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Work experience and the Placements tool

What is work experience?



What do you already know about work experience?

Use the questions below to get you started...



What kind of **places** could you complete work experience in?



What kind of things might you **do** during work experience?



What **skills could you develop** on work experience?



What might you **learn** from your work experience?



What else might you get out of doing work experience?



How do you find somewhere to do work experience?

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What might you **learn** from your work experience?

What else might you get out of doing work experience?

How do you find somewhere to do work experience?

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**

Talk to the local branch of a **chain company**

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

We 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.

You need to include:

- The **date** of your work experience: 14th – 18th June
- **Why** you would like to complete your work experience at this organisation
- What you can **offer** them

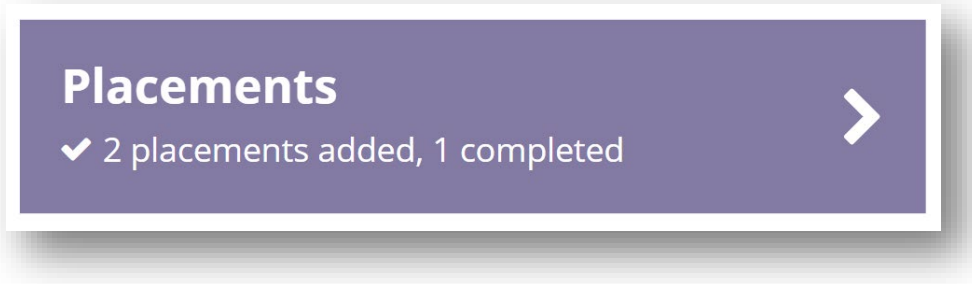
Top tip:
Get someone to proofread your letter/email to help check for typos or any errors.

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

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?

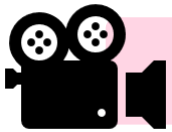
Don’t panic! Keep applying, and try out new employers. If an employer isn’t replying to you, try giving them a polite phone call.

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 **14th – 18th June 2027**
    b. Your Placement coordinator is **Mx Careers Team**
    c. If any part of your placement is in-person, select '**Yes, it's all part or in-person**'
3. 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.

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 workexperience@ashbyschool.org.uk who will be able to help.

Step 4: get the placement approved

- **The careers team** 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, your parent/caregiver, and the careers team.

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:

Log into Unifrog and type ‘work experience’ in the search bar to learn more about what to expect, and to get useful tips on applying.

Favourite guides you find so you can come back to them later.

Start looking for placements. You can use online searches in the local area via Google.

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

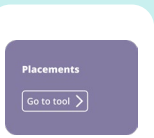
Get in touch with employers you want to work for. You can contact more than one at the same time.

You **must** have your placement booked by 21st April 2027

Key information

Work experience will be on these dates: 14th – 18th June 2027

You must have sorted your placement by 21st April 2027



You must agree your placement with the employer using the Placements tool on Unifrog.

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

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Help me!

I can’t find a placement

Get in touch with the careers team

but please try to find one yourself first!

I can’t log my placement on Unifrog

Ask the careers team for help –

workexperience@ashbyschool.org.uk

I’m nervous!

That’s totally normal! Talk to your friends and CREW Leader 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



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Sign in at:
unifrog.org/sign-in