



# **Goodwin Academy**

**2025 - 26**

**School Coordinator: Mr Dixon**



# Why is it important to get it right?

Skills and experiences;

- Increase occupational knowledge
- Communication
- Motivation
- Confidence
- Teamwork
- Ability to work under pressure



# Work Experience 2025/26

- Your child will be completing work experience next year as part of their learning about and preparation for the workplace
- The work experience programme will consist of two 2-day placements, this can be with one employer or two different employers



# Work Experience 2024/25

T1 - 3	T4 - 6
Placement 1	Placement 2





# Pre-Work Experience Admin

WORK EXPERIENCE JOURNAL		
This journal will help you plan and track your work experience. You'll need to fill in some sections before, during, and after your work experience.		
<b>A) COMPLETE BEFORE PLACEMENT</b>		
<b>1. Work experience profile</b>		
Complete the following sections:		
<b>Dates of experience:</b>		
Start date:	End date:	
<b>Working hours:</b>		
From:	To:	
<b>Things to prepare:</b>		
<b>Lunchtime arrangements</b> (e.g. packed lunch, provided by work, buying lunch yourself)		
<b>Workwear</b> (e.g. are you required to wear particular clothing such as a suit, high visibility jacket, company clothing, or a uniform?)		
Will this be provided for you? Yes / No		
<b>Travel arrangements:</b>		
Mode of travel (e.g. car, train, walk, bus)	Journey length	Cost of travel

As part of the work experience programme your child will be expected to complete a journal.

This will be introduced during PSHE lessons in Term 1



# Your Placement

- Your child is responsible for finding their own work placement.
- If they are unable to find a placement the school will try to help find a placement, but let us know as soon as possible.
- Try to find a placement that fits with their chosen career path, if they do not currently have a career in mind at this time, what are they interested in?





# Your Placement

- Placements should be accessible when travelling. Check the journey route, times and the cost.
- Placements should not, where possible, be with a direct family member.
- Make sure your child knows what they will be doing during their placement before starting it. They should try to gain as many experiences as they can during the 2 days.
- A successful work placement can sometimes lead to paid work.

# Organising the Work Placement

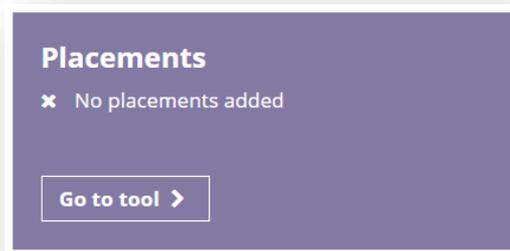


- It is **IMPORTANT** that contact is made with the intended employer before adding the placement to Unifrog.
- The placement **MUST** be requested at least 2-weeks before it is due to take place.
- A maximum of 5 students on any given date will be authorised. Placements will be allocated on a first come, first served basis.

# Organising the Work Placement



- Students will be using Unifrog to set up, record and evaluate their work placement.
- Students already have a [Unifrog](#) account.
- To learn more about the Placements tool for Work Experience students can use this link; [Using the placements tool](#)



# Organising the Work Placement



- Students must let their employer know that they will be receiving a form that needs to be completed online. Make sure that they know that the link will be from Unifrog.
- As parents you will receive a copy of your child's form and the employer's form, and when you have received this, you will need to review the information and agree to the placement.
- If there is something that you do not agree with then you should contact Mr Dixon.
- When this has been completed all forms will be sent to Mr Dixon and I will review and agree the placement. If there is an issue I will contact you or the employer.



# Organising the Work Placement

- Remember

**At least 2 weeks notice**



**Sooner is better!**

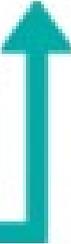
# During and after the Work Placement



- During the first day of the placement the attendance officer will contact the employer to check that your child has attended, but more importantly they will check that everything is okay.
- If your child or yourself is not happy with the placement then contact should be made with Mr Dixon for support and advice.
- After the placement has finished, your child and the employer should complete the reflection activities on Unifrog. These are important as it provides a record of the placement and the skills/experiences gained that can be used at a later stage when writing a personal statement or attending an interview.
- Employers have not been great at completing the reflection so it is important that a 'gentle' reminder of the request is made before the end of the placement



# Useful Websites

success  
at school 

**CXK**   
inspiring people to thrive

**MYPATH**



**Any questions?**