



# Year 10 Work Experience

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Information Evening









# When?

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**Monday 18th May  
to  
Friday 22nd May 2025**



## **MAY 2026**

SUN	MON	TUES	WED	THURS	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



# How to Find a Placement

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- Students will be responsible for sourcing their own work experience placements.
- During PD time next week, students will be given some time to and help with sending emails to employers that they would be interested in working for.
- Sources of work experience placements can often be found with family members or friends of the family, but this does not always have to be the case.



# How to choose a placement

- ✓ Start thinking now about the possible places you could contact for work experience. Use the internet to search for local companies and businesses.
- ✓ Pick something that is of interest to you – something you may one day see yourself as having a career in.
- ✓ Ask places/employers when you are out in town.
- ✓ Speak to friends and family – quite often they can provide a work experience placement or give you contact detail for someone who will take work experience students on.
- ✓ Look for somewhere that has working times that suit you.
- ✗ Do not pick something because of convenience, e.g. I am going to go and work with my mum because it will be easy.
- ✗ Do not pick somewhere that your friends are going.
- ✗ Do not leave it until the last minute to start looking!



# What to do when you have a placement

- To confirm their placements, students will need to log their place of work on the Unifrog platform.
- Once logged into the platform, they should scroll down to find the placements section where they will be able to add a new placement.
- Students will then fill out all of the details within this section.

Exploring

**Careers library**  
✕ Careers favourited

**Interactions**  
✕ Missing 5 Interaction types

**Placements**  
✕ No placements added



## 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

### 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.

### 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



# Employer Information

In order to be able to log their placement on Unifrog, students will need the following information from their employer:

- Full Name
- Email address
- What days and times you will be expected to work

It is also worth letting the employer know what information/insurances they will need to have in place to be able to host you for your work experience placement. This includes:

- The dates of your work experience
- Employers' Liability Insurance Policy that covers work experience placements (they will need the name of policy provider, policy number and policy expiry date). The certificate will also need to be uploaded to Unifrog by the employer.
- Risk Assessment. This document will also need to be uploaded onto Unifrog by the employer.
- Health and Safety Policy. This document will also need to be uploaded onto Unifrog by the employer.

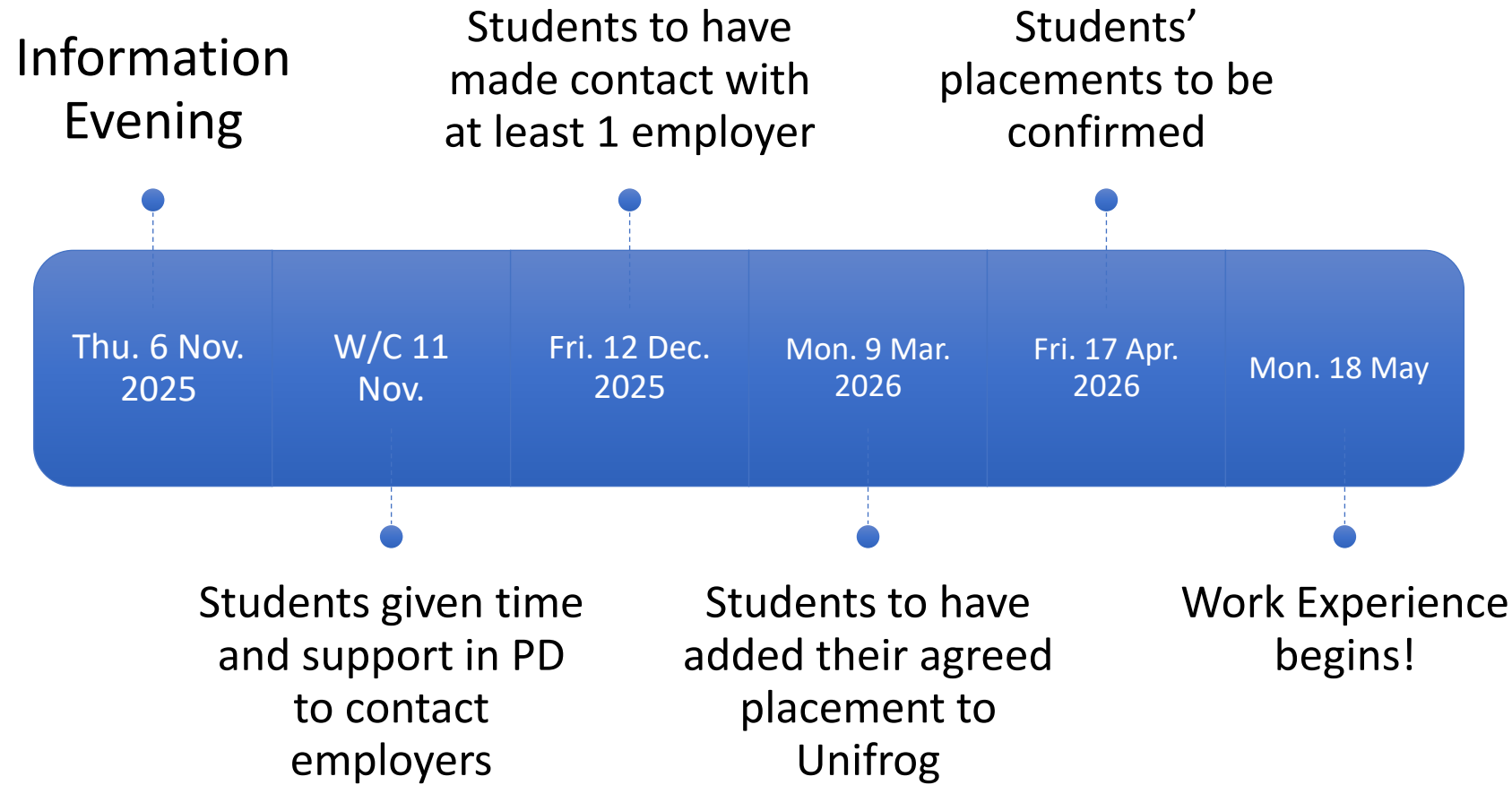


# Confirmation of Placement





# Time-line





A yellow rectangular box containing the text 'FAQ' in large white letters. To the right of the text are two speech bubbles: a red one with three white dots and a blue one with a white question mark.

# FAQ

## **Does my child have to take part in work experience?**

We strongly encourage all students to take advantage of this opportunity and complete a work experience placement. If you have any specific concerns about your child partaking in their work experience week, please come and speak to Miss Webber.

## **Does the placement have to be during school hours?**

No – Your placement can be at any time during the day or evening, provided it is agreed by the employer and parents/carers.

## **Can my work experience be somewhere I already work?**

No – Your placement should be somewhere you do not already have a job in order to get the most out of the opportunity.

## **If I am ill during my placement week what should I do?**

1. Contact your employer to let them know you will not be able to make it to your placement that day.
2. Report your child's absence to the school as you would on a normal school day.

## **What to do if I cannot find a placement?**

Come and speak to Miss Webber for support in finding a placement.