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# Work experience and the Placements tool

# How do you find work experience?

We can support you, but it's your responsibility to find a placement!

Talk to **local businesses**  
(e.g. shops, hair salons)

Talk to **local services** (e.g. the library, the council office, museums, etc.)

Talk to **friends and family** who have businesses

Talk to the **clubs** you belong to outside of school (e.g. Scouts, sports teams, etc.)

Talk to **local nurseries and primary schools**  
(e.g. Hillcrest)

Talk to the local branch of a **chain company**  
(e.g. Tesco, Willam H Brown)

# How do you organise work experience?

This is a four-step process using Unifrog's Placements tool:

## Step 1

Contact employers via email or letter.



## Step 2

Once you've got a place, complete the Placement form on Unifrog.



## Step 3

Your employer and parents/caregivers will confirm the placement via email.



## Step 4

Miss Webber will approve your placement so you can get started.



# Step 1: contact employers via email or letter

Even if you know the employer personally, you should contact them in writing, using formal language (template on the next slide).

You need to include:

- The **date** of your work experience: **Monday 18<sup>th</sup> May – Friday 22<sup>nd</sup> May 2026**
- **Why** you would like to complete your work experience at this organisation
- What you can **offer** them

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Top tip:

Get someone to proofread your letter/email to help check for typos or any errors – this can be your PD tutor or parents/carers./

Why do this?

This will help you practise writing real job applications. It also sets a professional tone for your placement.

Use the template below if you would like support in contacting employers. Be sure to change the information in red to personalise your email to your employer and the job you are applying for.

Dear Mr Green,

I am a year 10 student currently studying at Downham Market Academy. I am writing to you today as I am seeking a work experience placement and I am interested in pursuing a career as a **vet**, and I was wondering if a placement at your **veterinary practice** would be a possibility?

I am a hard-working, organised and reliable person. I also have experience of looking after animals from when I have acted as a dog walker for my neighbour's dog. I am also about caring for animals, particularly my own dogs and horse who I am responsible for on a daily basis.

The dates for my work experience are Monday 18<sup>th</sup> May to Friday 22<sup>nd</sup> May 2026. I have also attached an Employer Information sheet which contains details of the insurances and policies employers are required to have to be able to accept students for work experience. The document also outlines the work experience process should you be able to offer me a placement with you.

I look forward to hearing from you.

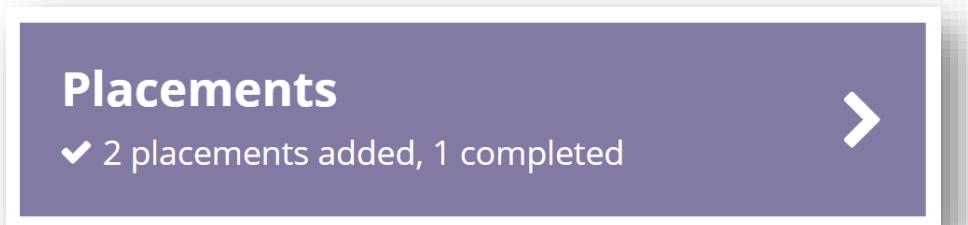
Yours Sincerely,

Miss Webber

## Step 2: complete the Placement form on Unifrog

Once an employer accepts your application, log onto Unifrog and complete the Student initial form on the Placements tool.

You can find the Placements tool under the 'Recording' section of tools.



### What if you don't get offered a place?

Don't panic! Keep applying, and try out new employers. If an employer isn't replying to you, try giving them a polite phone call.

If you need help, please ask your teachers.

The most popular placements get taken up first, so don't hang around! Get started ASAP.

# How do you fill in the Placement form?

1. On the Placements tool, click 'Add new placement' to access the 'Student initial form'
2. Confirm that you've agreed your placement with your employer, and fill in the details
  - a. Your Placement start and end dates must be **Monday 18<sup>th</sup> May and Friday 22<sup>nd</sup> May**.
  - b. Your Placement coordinator is **Miss Webber**
3. If any part of your placement is in-person, select '**Yes, it's all part or in-person**'
4. Complete the rest of the form and double-check every detail!



[This video](#) will show you how to complete your form

# Step 3: get the placement confirmed

- The employer will automatically get an email asking them to complete an online form.
- Your parent/caregiver will also receive an email for them to agree to your placement.
- The emails will be from Unifrog who use the email address: [noreply@unifrog.org](mailto:noreply@unifrog.org).

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## Top tip:

If your employer or parent/caregiver hasn't got the email, get them to check their junk/spam folder.

If they're still having trouble, they should get in touch with Miss Webber who will be able to help.

# Step 4: get the placement approved

- Miss Webber will look over your placement and make sure everything is good to go.
- Once they've approved your placement, Unifrog will send a confirmation email to you, your employer and your parent/caregiver.



## Top tip:

You can prepare for your work experience using Unifrog's Know-how library.

Type 'professional' in the search bar to find helpful guides. Start with ['Professionalism: how to be work-ready'](#).

These will help you feel confident for your first day!

# Here's what you need to do after this session:



Start looking for placements.  
as well as online searches.

Remember to talk to teachers,  
friends, and family for contacts  
too.



Get in touch with employers  
you want to work for. You can  
contact more than one at the  
same time.

# Key information



You must have made contact with at least 1 employer by 12<sup>th</sup> December



You must have logged your placement on Unifrog by Mon 9<sup>th</sup> March



Your placement will be confirmed by Miss Webber by Fri 17<sup>th</sup> April



It's your responsibility to find a placement. We can support you, but we can't do it for you.



# Help me!

**I can't find a placement**

Get in touch with Miss Webber,  
but please try to find one yourself first!

**I can't log my placement on Unifrog**

Ask your PD tutor for help.

**I'm nervous!**

That's totally normal! Talk to your friends and PD tutor,  
and remember to use Unifrog to help you prepare.

**Question?**

**Unifrog has a guide for it**

Click the link below or scan the QR to access the placement guides. They cover how to find a placement, how to make it go well, and loads more!

[www.unifrog.org/placement/guides](http://www.unifrog.org/placement/guides)



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