



iMPACT

8th-12th June 2026

Work Experience Guide

- **BE SAFE during work experience**
- **Placement induction checklist**
- **How to find work experience**

Name:

Placement Name:

Dates of Placement:

College Phone Number: 01432 355 166

Email: workexperience@hereford.ac.uk

WORK EXPERIENCE

HEALTH AND SAFETY & SAFEGUARDING



Make sure you know where the fire exits are and what to do in an emergency.

Ask the placement for anything specific you need to wear, e.g steel toe cap boots.



Only use equipment you have been trained to use.

Report any safety concerns or issues to the placement.

REPORT



If you feel unsafe during your work experience, please contact your Lead Tutor or John Pratt
jpp@hereford.ac.uk on 01432 355166

How to find work experience

Step 1: Explore your interests and ideal career

You can use resources on the internet such as:

- Unifrog: <https://www.unifrog.org/>
- eClips (pw: hsfc20): <https://www.eclipsonline.co.uk>

If you have done some research but are still unsure of career ideas, visit the Careers department (A059) for drop-in, or email careers@hereford.ac.uk.

Step 2: Find placements to contact

There are a variety of ways to find a work experience placement:

- Utilise connections like **friends** and **family**.
- **Search online** for organisations near you (e.g “Local Schools in Hereford”) or use **google maps**
- Use **social media** and **job websites** like Indeed, Reed, LinkedIn and Yell.com.

If you're struggling to find a suitable placement, email workexperience@hereford.ac.uk for a work experience appointment.

Step 3: Contacting a placement

Once you have found some organisations which you would like to do work experience with, you need to get in touch with them.

You can email them, phone them or visit in person. One of the most successful methods of contacting a work experience placement is to **send them an email**, **wait a few days**, and if you haven't received a response, **follow up with a call**.

See the **next page** for an email template you could use.

Some useful tips:

- First impressions count! Make sure you leave a good one.
- Be formal and double-check for spelling, grammar and punctuation.
- Attach a CV if you have one.
- Make sure to let them know if you are no longer interested in work experience with them.

If you need support with emailing employers please email:

workexperience@hereford.ac.uk

Email template to send to Employers

Dear [correct full name and title]

I am currently in my [first/second/third] year at Hereford Sixth Form College, where I am studying [list subjects].

I am keen to work as a [job role / work in the area of industry/sector] in the future and would like to learn more about what the [job / industry / profession] involves and the associated work environment(s). A placement with [organisation name] would be an invaluable way to gain this experience and I would be grateful if you would consider giving me this opportunity.

[Explain why you are choosing this organisation and/or what a placement there will give you specifically, e.g. a chance to observe a particular industrial process or to see how a professional meeting is conducted].

[Set out your skills, qualities and experiences, adapted to highlight your suitability for the placement you are seeking, e.g. 'I am punctual and I am proud of my excellent attendance record at college'].

I would prefer to fit a placement with you around my colleges work experience week, which is [date of Impact Week] but I will be as flexible as possible in accommodating the dates and times that you could offer.

Thank you in advance for considering my request and I look forward to hearing back from you shortly. My contact details for this purpose are [telephone number and email address].

Yours sincerely

[Type your name]

Step 4: Letting the college know

You must upload your work experience placement on **Unifrog** by **Friday 13th of March 2026**

To log a placement:

Option 1:

1. Google: <https://www.unifrog.org/>
2. Log in to your account, using your college email.
3. On the homepage, search “Placements”.
4. Click the first placements option, under “Tools”.
5. Add a new placement and complete the information.

Option 2:

1. Google: <https://www.unifrog.org/>
2. Log in to your account, using your college email.
3. On the homepage, scroll down until you reach the “Exploring Pathways” section.
4. Click the purple “Placements” box.
5. Add a new placement and complete the information.

Any issues, scan the QR code to make an appointment with your work experience coordinator or email

workexperience@hereford.ac.uk



Frequently Asked Questions

Q. Should I contact multiple placements at once, or email one and wait for a response, before contacting another?

A. You will be more successful by contacting multiple placements at once - be sure to tailor each email to the placement though!

Q. What if I can't find a placement, or my ideal career doesn't offer work experience?

A. Consider exploring alternative placements that may not align directly with your future career, but still offer relevant skills. For example; you can do work experience in a nursery if you'd like to become a Midwife, or in a care home if you'd like to become a Psychologist.

Q. I don't know what I'd like to do.

A. Now's the perfect time to trial different placements! Consider your favourite subjects, hobbies, or charities you support. Could you do work experience at a charity shop related to a cause you're passionate about?

Q. When should I upload my placement on Unifrog by?

A. Friday 13th March 2026

Student Code of Conduct

A. It is advisable that you make the employer aware in advance of any medical conditions that they would benefit from knowing such as allergies, epilepsy, or mobility issues allowing them to ensure a safe working environment for you. This can be included in your Unifrog placement document.

B. If you cannot attend your placement for any reason you must contact the employer by telephone or email before the time you are due to start, giving reason and an apology for any inconvenience caused.

C. Dress appropriately for your placement. Construction sites may require safety boots, while office environments call for smart, professional attire.

D. Your employer will hopefully give you tasks that you can be involved with and enjoy, be keen, ask questions relatable to the role and always do your best.

E. If you are unhappy with your placement, inform the supervising staff member promptly so they can address and resolve any concerns.

F. If you feel unsafe in your placement, contact your Personal Tutor, Lead Tutor or Safeguarding Lead- John Pratt immediately on: 01432 355166 or email: JPP@hereford.ac.uk

G. During your work experience placement, remember that you are representing the college. Always be respectful, professional, and make the most of this valuable opportunity.

**Any issues please speak to Lisa Martindale,
Work Experience Coordinator.**