



Finding Work Experience and
signing into Unifrog

What is work experience?



Work experience is important in your development during Year 10 as you have an opportunity to see the working world firsthand.



Not only do you gain an understanding of the relationship between the employer and employee but it will also develop your social skills, confidence, and independence.



You will learn how places of work are organised, what work processes are and how employer expectations differ to school.

Self-Placement



It is your responsibility to secure your own placement. You are of course welcome to ask family members and teachers for advice, but it is important that you take a lead role in this.



We do not secure placements for students as we feel this enhances your learning about work and how to apply for a position of employment.



You will be using Unifrog to provide guidance on how to write a letter of application and some ideas on how to find a placement.



Student A

How I found my placement

Went round high street shops asking around for a placement

Daily Tasks

- Sorting Store Cupboards
- Restocking
- Tills

Key Takeaways

- Sorted a Saturday job
- Gave me confidence in speaking to the public
- Know the bar code of a crème egg off by heart



Student B



How I found my placement:

I applied directly to AVIVAs Art & Design Dept, as I was interested in commercial art.

Daily Tasks:

I was given the project to design a Christmas card for AVIVA.

I had all week to source inspiration, create a ideas board, plan the design, explain my thoughts to a panel, and complete the illustration.

Key Takeaways:

Experience in working within a Worldwide organisation, learned how to work independently when expected to, how to present my work to a group of adults, job satisfaction.

Student C



How I found my placement

- Googled local media companies and sent letters and rung asking to take a work experience student

Daily Tasks

- Attending daily meetings
- Going to conferences
- Answering the phone
- Making bookings for filming
 - Editing filming
- Getting myself to and from work on the underground

Key Takeaways

- Work was **hard** but I loved it
- I really enjoyed working with people but hated making/taking phone calls
 - I referred to my placement in interviews
- I didn't want to work in media moving forward

Organising your placement



Step 1: Write either a formal email (from your school email) or letter - even if you know the person you are contacting - and have someone else read it before you send it to check it for errors. Make sure you include:

The date of your work experience -
Why you would like to complete your experience at this organisation?
What you can offer them?



Step 2: If the employer agrees to host you for a placement, complete the Placement form using Unifrog.



Step 3: The employer will automatically get an email asking them to complete an online form. Your parents/carers will also receive an email for them to agree to your placement.



Step 4: Once the relevant risk assessments have been completed on Unifrog, school will then review to check this is all in order.

If the employer does not offer you a placement, or you do not get a response, continue to investigate other options for your work experience and contact them.

The most popular placements will get taken up first - it is important to act fast!

Where might I find a placement?

- Ask a local business owner e.g. shop/hair salon
- Contact a corporate company in the city
- Ask a chain company e.g. Superdrug, Boots, Tesco
- Speak to a member of your family/friends of family if they happen to have their own business.
- Contact local nurseries and primary schools
- **All placements must be established businesses who hold Employers Liability Insurance.**





Entering placements on Unifrog

You need to have the following information before you start:

Name of the business

Name of the placement lead (contact person at the business)

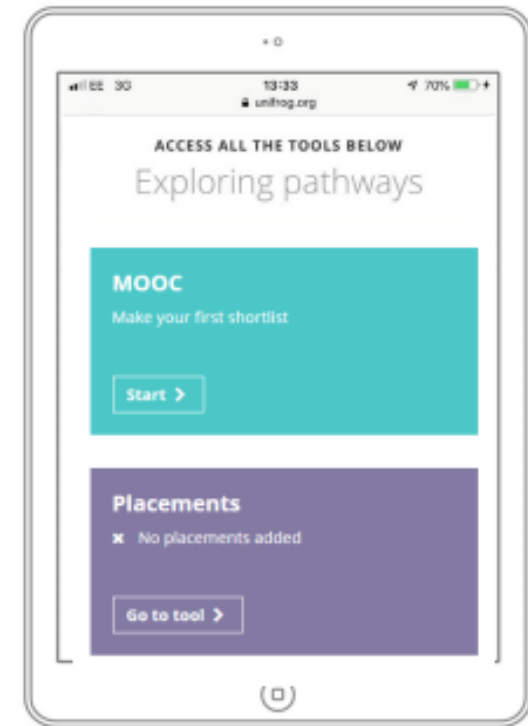
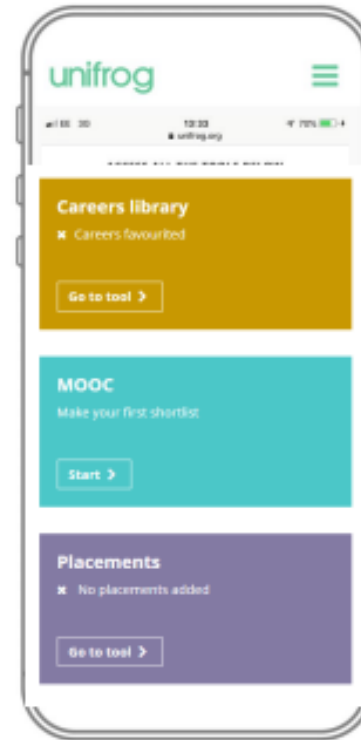
Their email address

Business address and telephone number

Dates of placement: **Monday 2nd February - Wednesday 4th February 2026**

Entering placements on Unifrog

- Go to unifrog.org and sign in with your school email address & password. If you forget your password, simply request a password reset link via email.
- Whether using a PC or smartphone, search for the lavender coloured box called **Placements**



Entering placements on Unifrog

- In the placement tool press **Add new placement** and you will be presented with this 'student initial form'
- Select **In Person**
- Select Placement coordinator - Mrs Claire Aviemore
- Complete the name and contact details for the business.
- Placement start and end dates must be. No other dates will be accepted.

1 Student initial

2 Employer initial

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

In person

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

Mr Arger

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 placement lead: name

eg Tim Cook

* Employer placement lead: email

eg tcook@apple.com

Entering placements on Unifrog

- You will need to include the telephone number and address of the business on this form. Please have this information ready from your online research or communication with the employer.
- How you will travel to and from the placement - you may need to discuss with parents/carers
- Parent/guardian name and email address must be entered here as well, so that they can agree the placement.
- Agree to terms and ensure you have fill this in correctly.

* Placement country	--- select ---
* Placement address	eg 100 Pudding Lane, London
* Placement postcode / zip code	eg EC3R 8AB
* Is this the workplace where you'll be based throughout the placement?	--- select ---
* Will you live at home as normal during the placement?	--- select ---
* How will you travel to and from the placement?	eg I'll take the 21 bus
* Your date of birth	1 January 2000
* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?	--- select ---
* Parent / guardian (who must also be your emergency contact)	eg Salvador Dali
* Parent / guardian email	eg s.dali@gmail.com
Important: this must be correct, or we won't be able to progress the placement.	
* Parent / guardian email (again)	eg s.dali@gmail.com

Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

* Agree ☐ Yes, I agree to **all four points** above.

What do I need to do next?

Log in

- Log in to Unifrog and become familiar with the placement. Search 'work experience' on there for useful tips.

Research

- Start to research places of work.

Contact

- Contact an employer about a work experience placement by October. You may have to speak to more than one employer to find a placement.

Ensure

- Ensure you have found a placement by Friday 5th December 2025. You may have 3 months but start to action this urgently!

Discuss

- Discuss placement ideas with parents/carers/extended family/older siblings or staff at school. **They may be, or know someone, who runs a business.**



FAQ's and Key Information

- Work Experience will run from Monday 2nd February to Wednesday 4th February 2025
- Unifrog is the platform we shall be applying through
- It is your responsibility to sort your placement but we will support!
- We want all placements to be sorted by Friday 5th December 2025

FAQ's

What can I do if I am struggling to find a placement?

Speak to Mrs Smith who is the careers lead, Mrs Claire Aviemore Work Placement or speak to the year team.

I am nervous about going out on work experience, what can I do?

Everyone is going through the same experience, so speak to your peers but also speak to your year team.

I have an amazing placement, but it is at a different time. What can I do?

Your parents/carers need to contact Careers Team or Mrs Smith

I am struggling with using Uni Frog and getting my placement sorted on there. What can I do?

Come along to The Library on Tuesday after school where we shall be doing WEX support.