



**ABBHEY
COLLEGE**

Aspire & Challenge

Year 10



20-24 APRIL 2026



www.abbeycollege.cambs.sch.uk



Aspire & Challenge

What is Work Experience?

- A short-term placement in a real workplace.
- Exposure to workplace operations and professional roles, with the opportunity to learn about a job or industry
- Helps develop confidence, as well as learn essential workplace skills such as punctuality, communication, and teamwork during their placement.
- Experiencing various industries can help make informed career choices.





Aspire & Challenge

Why is Work Experience Important?

Academic and Work

Work experience connects academic knowledge with real-world professional skills and environments.

Development of Transferable Skills

To help develop essential skills like communication, teamwork, and time management through work experience.

Career and Educational Clarity

Work experience can help you understand your interests and strengths, guiding future decisions.

Enhancing Employability

Work experience strengthens a CV, showing initiative, responsibility, and readiness to learn.





Aspire & Challenge

When and How Long?

Duration and Timing

- Work experience lasts one week (5 school days). Your work experience will be 20-24 April 2026.

Daily Schedule

- Attend full-time, typically from 9am to 5pm, or following employer-specific hours.

Student Responsibilities

- Students must adhere to workplace rules, demonstrating punctuality, reliability, and consistency.

Preparation and Coordination

- Mrs Wilson will coordinate placements ensuring safety, you will research and prepare in advance.



Finding a placement

You can look for experience related to the school subjects you enjoy. Here are some ideas:



- **History:** museums, archive offices, historic sites
- **Art/Design:** galleries, workshops, branding firms
- **Drama:** theatres, talent agencies, event spaces
- **English/Languages:** newspapers, publishing, libraries
- **Science/Engineering:** research labs, energy companies, science museums
- **Biology:** pharmacies, dental offices
- **Computer Science:** IT companies, tech startups, school IT departments
- **Maths:** banks, accounting firms, insurance companies



Aspire & Challenge

Finding a placement

Personal Networks

- Start by asking family, friends, or neighbours for potential placement opportunities to leverage personal connections.

Engaging With Local Organisations

- Local businesses, charities, and public sector organisations often support students by offering placements.

Proactive Communication

- Be proactive by writing emails, making phone calls, and visiting employers to enquire about placement options.

Aligning Interests and Goals

- Finding a placement that matches personal interests or career goals enhances the learning experience, but is not a necessity.





What to expect

Varied Work Tasks- Engage in tasks like shadowing, assisting, attending meetings, and supporting projects according to the business type.

Guidance and Supervision- Employers provide supervision to ensure safety and effective learning during the student's work experience placement.

Professional Conduct- Students should follow dress codes, be punctual, respectful, attentive, and demonstrate enthusiasm in the workplace.

Learning and Networking- The placement helps students understand workplace dynamics and build relationships with experienced professionals.



Aspire & Challenge

Unifrog Placement tool



Work Experience forms will all be completed on Unifrog.



If you have forgotten your password, please click on the forgotten password link to reset it. If you have issues after trying this, please let me know.



www.abbeycollege.cambs.sch.uk



**ABBNEY
COLLEGE**

Aspire & Challenge

How do I complete my forms on Unifrog?

You start the process by adding your employer details on the Placements tool which can be found on the home page.

The screenshot shows the Unifrog dashboard with a navigation bar at the top containing year tabs (Y7 to Y13) and an 'All tools' button. The main content is organized into several categories:

- Quizzes:** Includes 'Interests profile' (checked, last taken 9 Oct 24; C and S and E) and 'Skills profile' (marked with an 'x' for 'Quiz not taken').
- Recording:** Includes 'Activities' (marked with an 'x' for 'Recorded at least 10'), 'Skills' (checked, 'Completed all 12'), and 'Interactions' (marked with an 'x' for 'Missing 5 Interaction types').
- Exploring:** Includes 'Careers library' (marked with an 'x' for 'Careers favoured'), 'Subjects library' (marked with an 'x' for 'Subjects favoured'), and 'Know-how library' (checked, 'Guides favoured').
- Materials:** Includes 'CV / Resumé' (checked, 'Tweak your CV for each role').
- Searching:** A note states 'No tools in this category are tailored to you this year - click 'All tools' to see everything'.
- Applications:** Includes 'Post 16 Intentions' (marked with an 'x' for 'Plan A and Plan B complete').
- Placements:** A button at the bottom left is marked with an 'x' for 'No placements added'. A large blue arrow points to this button.





Aspire & Challenge

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](#)

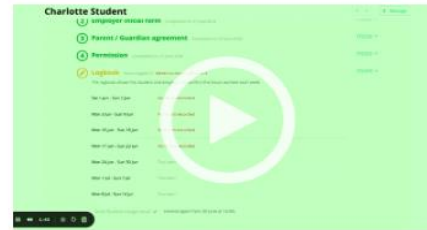


Some inspiration from the Know-how library



For employers: how to run a successful placement

Top tips for employers on how to run a placement that makes everyone happy



How to... use the Logbook on the Placements tool

How to record placement hours



How to... use the Placements tool

Here's how our Placements tool works



Aspire & Challenge

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

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

...ing 'real' work
personal interaction with
...tation or online course

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

---- pick one ----

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 --





Aspire & Challenge

Work Experience 20-24 APRIL 2026

Timeline and key dates

October 2025- Launch assembly, plus you will receive a 'How to guide' for work experience via your careers teams page and you will be encouraged to start looking for a placement.

October to January- Find a placement and upload to Unifrog
13th February 2026- Deadline for finding a placement and uploading the details to Unifrog.

Feb/Mar- You will receive a workbook journal, this will need to be complete everyday! Plus you will have a final Work Experience assembly before you go out on placement.





If you require support with any of this please come to the careers office



www.abbeycollege.cambs.sch.uk