

"Work experience bridges the gap between education and employment, helping young people develop the skills, confidence and knowledge needed for their future careers."

Key Dates

Work Experience will take place over 1 week

Monday 24th May – Friday 28th May 2027

Monday 31st May 2027 Drop-down day carousel of activities throughout the day

Deadline for confirming placements is 30th January 2027

Why Work Experience is Important

- 💼 **Experience the World of Work**
- Gain first-hand insight into different careers and industries.
- Understand what employers expect in a professional workplace.
- 🛠️ **Develop Essential Skills**
- Improve communication, teamwork, problem-solving and time management.
- Build confidence and independence.
- 🎯 **Make Informed Career Choices**
- Discover careers that interest you.
- Identify skills and qualifications needed for future jobs.
- 📄 **Strengthen Applications and CVs**
- Stand out to colleges, universities, apprenticeships and employers.
- Provide real examples of skills and achievements.
- 🤝 **Build Professional Connections**
- Meet employers and professionals.
- Create valuable contacts for future opportunities.

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** (e.g. Astwoodbank, Feckenham, Webheath, Inkberrow, Smiles nursery)

Talk to the local branch of a **chain company** (e.g. Boots, Amazon, Startin Car Sales)

Unifrog and the Placements tool



What is Unifrog?

- Unifrog is an **online careers platform** used by over half of the secondary schools and colleges in the UK.
- The platform has various tools to help students research careers and future pathways, draft CVs and personal statements,
and manage work experience.

Parents Unifrog Account

Parents and carers have your own accounts on Unifrog, which allows you to:

- See your child's next tasks, unfinished actions, upcoming events, placements, and the interactions added by their teachers
- Try out our student tools, e.g. find out what frog they are in the personality quiz
- Find webinars, fairs, and guides aimed at parents and guardians
- Subscribe to the parent/guardian daily summary email, which summarises activities your child has done on Unifrog the day before
- Subscribe to the parent/guardian newsletter, which shares parent webinars, guides, and opportunities for your child.

Parents Unifrog Account

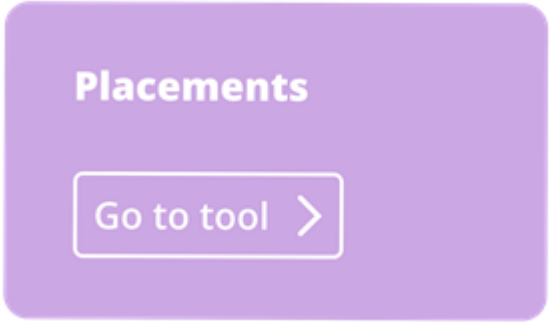
To activate your account:

- Parents follow this link **Create Account** which has been emailed to you – use the single sign-on function.
- For guidance on how to manage parent accounts see our **Help guide on How to manage parent/guardian accounts**.

Using the Unifrog Placements tool

Unifrog's Placements tool **helps schools, students, parents and employers with the admin behind work experience**.

[2 min overview of the Placements tool]



Using the Unifrog Placements tool

After the student has agreed a placement with an employer, they need to log into their Unifrog account to log the Placement.

This starts off a chain of forms.

After the student completes the first form:

- The system emails the employer to complete their form
- The parent/guardian form comes next
- The school/college completes their permission form



Here's what parents/guardians need to know about placements forms.

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 they have got a place, complete the Placement form on Unifrog.



Step 3

The employer and yourselves will confirm the placement via email.



Step 4

We approve their placement so they can get started..



Next steps

Students

- Agree a placement with an employer.
- Log the information on the Unifrog placements tool.

Parents/caregivers

- Support your child to source a placement. Encourage them to log it on Unifrog.
- Look out for an email from Unifrog once the student and the employer have completed their forms.

Key Dates

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Thursday 27th May 2027 Drop-down day carousel of activities throughout the day

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More info

1. Unifrog have created **a set of guides about placements** here.

2. This is the best guide to start with
   (it includes **a short video of how the whole process works**).

3. Next, we recommend looking at this guide
   (it's all about **how to help your child to find a placement)**.

Scan the QR to see all guides

Pro tip: check out the apprenticeships tool on Unifrog to research local employers who may be open to hosting a placement.



unifrog