



unifrog

Year 10 Parent/Carer Work
Experience information
evening

Overview of Work Experience

- On **Monday 6th October 2025**, students attended a Work Experience Launch Assembly at school. They received all the key information needed to begin thinking about placements and how to approach employers.



Overview of Work Experience

What Students Need to Do:

Find their own placement:

Students are responsible for securing their own work experience placement. If they are struggling, they should speak to **Mrs. Wilson**. While the school does not arrange placements, we can offer suggestions and guidance, to students and parent/carers alike.

Contact employers:

Students must reach out to potential employers and gather the necessary details to complete their application.

Complete the Student Initial Form on Unifrog:

Once students have all the required information, they should fill out and submit the form on Unifrog.

Overview of Work Experience

What Happens Next:

Submitting the form on Unifrog triggers a sequence:

- The **employer** receives a notification to complete their section.
- The **parent/carer** is then contacted to fill in their part.
- Finally, the **school** is notified to complete the final section.

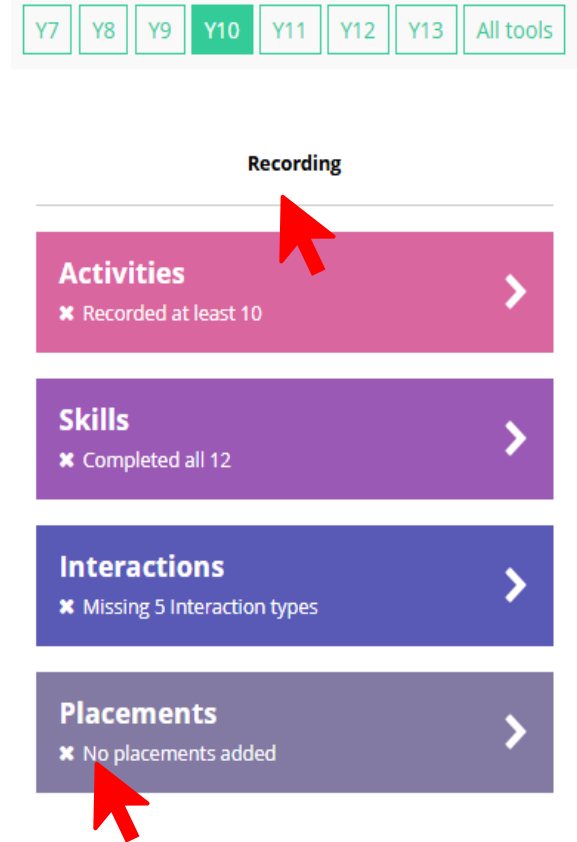
Support from Parents/Carers:

- Parents and carers are encouraged to support students throughout the process. This could include:
- Helping brainstorm placement ideas
- Assisting with phone calls or emails to employers
- Reviewing the student's form before submission
- This process is a valuable opportunity for students to gain real-world experience and develop independence and confidence.

How do you add the student & Employer details on Unifrog?

i The next few slides will show you how your child will use the Placements tool.

- They will start with logging into their Unifrog account
(Each student has their own Unifrog account, if they have forgotten their password they will need to reset on the unifrog homepage themselves)
- Then scroll down to the header 'Recording'
- They will then need to click on the 'Placements' tile.



Using the Unifrog Placements tool

To get started, click 'Add new placement.'

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](#)



Using the Unifrog Placements tool

You'll then see
the **Student initial
form.**

Here, you'll be able to
enter important details
about the placement.



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.

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 ----

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

Note- some information will need to be gathered from the employer beforehand to enable you to complete the student form.

Using the Unifrog Placements tool: in person placement

Select the staff member at school/college who is coordinating your placement.

* Placement start date 20 April 2026

Placement end date 24 April 2026

* Placement coordinator Mrs Wilson

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

Our placement
Co-Ordinator is
Mrs Charlotte
Wilson

Our Work
Experience dates
are 20th –
24th April 2026

Then enter the business name, placement dates, and time commitment.

Using the Unifrog Placements tool: Learning Objectives

* What are your objectives for this placement?

During this placement, I'd like to observe...
I'm really keen to learn about...
I'd like to know...
I'm looking forward to...

Words: 21. 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 ^](#)

Create some learning objectives for your placement.
What skills do you want to develop? What do you want to learn?



Remember that this text will be shown to the employer.

Using the Unifrog Placements tool: Employer Details

* Employer placement lead: name	<input type="text" value="Alex Kelly"/>
* Employer placement lead: email	<input type="text" value="info@unifrog.org"/>
Important: this must be correct, or we won't be able to progress the placement.	
* Employer placement lead: email (again)	<input type="text" value="info@unifrog.org"/>

Enter the employer placement lead's name and email address.



Double check that you've entered the email address correctly!

Using the Unifrog Placements tool: in person placement

* Employer placement lead: phone number	United Kingdom (+44)	2033725991
* Placement country	United Kingdom	
* Placement address	Brickfields, Unit 215, 37 Cremer Street	
* Placement postcode / zip code	E2 8HD	

Enter the placement lead's phone number and the location of the placement.

The placement must be within the UK.

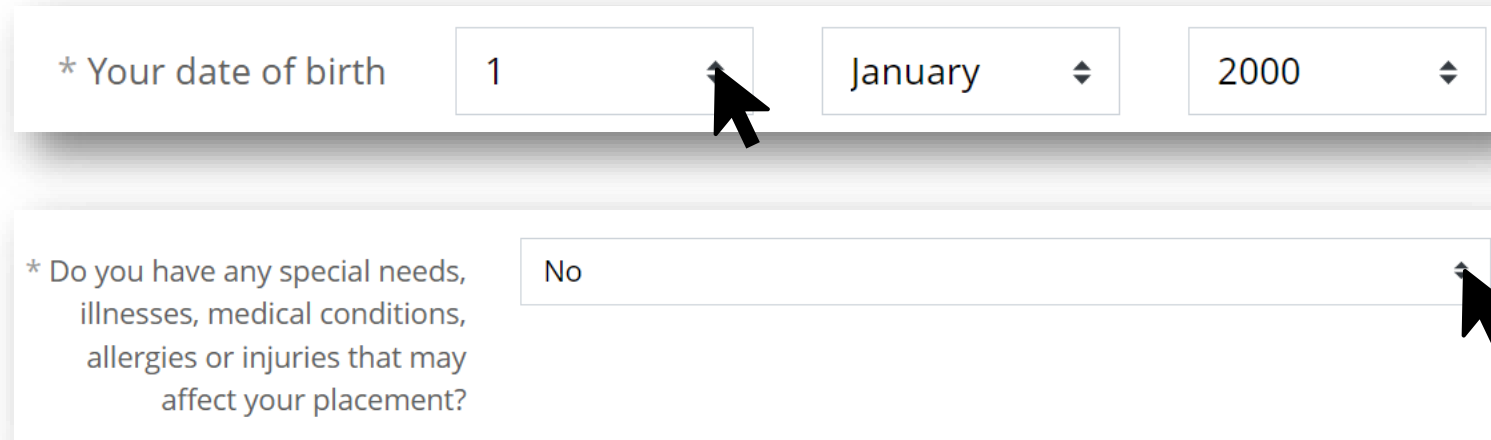
Using the Unifrog Placements tool: Student Details

* Your date of birth

1 January 2000

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

No



Enter your date of birth. Then select whether or not you have any special needs, illnesses, medical conditions, allergies, or injuries that may affect your placement.

Using the Unifrog Placements tool: Parent/Guardian details

* Parent / guardian (who must also be your emergency contact)	<input type="text" value="Sally Cooper"/>
* Parent / guardian email	<input type="text" value="sallycooper@example.com"/> Important: this must be correct, or we won't be able to progress the placement.
* Parent / guardian email (again)	<input type="text" value="sallycooper@example.com"/>

Enter parent / guardian's name and email address.



Double check that you've entered the email address correctly!

Using the Unifrog Placements tool: Completion

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 as soon as possible of any absences?

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



Read the four points and tick 'Agree' to acknowledge your agreement.

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



Once you've checked your form, tick 'Form finished?' and then click 'Add placement.'

Using the Unifrog Placements tool: **Form Edits**

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Scheduled for: **01 May 23 - 12 May 23** Type: **In person**

① **Student initial form** Completed on 21 March 2023

② **Employer initial form**

③ Parent / Guardian agreement

④ School permission

⑤ School during-placement check-in

⑥ Employer review form

⑦ Student reflection form

more 

more 

more 

more 

more 

more 

more 

If you need to change anything, click 'more' next to 'Student initial form' and then 'Edit.'

You'll be able to keep track of the next steps by clicking 'more' next to the other forms.

Using the Unifrog Placements tool: **What's in the parent form?**

Unifrog
Scheduled for: 01 May 23 - 12 May 23 Type: In person

- 1 Student initial form Completed on 21 March 2023 [more ▾](#)
- 2 Employer initial form [more ▾](#)
- 3 Parent / Guardian agreement [more ▾](#)
- 4 School permission [more ▾](#)
- 5 School during-placement check-in [more ▾](#)
- 6 Employer review form [more ▾](#)
- 7 Student reflection form [more ▾](#)

PARENT / GUARDIAN AGREEMENT

- Name, email address and phone number
- Your relationship to the student
- Does the student have any special needs, illnesses or injuries that may affect your placement? (the answer to this question is kept confidential from the student)
- Confirm you're aware that the placement provider will have primary responsibility for the health and safety of the student
- Agreement for the student to take part in the placement

Question Time



Please contact Mrs. Wilson for any Work Experience questions or queries careers@abbey.college



unifrog

Sign in at:

unifrog.org/sign-in