

Year 10 Work Experience

17th to 21st May 2027

Mrs Dorgan – Careers Leader



Why do work experience?

- Provides students with an insight into different sectors and careers.
- Gives them the opportunity to use and apply their skills and knowledge in a professional environment.
- Aids the development of 'employability skills' - sometimes called 'soft skills' – that are required not only in the workplace, but in life. These include communication, working with others and problem solving.
- Builds confidence and self-esteem by showing students what they can achieve outside school.
- Allows students to 'try out' an area of potential interest.



Why do work experience?

- Provides knowledge of the local job market and starts students on the road to building a network of business contacts.
- An opportunity to impress local business people – in a few years' time there may be the opportunity to go back to the same manager seeking employment!
- Valuable experience to add to a CV or Personal Statement.
- Many employers are happy to offer a reference, which students can use when applying for jobs, either while they are still at school or later on.



How to find a placement?

- We do not have a database with work experience opportunities available for students to look at
- Students will need to approach companies that they are interested in directly – this is often the best method as it shows the employer that the student is interested and enthusiastic.
- Dependant on the type of company, students can either contact via an email, send a letter or visit directly.
- Ask friends and family as they may have contacts in relevant industries.



What happens when I have a placement confirmed?

- All paperwork is completed through our careers platform called Unifrog. There is an electronic form for the employer and the parent to complete and then a final form which comes to me for final approval.
- Students will need to have the name of the person authorising their placement, the name and address of the company, their email address and telephone number.
- Once they have this information, students can log into their Unifrog account and enter the details into the Work Placement Tool as per the video on the next slide.



How do students register their placements?

unifrog



How do students register their placements?

- The section on Work Experience can be found under the Exploring Pathways section which is about half way down the page. Click on the link for Placements.
- We will only be authorising **In-Person** placements. Students **MUST** select **In-Person** placements when registering their placements.

Unifrog will be available to students throughout Year 10 and 11 and will be a valuable source of information for students when making their Post 16 decisions.

The Legal Part

- We have a responsibility to ensure that all placements have the necessary risk assessments and Employer's Liability Insurance.
- It is essential that the employers have thought about the safety of the young person whilst on their premises.
- Even if students are working with a family member, Employer's Liability Insurance is still required.
- In addition, if a student is working with 1 person solely for more than three days – there is a requirement that a DBS check is carried out on that person. If this is a possibility, please email me so that we can discuss further.



Dates

- All requests for work experience should be entered into Unifrog by the 26th February 2027.
- All students should have a placement confirmed by the employer, parent and school by 30th April 2027.

Work experience week is Monday 17th May to Friday 21st May 2027.

Unifrog – Parent Accounts

Parents have the option of setting up access to Unifrog.

All students have parental emails linked to their account. To enable them, please log into <https://www.unifrog.org/parent> and enter your email address.

You should then be able to set up your account.

Parent Access to Unifrog

- Once logged in, you will then be able to see the following information;
- Your child's basic information
- The status of your child's work experience placement
- Any careers interactions that have been logged for your child
- Access to a wealth of careers based information

Parent Access to Unifrog

- If you do not want your account, it will not be activated until you put in your email and set up a password.
- If at any time you wish to delete your account – this is easily done via a button on your Settings page.
- Students can ask for parental access to be removed.

Helpful information

- [How to help your teen find work experience \(theparentsguideto.co.uk\)](https://theparentsguideto.co.uk)
- [Ways to get work experience | National Careers Service](#)
- www.unifrog.org – students can access a wealth of information on Unifrog

If you have any questions regarding work experience, please contact me at I.dorgan@theburgesshillacademy.org.uk