



**Year 10
Work
Experience**

unifrog



A student gets the ball rolling by adding new placement.



The employer is notified by email, and they confirm that they follow best practice.



The parent/caregiver signs an agreement



The placement coordinator reviews all the information provided by each party, and gives their consent.



Teachers have an overview of the status of all the placements at their school/college.

They can filter to see which placements have forms outstanding, and nudge people who need to be chased.





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How to Look for Work Experience

Finding work experience can feel like a big task, but it's easier when you know where to start! Begin by thinking about what interests you—whether it's working with people, being creative, solving problems, or exploring a specific career.

Once you've got an idea, look for local businesses, charities, shops, or organisations connected to that area. Check their websites, social media pages, or simply pop in and ask if they offer work experience.

It also helps to talk to people you know—family, friends, teachers, or neighbours—because they might know someone who can offer you a placement. When you contact an employer, be polite and positive: introduce yourself, explain why you're interested, and ask if they have any opportunities available.

Remember, every experience counts. Even if it's not your dream job, work experience helps you learn new skills, meet new people, and discover what you enjoy.

Be brave, be curious, and give it a go—you never know what doors it might open!



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Finding and messaging contacts

Be realistic about where you apply.

Big companies may not accept students with no experience. Instead, look for small businesses or people you know. Family, friends, or teachers may have helpful contacts.

Once you find a placement, contact them yourself – don't ask your parents, caregivers, or teachers to do it for you.

Write a polite, professional email or letter. Have someone check it before you send it.
Include:

- the days you're available (Monday 13th to Friday 17th July)
- why you want to work there (research the company!)
- what you can offer (even small tasks like admin support can be helpful).

Use your school email.



A student gets the ball rolling by adding new placement.

Scan the QR code for a student guide to work experience



A step-by-step guide to adding a placement on Unifrog

To log into Unifrog go to:

<https://www.unifrog.org/student/home>

Your log in is the same as your school log in.

To add a placement, go to the [Placements tool](#), which can be found on your Unifrog account homepage.

Quizzes

Skills profile

✗ Quiz not taken



Quiz profile

✗ 2 of 4 quizzes complete



Exploring

Careers library

✓ Careers favourited



Subjects library

✓ Subjects favourited



Know-how library

✓ Guides favourited



Uni & Employer library

✗ Profiles favourited



Courses

✓ 2 courses added, 0 completed



Recording

Activities

✗ Recorded at least 10



Skills

✗ Completed all 12



Interactions

✗ Using 6 Interaction types



Academics

✗ 3 Classes, 3 Predicts missing



Placements

✗ No placements added



Materials

UK personal statement

✗ Subject added



Subject References

✗ Overall Ref not finished / 3 Sub Ref, 3 not finished



Searching

UK universities

0 shortlists



European universities

0 shortlists



Oxbridge

0 shortlists



Apprenticeships

1 shortlist



College / Sixth Form

0 shortlists



Irish universities

0 shortlists



Connecting

Unifrog events

Interact directly with experts





A student gets the ball rolling by adding new placement.

A step-by-step guide to adding a placement on Unifrog

In the tool, click on the 'Add new placement' button to start the Student initial form.

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](#)

Before you submit anything on the Student initial form, you need to make sure that the employer has agreed to host you on work experience. We have an initial screening question to ask whether you have already agreed it with the employer.

* Already agreed with the employer?

---- select ----

Agree the placement with the employer (eg by email) **before** adding it on this tool.

If the employer has agreed to hosting you on work experience, you can click 'Yes, I have agreed it with the employer'. If the employer has not agreed yet, you will need to wait for this confirmation. When you select 'Yes, I have agreed it with the employer', the rest of the Student initial form will appear for you.

The form will ask you questions about the logistics of the placement, your details, the employer's details and your parent's details. You need to complete every field within the form.

When you have filled in the form, go through the form to double check all of your answers.

It's super important to get the email addresses for your employer and parents correct, as the placement forms will be sent to these emails.

Once you're ready, click 'Add placement' to submit your form and this will kick off the Placements process.

If you have any questions, please speak to the Head of Careers or Work experience coordinator at your school or college.

Basic details

* 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

* Placement coordinator

---- pick one ----

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

Logistics

* Describe the time commitment

eg Full time

Eg 'Full time' or 'Tuesday and Thursday afternoons'.

* Will you meet the employer in-person (not on a video call) at any point during the placement?

---- select ----

Important: If the experience you are adding involves **any** in person time with the employer, select 'Yes, it's all or part in-person'

Your objectives

* What are your objectives for this placement?

Words: 0. 25 minimum recommended.

We will show this to the employer. to help them plan a really useful placement for you.

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

Do you agree to:

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

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

Form finished? mark this form as finished and notify employer to fill in their initial form

You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

[Add placement](#) or [cancel changes](#)

The employer is notified by email, and they confirm that they follow best practice.



Scan the QR code for an employer guide to work experience



A step-by-step guide to completing a placement on Unifrog

How the process starts

The student begins by arranging their own placement with you. Once you agree to host them, they log the placement on Unifrog by filling in the Student initial form. After this, you'll receive an email from Unifrog asking you to complete the Employer initial form. The email includes a direct link to the form.

The Employer initial form

The Employer initial form is based on the Health and Safety Executive guidance and Keeping Children Safe in Education guidance. It helps make sure placements are safe and legally compliant.

The employer is notified by email, and they confirm that they follow best practice.



You'll need to provide information about the placement and confirm details such as:

- Whether your organisation has Employers' liability insurance
- Whether you have a Risk Assessment and Health & Safety policy

If you have Employers' liability insurance, you'll need to upload a copy of the certificate. If it expires before the placement ends, the platform will ask you to upload the new one, when the existing one expires. If your organisation is exempt (for example, the NHS), you can confirm this instead.

If the student has shared that they have special needs, or if you've said your workplace has higher risks, or if you've never hosted a placement before, you'll also need to upload your Health & Safety policy and Risk Assessment.

If your organisation has fewer than five employees, you don't usually need written versions of these documents. However, you should still think about risks in your workplace and confirm that you have a policy in place.

If you have problems uploading documents, you can use the 'Problem uploading' option to explain why.

If you have completed an Employer initial form within the last 540 days, the system remembers what you last entered into the form, including any documents you've previously uploaded.

You can choose to edit this information and delete or replace the remembered documents.

The employer is notified by email, and they confirm that they follow best practice.



What happens next

Before the placement

Once you submit the Employer initial form, the parent and the school / college will complete their pre-placement forms. When these are finished, you'll receive an email confirming that the placement can go ahead.

After the placement

After the placement ends, you'll receive another email asking you to complete the Employer review form. This lets you share feedback about the placement and confirm if you'd like to host another student.

You'll also be asked if you'd like to join Unifrog's Placements contacts database. This is a Unifrog-wide database of people who are interested in hosting students for:

- In person work placements
- In person work placements lasting 20 days or more
- Virtual placements
- Apprenticeships
- Other opportunities (like assemblies or mentoring)

There are currently more than 60,000 people in the database, with more people joining every day. Teachers can search the database and can ask the people on it if they are up for hosting work experience for their students. We make sure that employers are not inundated with requests, and you can leave it at any time.



**The parent/caregiver
signs an agreement**



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work experience**



The Parent/guardian agreement form

Parents and caregivers will receive an email from noreply@unifrog.org once the employer has completed their form. This email contains a link to the Parent/guardian agreement form.

On this form, parents/caregivers will see the information the student and employer have already provided. They will be asked to:

- provide an emergency contact number
- note any additional needs the student has
- confirm who holds which responsibilities
- agree (or not) for the placement to go ahead

After completing the form, they need to mark it as finished and click 'Update'.

What happens next

Once the Parent/guardian agreement form is submitted, the school or college gives permission. When this step is complete, the placement is ready to go ahead.



**The parent/caregiver
signs an agreement**



Parent accounts

If your child has provided your email address in the Student initial form, you'll be able to review the information submitted in the Student initial form and the Employer initial form. You will also be able to have access to the Parent/guardian agreement form link directly on your parent account, though you can still use the email link to access the form.

If your child did not provide your email address in the Student initial form, you will be able to see the placement's status, but you won't have access to the details that the student and employer submitted.

Whether you are the named parent or not, you will be able to view the status of the Check-in form, Employer review form and Student reflection form, but you will not be able to view the details.