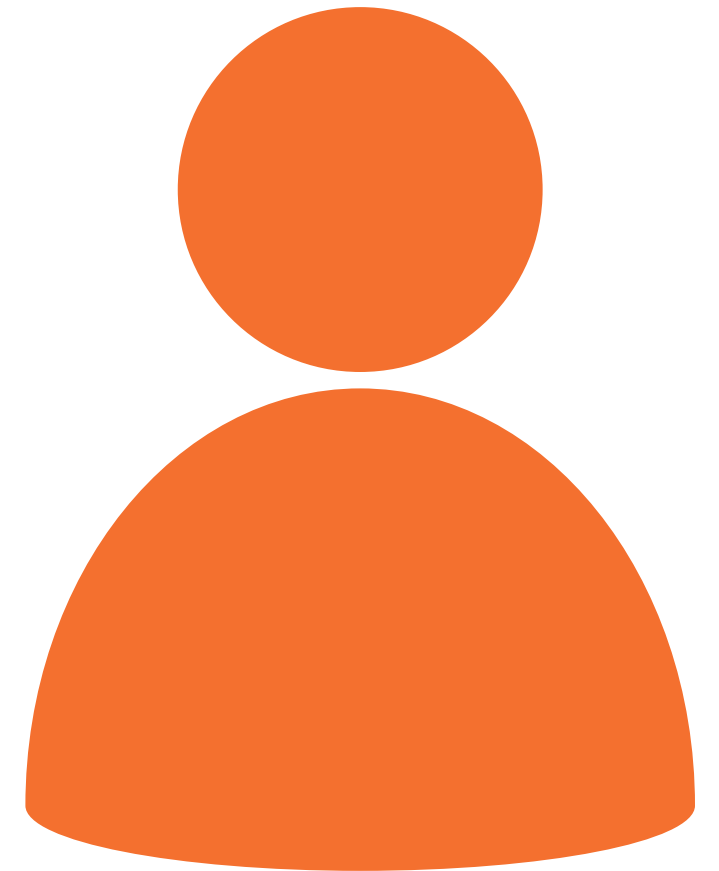
USE
SOCIAL
MEDIA

**I HAVE
SOMEWHERE THAT
SAID THEY WILL
TAKE ME ON**

**I HAVE NOT
CONTACTED
ANYWHERE YET**

CONTACTING A PLACEMENT

**I HAVE NOT
CONTACTED
ANYWHERE YET**



PHONE CALLING A PLACEMENT



**I HAVE NOT
CONTACTED
ANYWHERE YET**



Hi, my name is _____ and I am a 6th form student at Allerton Grange School. I am looking for a work experience placement from _____ to _____ and I am keen to gain experience in the _____ field, are you the best person to speak to about arranging this at _____ (company name)?

EMAILING A PLACEMENT

**I HAVE NOT
CONTACTED
ANYWHERE YET**



Dear ____, / To whom it may concern,

I am a 6th form student at Allerton Grange School and I am seeking an opportunity to gain a week of work experience from 29 June to 3 July 2026.

I have an interest in ____ and would love to discuss the possibility of shadowing and supporting in ____.

Would you be willing to discuss any opportunities you may have for me to complete my placement? I look forward to hearing from you soon.

Kind regards,
My Name

OR

**MRS MILLS HAS A LETTER THAT YOU CAN
SEND OUT WITH YOUR EMAIL, TO SHOW
THAT YOUR REQUEST IS VALID, AUTHENTIC
AND NECESSARY FOOR YOUR STUDIES.**

Dear ____

I am an A Level student at Allerton Grange 6th Form in Leeds and I am looking to gain a week long work experience placement in July 2026.

As a keen _____ I would love the opportunity to complete my placement at _____.

Please can you provide me with the best person to contact regarding a work experience placement with _____.

Kind regards,
My Name

REGISTERING A PLACEMENT

**I HAVE
SOMEWHERE THAT
SAID THEY WILL
TAKE ME ON**



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REGISTERING A PLACEMENT

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Exploring pathways

Careers library

✓ Careers favourited

Go to tool >

Subjects library

✓ Subjects favourited

Go to tool >

Know-how library

✓ Guides favourited

Go to tool >

I HAVE
SOMEWHERE THAT
SAID THEY WILL
TAKE ME ON

MOOC

You have 8 shortlists

Start >

Webinars

Hear directly from the experts

Go to tool >

Read, Watch, Listen

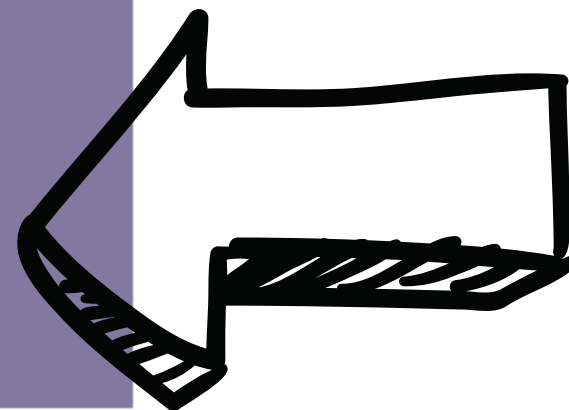
✓ Profiles favourited

Start >

Placements

✓ 3 placements added, 0 completed

Go to tool >



ADDING A PLACEMENT

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I HAVE
SOMEWHERE THAT
SAID THEY WILL
TAKE ME ON

Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms.
Want an overview of how organising a placement works? [See the whole process >](#)



0 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

Add new placement



YOUR DETAILS

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I HAVE
SOMEWHERE THAT
SAID THEY WILL
TAKE ME ON

Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form.

Afterwards we'll ask the placement lead at the employer to fill in the next form.

* In person or Virtual

---- select ----

Placements tool or Activities tool? The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

Virtual or In person? If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

* Placement coordinator

---- pick one ----

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

* Name of placement business / organisation

eg Lottie's little bakery

* Placement start date

-- day --

-- month --

-- year --

Placement end date

-- leave blank if --

-- leave blank if --

-- leave blank if --

* Describe the time commitment

eg Full time

EMPLOYER'S EMAIL

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Employer contact details

* Employer placement lead: name

eg Tim Cook

* Employer placement lead: work
email

eg tcook@apple.com

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

* Employer placement lead: work
email (again)

eg tcook@apple.com

I HAVE
SOMEWHERE THAT
SAID THEY WILL
TAKE ME ON

**EMPLOYER'S EMAIL -
MAKE SURE IT'S CORRECT!**



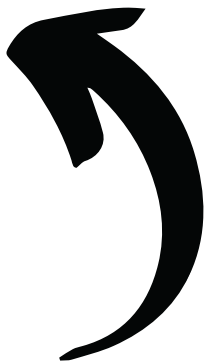
PLACEMENT COORDINATOR



* Placement coordinator

Mrs Mills

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



SELECT MRS MILLS

PARENT'S EMAIL

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I HAVE
SOMEWHERE THAT
SAID THEY WILL
TAKE ME ON

* Parent / guardian (who must
also be your emergency contact)

Sally Cooper

* Parent / guardian email

sallycooper@example.com

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

* Parent / guardian email (again)

sallycooper@example.com

**PARENT'S EMAIL - MAKE
SURE IT'S CORRECT!**

REGISTERING A PLACEMENT



unifrog

1

Placement agrees to take you on

2

Add placement on Unifrog - you need their email and your parents email

3

Complete Unifrog form

4

Form is automatically sent to employer to agree

5

Form is automatically sent to your parents to agree

6

Form is automatically sent to Mrs Mills to agree

7

You receive a confirmation email that all forms are complete and your placement goes ahead!

8

All done and confirmed - your placement is going ahead!

IMPORTANT!



Don't fill in the form or add an employer's email **WITHOUT** their agreement that they can host you. Let them know they will receive a link to a form when they agree.



Look for a placement yourself - email, phone, ask! But if you struggle with anything, see Mrs Mills, the 6th form team or ask your subject teachers/form tutor



Select Mrs Mills as the placement coordinator - Mrs Mills is the person overseeing everyone's forms



Don't leave it too late - start researching and contacting employers now!



You **CANNOT** start your placement until all forms are filled in and confirmed by the school - you will receive a final email about this.



Review your placement when you're done and reflect on your experience. You will receive a final email form about this. Enjoy!

I HAVE
SOMEWHERE THAT
SAID THEY WILL
TAKE ME ON

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NHS OR HEALTHCARE?



The Leeds
Teaching Hospitals
NHS Trust

unifrog

NHS OR HEALTHCARE?



The Leeds
Teaching Hospitals
NHS Trust



I AM INTERESTED
IN A CAREER IN
HEALTH CARE OR
NHS BASED



- No guarantees, they are among the most sought after and hardest to secure placements!
- Be flexible with dates due to demands
- Any role will give you NHS insight - don't be restrictive
- You may be given 1 day, instead of the full week. TAKE IT! All experience is good experience.
- If you have 1 day at a hospital/surgery etc. please find somewhere else that will take you on for the remaining days.

KEY INFORMATION & DATES

- **2nd October 2025** - WEX Launch Assembly
- **24th April 2026** - Final Placement Deadline (placements must be logged on Unifrog by this date)
- **June 2026** - Health & Safety/WEX Preparation Assembly
- **29th June - 3rd July 2026** - Work Experience Week

Drop in to the Careers Office any time for help and support BUT you need to evidence what you have done to find a placement before help will be given!

██████████

Key websites that offer VWEX and MOOC's are:

-



VOLUNTEERING



You must all complete a minimum of 30 hours community action as part of our 6th form expectation, however, regular volunteering has so many benefits and is essential for applications to some careers/courses (e.g. medicine). Please consider dedicating a few hours a week or month to volunteer.

I have a letter, should an employer/charity/organisation want to validate your request for volunteering. Please ask me or the 6th form team to send this on if you need it.