



Work **EX**perience

A guide to adding placements



Finding placement

What do you want to get out of work experience ?

- A better understanding of a job role
- An understanding of steps needed towards a career
- The chance to learn a new skill
- A chance to network
- To learn more about yourself: your skills and hidden interests etc
- The opportunity to prove yourself and show how responsible you are
- Enhance your employability skills
- Something to add your personal statement and post-16 application
- A Saturday job

Student Own Placements

You

are responsible for finding
your **own** placement

Key dates

- Thursday 20th November - launch **assembly** to Year 10s
- Friday February 22nd (end of half term) - **deadline to add** placement onto Unifrog platform
- Monday 22nd to Friday 26th June 2025 - Work Experience **Placement Dates**

Types of jobs

Finance

Construction

Education

**IT and
computing**

**Hospitality
and Catering**

Agriculture

Communication

Where can you look?







What does employers liability insurance



Slips, trips, and falls

Manual handling

Working at heights

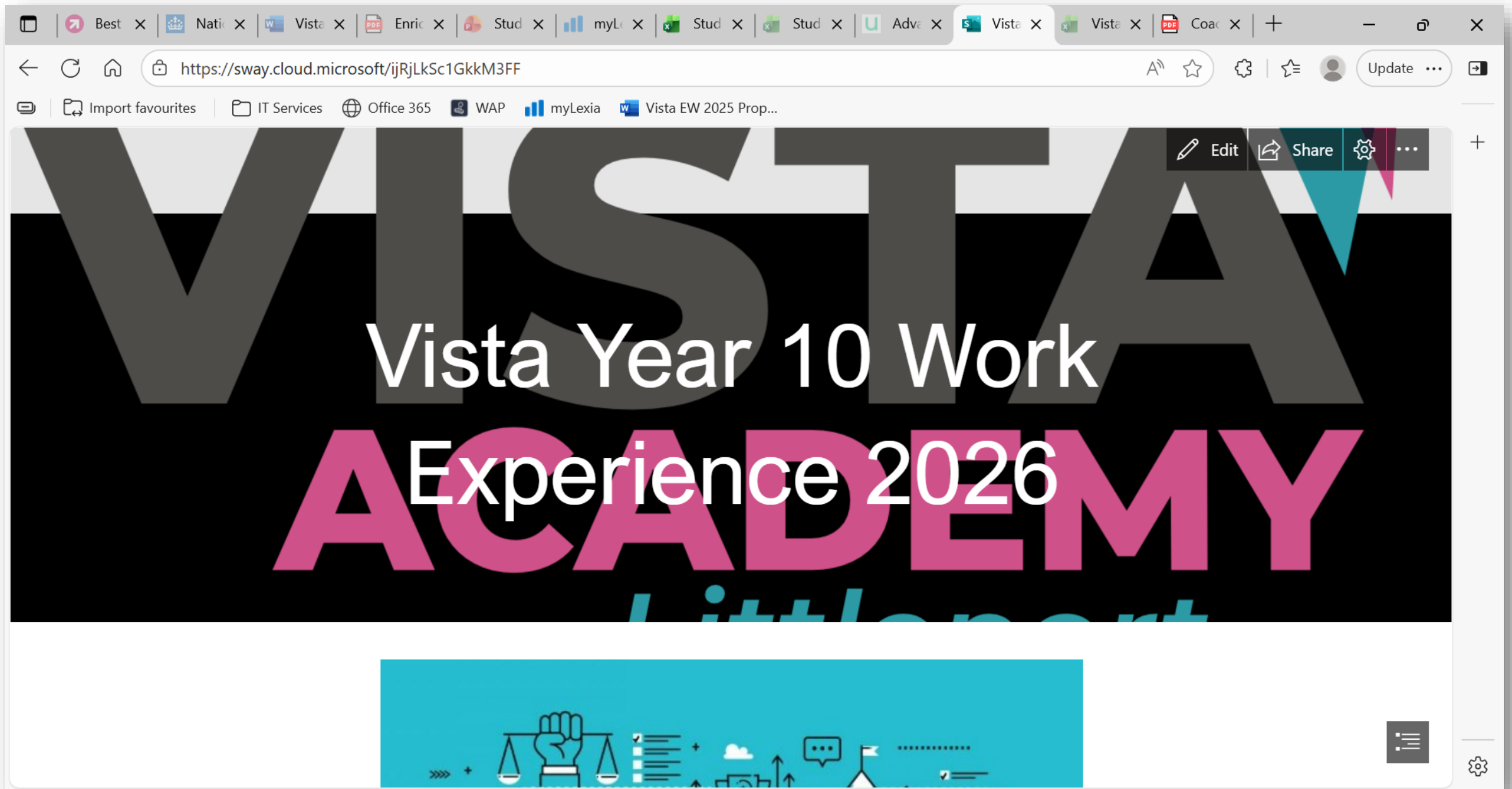
**Injuries arising from use of
plant and equipment**

Falling objects

Claims protection

Approaching the employer





Example Letter and Phone Call Script

Subject: Request for Work Experience Placement

Dear [Recipient's Name],

I hope you are well. My name is [Your Name], and I am a Year 10 student at Vista Academy Littleport. As part of our work experience program, I am seeking an opportunity to complete a placement in [specific field or area of interest, e.g., retail, customer service, administration], and I would be delighted to do so at [Name of Organisation].

Having researched your organisation, I am particularly drawn to [mention a specific aspect of the business, such as its reputation, values, products, services, or any recent achievements that caught your attention].

I am eager to gain insight into [what you hope to learn or experience as a customer



Adding your placement to Unifrog

Y7 Y8 Y9 **Y10** Y11 All tools

Exploring

Careers library

✕ Careers favouredited



Subjects library

✕ Subjects favouredited



Know-how library

✕ Guides favouredited



Courses

✕ No courses added



Placements

✕ No placements added



Interactions

✕ Missing 5 Interaction types



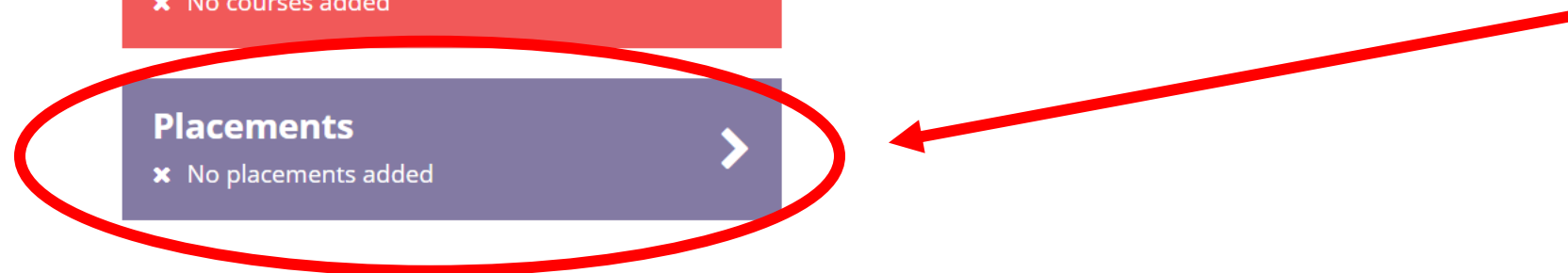
Materials

CV / Resumé

✕ Write CVs tailored for each roles



✕ Plan A and Plan B complete



This form is only for organising a **placement** that is **in the future**.

A placement is where you are hosted directly by an employer, you have direct individual contact, and you observe their work. You must already have the employer's individual email address, and they must already have personally agreed to host you.

Use the **Activities** tool instead to record:

[Placement in the past >](#) [Work experience webinar / course / presentation >](#) [Job >](#) [Workplace visit >](#)

* Already agreed with the employer?

---- select ----



---- select ----

Yes, I have agreed it with the employer

No, I have not yet agreed it with the employer

on this tool.



This means that you have spoken to the employer and they have said 'yes' to having you placement with them – *you must ask the employer before signing them up via Unifrog!*



HOME

FAVOURITES

LOCKER

APPLY

HELP



TEACHER >

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

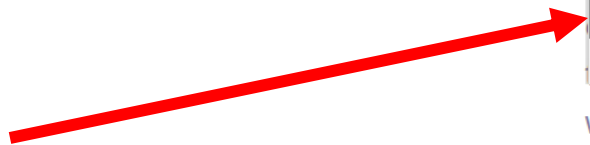


Afterwards we'll ask the placement lead at the employer to fill in the next form.

* In person or Virtual

---- select ----

---- select ----
In person
Virtual



... involving 'real' work
personal interaction with
... 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

Mrs Webb

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

These are the
actual dates for
work experience

Basic details

* Name of placement business /
organisation

Dragon's Hoard Bookshop

* Placement start date

22



June



2026



Placement end date

26



June



2026



* Placement coordinator

Mrs Webb



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

Your objectives

* What are your objectives for this placement?

I love everything about books and the written word. I hope to go to university to study archiving and librarianship, or one day go into retail and have my own bookshop!

Words: 31. 25 minimum recommended.

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

Consider:

- What skills you want to develop
- What you'd like to observe and learn at the workplace
- Any questions you have about the employer's work

[See example](#) ✓

The employer will be able to see this, so impress them – don't just write *"It was the only thing I could think of!"*

* Employer placement lead: name

eg Tim Cook

* Employer placement lead: email

eg tcook@apple.com

Important: this must be correct, or we won't be able to progress the placement.

* Employer placement lead: email
(again)

eg tcook@apple.com

Do you agree to:

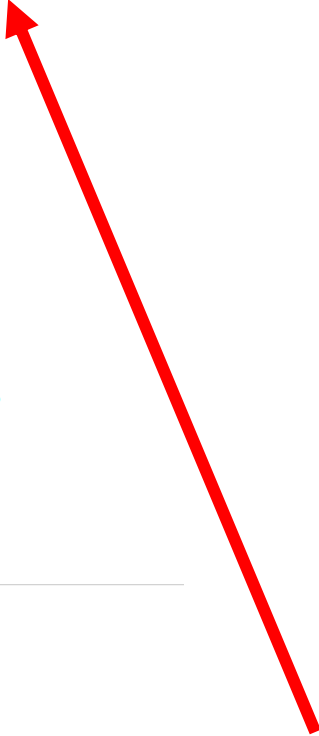
- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school/college as soon as possible of any absences?

* 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



Check this carefully – *ask the employer who they would like the paperwork sent to!*

What your completed form will look like:

Dragon's Hoard Bookshop Added 16 October 24

Scheduled for: **22 June 26 - 26 June 26** Type: **In person**

1

Student initial form Completed on 16 October 2024 [more ^](#)

Placement coordinator	Mrs Webb
Name of business / organisation	Dragon's Hoard Bookshop
Start and End dates	22 June 2026 - 26 June 2026
Your age at placement scheduled start date	26 years old
Employer placement lead	Mr R Dahl, rdahl@favourite.author.com
What are your objectives for this placement?	I love everything about books and the written word. I hope to go to university to study archiving and librarianship, or one day go into retail and have my own bookshop!
Placement address	42 Parchment Close, United Kingdom, cb6 1ew
Is this the workplace where you'll be based throughout the placement?	Yes
Will you live at home as normal during the placement?	Yes
How will you travel to and from the placement?	I will take the train
Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?	Yes: I have dyslexia
Parent / guardian (who must also be your emergency contact)	Ms Lonsdale, schoolmum@vista.tela.org.uk
Agreement to abide by confidentiality, safety, and absence rules.	Yes, I agree.

Edit >

The next steps:

Student initial

Employer initial

P/G agreement

Permission

School check-in

Employer review

Student reflection