Abbeywood Community School

Careers Education Information Pack

Providing you with up-to-date careers information sourced locally and nationally.

This document will be updated weekly on the Abbeywood Community School website.

Announcements

CONTENTS

UNIFROG

WORK EXPERIENCE PLACEMENTS (Wex)

APPRENTICESHIPS

SEND AND PASTORAL INFORMATION

POST-16, COLLEGE AND TRAINING PROVIDERS

UNIVERSITY AND HIGHER EDUCATION

PARENT ZONE AND USEFUL WEBSITES

Unifrog

Introducing Unifrog – The Complete Careers Destinations Platform and Work Experience

In keeping with our commitment to provide students with outstanding careers information and guidance and tailored support when choosing their next step after school, each year we will be launching Unifrog; an award-winning, online careers platform to students in all year groups so that all of our students at Abbeywood School and Post16 have access to this excellent website.

The Unifrog platform is designed to support learners in making the most informed decisions about their futures and has a range of tools that are suitable for each year group. Each student has their own personal account that provides a wide range of information related to their interests and aspirations. Key features of the platform include:

- Exploring Pathways – personality quizzes, career and subject profiles, MOOCs and webinars
- Recording – self-reflection about extracurricular activities and key employability skills
- Opportunities – search tools showing live vacancies/courses/placements for apprenticeships, universities (in the UK and abroad), FE, virtual work experience and much more
- Applications – tools to help students build applications for a range of pathways (e.g., CVs, Personal Statements, Common App Essays)
- Work Experience – tools to help students find a work placement (in year 10 and 12)

Students can access the platform by going to https://www.unifrog.org/ log-in using their school email address from any computer, tablet or smartphone, students can then reset their password by clicking the 'Reset Password' on the log-in page, then enter their school email address again, which will then send a password re-set to their school outlook email account. We would encourage you to use the platform with your child so you can support them through the process of completing the profile quizzes, logging any achievements and finding out lots of information regarding their future careers journey as they progress through ACS.

Students will need to source a work experience placement in Year 10/12!

Any information that the school receives regarding Wex opportunities, will be posted on Google Classroom!

We are using Unifrog to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important things to note:

- Students need to agree the placement with the employer first, and then students will get the ball rolling by adding the placement to their Unifrog account (they will find the Placements tool and many helpful resources on their Unifrog homepage and the school website).
- The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions. For the process to work, **it is essential that students add the employer contact information correctly on the initial student form on Unifrog!**

Further Support and Guidance

- Unifrog have created a set of guides to support you find a placement, which can be found Here.
- Within this set of guides, Here is the best one to start with (it includes a short animation of how the whole process works).
- Next, we recommend looking Here because it includes advice on how to find a placement.
- Google Classroom and ACS Website for latest Wex opportunities and information.

Next steps:

- Please see the placement guides on Unifrog and the school website, and then start contacting possible employers for a placement
- If you have any questions, which cannot be answered on Unifrog or the school website then please contact your tutor/keyworker who will be able to help you.

We would like to wish you the best of luck in finding a suitable work placement, and please do make use of the Unifrog guides and the school website to help you.

I have forgotten how to login to Unifrog?	Go to the Unifrog icon on the school portal, or go to Unifrog - The complete destinations platform. Click the ”Sign In” button in the top right corner > Enter your school email address and click “reset password” below > Re-enter your school email address > Click “send now” > check your emails from Unifrog, click on the link and re-set your password.
Year 7,8 & 9	Launching Unifrog with students aged 11-14
Year 10 & 11	Launching Unifrog with students aged 14-16
Post-16	Launching Unifrog 16+ UK - Google Slides

Work Experience Placements (WEx)

Year 10 Work Experience Placement (Wex) – July 2027

All Year 10 students are expected to arrange and complete a one-week work experience placement in July 2027. The available placement weeks are:

- Monday 12 July to Friday 16 July 2027 (Enrichment Week – preferred option)
- Monday 5 July to Friday 9 July 2027 (alternative option for students who are away on an enrichment trip, or where placement availability requires this)

As staff are allocated to enrichment activities during the week commencing 12 July, there will be no timetabled lessons in school. Therefore, it is strongly preferred that students undertake their work experience placement during Enrichment Week (12-16 July 2027).

However, due to the increasing demand for placement opportunities, we have extended the work experience window to include the preceding week. This provides greater flexibility and increases the likelihood of students securing a placement that matches their interests and aspirations.

Students who complete their placement during the alternative week (5-9 July 2027) will be expected to work remotely from home during Enrichment Week to catch up on any schoolwork missed while attending their placement.

Why Work Experience Matters

Work experience provides students with a valuable opportunity to:

- Explore careers and industries that interest them.
- Develop essential employability skills such as communication, teamwork, resilience, organisation and time management.
- Gain an insight into workplace expectations and professional behaviors.
- Build confidence and independence.
- Make more informed decisions about future education, training and career pathways.

For many young people, work experience is one of the most impactful and informative career-related activities they undertake during their school years.

Finding a Placement

Please note that students and their families are responsible for sourcing their own placement. However, extensive support, information and guidance will be provided throughout the year via:

- PSHEE Lessons
- Tutor sessions
- The Year 10 Google Classroom
- The school website
- Unifrog resources and guidance

Using Unifrog

We use Unifrog (www.unifrog.org) to manage the administration and approval process for work experience placements. The platform collects essential information from employers, including insurance and health and safety documentation, and manages the approval process involving parents/carers and the school.

Important Information

1. Students must first secure agreement from an employer before entering placement details into their Unifrog account.
2. The Placements tool can be found on the Unifrog homepage, alongside a range of helpful support materials.
3. Once the placement has been entered, Unifrog will automatically contact the employer, parent/carer and the school's Work Experience Coordinator to collect the necessary information and permissions.
4. It is essential that students enter accurate contact details when registering their placement, as incorrect information may delay or prevent approval.

Further Support and Guidance

- Unifrog have created a set of guides to support you find a placement, which can be found Here.
- Within this set of guides, Here is the best one to start with (it includes a short animation of how the whole process works).
- Next, we recommend looking Here because it includes advice on how to find a placement.
- Google Classroom and ACS Website for latest Wex opportunities and information.

Next Steps

- Check that your child can access their Unifrog account using their school email address.
- Review the placement guidance available through Unifrog and the school website.
- Begin researching and contacting employers as soon as possible.
- Once a placement is agreed, ensure the placement is fully registered on Unifrog.

Please note: placements that are not registered and approved through Unifrog cannot be authorised by the school (unless agreed with the Wex coordinator)

Start Early

We strongly encourage students to begin searching for placements now. Opportunities can be highly competitive, and popular placements often fill quickly. Early applications provide the best chance of securing a meaningful placement.

Finally, please remember that any work experience is better than no work experience. The primary aim is for students to experience a professional working environment, develop transferable skills and gain a greater understanding of the world of work.

We wish all students every success in finding a suitable placement and encourage families to make full use of the support available through Unifrog, Google Classroom and the school website.

Year 12 Work Experience Placement (Wex) – Any dates throughout the year, avoid exam dates and Futures week!

Email Example

Subject: Work Experience Placement Enquiry – July 2027

Dear Sir/Madam,

My name is **[Name]**, and I am a Year **[10/12]** student at Abbeywood Community School Community School.

I am writing to enquire whether your company may be able to offer me a work experience placement during **[the week commencing 12 July 2027/academic year]**.

I am particularly interested in **[industry/career area]** and would welcome the opportunity to learn more about the industry, develop my skills, and gain an insight into the different roles within your organisation.

Outside of school, I **[describe hobbies, volunteering, clubs, sports, part-time activities, etc.]**. Through these activities, I have developed skills such as communication, teamwork, organisation, problem-solving, reliability, time management, etc. I am also a positive person, e.g. hardworking, enthusiastic, responsible, motivated, or keen to learn**.**

I would be very grateful if you would consider my request. If you require any further information, please do not hesitate to contact me.

Thank you for taking the time to consider my enquiry. I look forward to hearing from you in due course.

Yours faithfully,

[Student Name]
[Contact Telephone Number]
[Email Address]

I do not know what to do for work experience?	WEx does not need to be linked to a future career, unless you are sure what you want to do! Any WEx is better than no WEx, as it is all about the transferable skills you learn on any work placement! Log into Unifrog and go into the Career Library -> scroll down to 'By Subject group' -> Click on your favourite school subject to see which careers might utilise its skills and knowledge. Do not rely on your own perception of yourself! - Ask friends, family and teachers what they could see you excelling at - sometimes the suggestions can be refreshing new ideas. Here are some useful links: https://cdn.unifrog.org/video/idza78sfud/480.mp4

I know what I want to do for WEx, but I am struggling to find somewhere! Can you help?	The first thing you can do is punch in what you are looking for on Google and search “Near me” this will come up with a map of what is in the local area. Secondly, if you cannot find exactly what you are looking for then widen your search to include other options, remember, “Any work experience is better than none! You get to practice all of the transferable skills that will look great on your CV whatever WEx you decide to do! So WEx does not necessarily have to linked to a future career! It can just be something that you think you might enjoy or be interested in finding out more!
I have found a WEx Placement, but it is on a different week! Can I still do the placement?	It is preferable for Y10 to secure a Wex placement on the week of the 12-16 July 2027. The reason for this is that there are minimal staff in school during that week (enrichment week), so we cannot have students in school. This also minimises any disruption to lessons, however, if you have secured a good placement, on the week before then this can be authorised, on the understanding and agreement that the student would then have to stay at home and complete remote learning during the school arranged Wex week to catch up with any school work missed while on placement.
I have had a WEx placement agreed. What do I do next?	Filling Out Your Student Initial Form (loom.com)
For parents	Guides - Placement - Unifrog
Just an example of possible employers	Example Employer List
Researching employers	Researching possible placements (abbeywoodschool.com)
Students: how to find it and how to be successful on it	For students: a guide to placements/work experience : Unifrog Placement Guides
Here's how our Placements tool works, including an introductory animation and a walkthrough video.	How to... use the Placements tool : Unifrog Placement Guides
Law	
Education	Try your primary school, as these will normally take ex-students on WEx placements

CGI	EmployABILITY Programme | CGI UK **UK.SM.FNC.Bristol.Work.Experience@cgi.com**
Finance	Smart Futures: How to Apply | EY - Global
Renishaw	Work experience weeks
Babcock	Babcock Early Careers · Creating a safe and secure world, together

Apprenticeships

Apprenticeship Search tool	Find an apprenticeship - GOV.UK (www.gov.uk)
Degree Level Apprenticeships	Higher-and-Degree-Vacancy-Listing-January-2025.pdf
Apprenticeship Video	https://youtu.be/MOiqugX0cEo
Applications Tool	How to Apply for an Apprenticeship | Find an Apprenticeship | UCAS
Amazing Apprenticeships	Parent - Amazing Apprenticeships Student - Amazing Apprenticeships
Support for Parents	ucas_apprenticeship_support_for_parents_2024.pptx (live.com)
Support for Students	student_apprenticeship_slide_deck_jan_2024.pptx (live.com)
Parents Information Evening	Parents & Carers - Apprenticeship information evening, Bristol | The WTPN
Researching Apprenticeships	I'm interested in Apprenticeships.... What now? (abbeywoodschool.com)
Hints and Tips for parents	Parent and guardian guide to apprenticeships | Undergraduate, Apprenticeships | UCAS
Apprenticeships on Unifrog	Using the Apprenticeships tool : resources library (streaklinks.com)
Black Apprentice Stories	The Black Apprentice Network Apprentice Stories - Amazing Apprenticeships
Apprenticeships and Graduate Jobs	Search | Apprenticeships and graduate jobs | UCAS
Burges Salmon	Join us - Burges Salmon
Finance	Smart Futures: How to Apply | EY - Global
Green skills Jobs	Green Skills - Skills Connect
Accountancy	
National Grid	Early Careers | National Grid Careers
Careers in horse racing	Home - Careers in Racing

Renishaw	Early Careers
EDF Energy	Apprentice Jobs | EDF UK
Babcock	Bristol · Babcock Early Careers
BT Group	BT Early Careers

SEND/Pastoral

Careers for Inclusion	Careermag for Inclusion - Issue 7 : Careermag for Inclusion - careermag | Careermap
Young Carers	Become (amazingapprenticeships.com) Care-Leavers-Guide-toApprenticeship_Jan2023.pdf (amazingapprenticeships.com)
Careers in Journalism	Academy For Disabled Journalists Launches New CFJ Course (youtube.com)
Inclusion Career Videos	Step and Stone | CAREER RESOURCES

Post 16, Colleges and Training Providers

Olympus Academy Trust - Sixth Form Centres (olympustrust.co.uk)
Open Events 2024-25 | Bath College
Open Evening: Tuesday 4th February > Open Events | St Brendan's Sixth Form College
Faith in Learning | St Brendan's Sixth Form College (stbrn.ac.uk)
South Gloucestershire and Stroud College | Welcome (sgscol.ac.uk)
- City of Bristol College
Robins Foundation - Bristol City FC (bcfc.co.uk)
Education | brct (bristolroverscommunity.org.uk)
boomsatsuma Open Days (boomsatsuma.com)
Access Creative College | The UK's Industry-led creative college
Start your journey | Bath College
Creating brighter futures | Weston College
Find an apprenticeship - GOV.UK (www.gov.uk)

University and Higher Education

UK University Search Fair Russell Group Webinars | UK University Search
Student - Clearing tool (loom.com)
University of the West of England Bristol | UWE Bristol
Homepage | University of Bristol
Masterclass Series Registration - Swansea University
Webinar Registration - Zoom
Bangor University - Scholarships - 2024.pdf
Opendays.com - university and college open days - home page
Student finance for undergraduates: Overview - GOV.UK (www.gov.uk)
UCAS | At the heart of connecting people to higher education
Welcome to Sparsholt College and University Centre - Sparsholt College Hampshire
The Students' Guide to University - UniTasterDays
Event Booking | University of Law
Physfest | Chaos - University of Bristol Physics Society (bristolchaos.com)

Parent Zone and Useful Websites

Unifrog - The universal destinations platform.
Careerpilot : Parent zone
Careerpilot : Plan your future work & study
Careers advice - job profiles, information and resources | National Careers Service
icould - Career ideas and information for your future
UCAS | At the heart of connecting people to higher education
Prospects.ac.uk
Opendays.com - university and college open days - home page
Student finance for undergraduates: Overview - GOV.UK (www.gov.uk)
Parents' guide engineering | Career Resources | Neon - Brilliant inspiration (neonfutures.org.uk)
STEM Careers Resources | STEM Activity Sheets | Futurum (futurumcareers.com)
Dream Bigger: inspiring young entrepreneurs | NatWest Business
Free Financial Education Resources | Workshops | MoneySense (mymoneysense.com)
BASE - British Army Supporting Education (mod.uk)
Tax Facts by HMRC - National Schools Partnership
Free Online Skills And Careers Courses - Youth Employment UK

Search | Industry guides | UCAS
Careers Quiz | UCAS
Bristol, North Somerset, and South Gloucestershire - South West Health and Care Career Pathways (swhealthandcarecareers.co.uk)
Parent - Amazing Apprenticeships
Role models - TechSheCan Young women in Tech