

## Work Experience 2026

Dear Parent/Carer,

This year we are launching into modern Work Experience for Year 10. They have been busy creating Unifrog accounts and getting ready to find placements for their work experience, as well as learning about the world of work and the benefits of this exciting opportunity. They are very much responsible for this therefore promoting personal growth and a better understanding of the world of work.

I would like to share with you the process we are using for placements, so that you are in a position to support your child and that you know where to access support should you need it.

We would like all year 10 students to have an experience of the world of work. The placement runs from **6<sup>th</sup> – 10<sup>th</sup> July 2026**.

We have asked your child to look for a placement for the relevant week. They can do this by;

- Using family and friend connections
- Visiting local employers in person – with parental guidance
- Sending letters or emails to local companies
- Making phone calls.

Once they have an agreement from a company that they can take the student for the appropriate week they need to gather the information below to be able to complete the paperwork which enables the risk assessment process to take place. This is done using their Unifrog account which is accessed using their school email and their own password. (This can be reset using 'forgot password' and an email will be sent to the student's school email.)

<cdn.unifrog.org/video/n193u79dee/720.mp4> this is a video showing how to access the tool.

**These are the questions that need to be filled in on the Unifrog site, it is useful to ensure you can answer these before you begin.**

*In person or virtual?*

*School/college placement coordinator name*

*Name of business / organisation*

*Start and End dates*

*Describe the time commitment*

*What are your learning objectives for the placement?*

*Employer placement lead name and email address*

*Business / organisation phone number*

*Placement address*

*Is this the workplace where you'll be based throughout the placement?*

*Will you live at home as normal during the placement?*

*How will you travel to and from the placement?*

*Your date of birth*

*Do you have any special needs, illnesses or injuries that may affect your placement? (the answer to this question is kept confidential from the parent / guardian)*

*Parent / guardian (who must also be your emergency contact) name and email address*

*Are you happy to share your details and feedback on the employer's portal on Unifrog?*

*Do you agree to abide by confidentiality, safety, and absence rules*

Once this is complete a form is automatically sent to the employer to complete, which will include requesting risk assessment and employer liability insurance details – without this we cannot sanction a placement. This information then comes back to the academy so that we can decide if we need further risk assessments to ensure your child's safety on the placement.

If this is all in order a form will come out to parents on the email you provided in the first form for you to consent.

This is an automated system so it is important that students have secured a placement and filled in the initial form by **Tuesday 5<sup>th</sup> May 2026**. After this date we cannot guarantee that the relevant paperwork can be completed although we will always aim to support where we can.

We understand that not all employers will be able to offer a full week placement. In cases such as these we will offer experiences in school for days your child cannot access an 'in person' visit. Students can also go to more than one placement during the week if this can be organised by themselves. We are happy to consider shorter placements for students where this will be more appropriate, please get in touch if you think this might support your child.

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Please also have a look at the PDF document that takes you through the process and other useful information about Unifrog.