

Year 10



Student Pack

2026– Part 1

Generating career ideas and
contacting employers

Date: Monday 27th April to Friday 1st May 2026

What is Work Experience?

Work Experience is when students spend their time in an employment setting, rather than education. Effective work experience placements often link to the student's career pathway, wherever possible. Occasionally, placements can be limited by safety, insurance, or security restrictions, in these circumstances requesting a work shadowing placement with the employer maybe more suitable and will help alleviate these concerns. Please see the section on work shadowing for further details.

Key information

General expectations

- All year 10 students are expected to participate in work experience for a full week.
- The timing of your day will depend on the company hosting you and their normal working hours.
- All students will be expected to find, secure, complete and review their work experience placement. The school will offer support throughout this process.
- Students who do not secure a placement for the full week will be expected to be in school as normal. They will be given tasks/activities to complete.

Transport

Students are responsible for their own travel arrangements to and from their placements. The school is unable to subsidise the cost of these. If students receive local authority transport to/from school, please contact the schools work experience coordinator to see if this transport can be altered during the placement week.

Meals

Students will be expected to source their own lunch/food during their work experience placement. Pupils eligible for free school meals can collect a packed lunch, from school reception, each morning of their placement. Please contact the work experience coordinator in advance to arrange this. Collecting a school packed lunch will need to be considered into students travel arrangements and placement start times. Where applicable, employers will be made aware of the situation and asked to provide flexibility, if possible.

Placement Vetting & Health and Safety – Further guidance to follow in Part 2

All placements will be vetted by the school/work experience coordinator. This process will utilise the 'Placements Tool' on Unifrog. Once a student has verbally secured a placement, they must submit the placement details to Unifrog via the placement tool and student form. **More specific information about this will be shared during part 2 of the work experience process.** There will be a final deadline for all placements to be submitted onto Unifrog. For now, an overview of the process is outlined below.

The placement vetting process is a series of forms- Student, Employer & Parent/carer. At each stage the individual is asked and inputs key information regarding the placement. Employers are either asked about or required to share their insurance, risk assessment and health & safety policy depending on the nature of the work experience and the organisations set-up. Employers are also asked to clarify other important information e.g. timing, clothing, food arrangements, lone working, placement activities etc.

How to find work experience

The school will help with providing information and offers support with the process **BUT** students are expected to find their own placement. At most, the school may direct some students to potentially suitable employers, however students will be expected to contact the employer, complete any application forms and attend any interviews themselves. Starting early will help students get ahead.

Depending on your current career thinking, and decisiveness on where you want to try and undertake work experience, will determine whether you are ready to start contacting local employers immediately (step 2) or if you need to generate and explore career ideas first (step 1). Even if a student knows the sort of career they would like in the future, it is essential they fully research the profession and wider industry. The resources in step 1 will help with this.

Step 1- Identify career areas of interest

To secure a meaningful and informative work experience opportunity, you need to have a rough idea of the sort of role you might want in the future. To do this you can explore the following areas, making notes on the answers (see page 6). If you already know what you would like to do in the future, research the role and then you can jump to step 2.

Generating career ideas, use Unifrog and other careers platforms to:

- Explore and research careers relating to your favourite subjects.
- Explore and research careers related to your hobbies or interests e.g. sport, music, fashion, working with people, numbers, or animals.
- Utilise the various quizzes on Unifrog and other sites to generate career ideas and research them further, which ones appeal the most? Unifrog quizzes include 'Interests' 'Personality' 'Work Environments' and 'Skills'- all will match you to related careers. Other useful careers websites are below.
- Talk to your family and friends- what do they think you would be good at and why?

Useful Links:

Careers information & Job Profiles:

- ⇒ Unifrog – unifrog.org/sign-in
- ⇒ Career Quiz SACU - sacu-student.com/?page_id=2760 – Click on 'NEW STUDENTS REGISTER'
- ⇒ UCAS- <https://www.ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs>
- ⇒ Prospects- <https://www.prospects.ac.uk/job-profiles>
- ⇒ National Careers Service- <https://nationalcareers.service.gov.uk/explore-careers>
- ⇒ National Careers Service nationalcareers.service.gov.uk/skills-assessment – Career Quiz
- ⇒ Career Pilot- <https://www.careerpilot.org.uk/>

Other important things to think about when considering placements:

- The type of job sector/industry
- How far am I prepared to travel?
- Do I want to be office based? Inside? Outside or a mix?
- The type of clients or services I want to work with.
- How practical and hands-on do I want the role to be?

Sometimes it is hard to identify a specific career but you could explore a placement that matches an environment or client group that appeals e.g. working with animals, being outdoors, doing something practical, working with numbers, involves writing. This approach widens your potential employers list.

Step 2- Contacting Employers

- If you already know what you would like to do for work experience or have completed step 1, and now have a better idea, you are ready to move on. Do ensure you have a good understanding of all careers of interest. Make certain you have researched their day-to-day activities, requirements, and routes into the profession. The 'Careers Library' in Unifrog can help with this. This research will help ensure your work experience opportunity is maximised.
- Next, you need to search for local companies operating in your career area of interest; creating a list of employers to contact. Use the following websites and Google to help with this. Input your career sector of interest and location e.g. 'engineering' 'Coventry'.
 - ◇ <https://www.yell.com/>
 - ◇ <https://www.thomsonlocal.com/>

Your results will provide a list of employers to contact. It is recommended you briefly research each company you are going to contact and double check/find out:

- What they do- are they suitable for your interests/needs?
- Where are they based? - can you get there?
- Find a contact name, if possible, or preferred method of contact for general enquiries.

Once you deem the organisation as suitable, make an enquiry with them. See the appendix for advice and guidance on how to make initial contact with an employer, this includes how to structure an email, and telephone conversation (pages 7 & 8).

Things to remember:

- Follow up any emails with a telephone call 1-2 weeks later, if there has been no response.
- Ensure your email address and methods of contacting you are appropriate, accurate and checked regularly.
- Always be positive- it is important to sound enthusiastic and show you have something to offer.
- Be pro-active - you could suggest a meeting or interview to discuss the opportunity further.
- Some employers will not be able to accommodate a work experience placement, so do not get annoyed or upset. It is more than likely the time-period or environment are not suitable, rather than you.
- Consider work shadowing rather than work experience if more appropriate, see appendix for further details on the difference.

REMEMBER NETWORKING IS AN IMPORTANT ASPECT OF WORK, SO UTILISE YOUR FAMILY, FRIENDS AND OTHER CONNECTIONS- you never know a family friend may already work in the sector or for a business that has roles you are interested in.

Finally, if an employer is unsure about accommodating you because of insurance, health and safety or any other reasons they can contact the schools work experience coordinators to discuss the matter further.

Work Experience Coordinators: Rebecca Mahloudji, Angela Boland.

Ash Green School,

Ash Green Lane,

Coventry

CV7 9AH

02476 366772

Email: Rebecca.mahloudji@ashgreenschool.org.uk

Angela.boland@ashgreenschool.org.uk

Step 3- When a placement is offered

Once an employer has agreed to host you for work experience you then need to gather all the key information, **ready** to complete the 'Placement Tool' on Unifrog. You will receive further guidance on completing the Placement tool in part 2 of your work experience assembly series and student pack.

If you manage to secure a placement between now and part 2 of the process (2-3 weeks time), just gather the following information and wait for the sessions. You can then upload the details immediately after part 2 has been delivered. For anybody else reading this after the delivery of part 2 , gather the information below and complete the placement tool now.

Essential Placement information needed. Record the answers below.

Employer/Company Name:

Name of the employer contact supporting the placement:

Email of employer contact:

Telephone number:

Employer address:

Is this address where you will be working during your placement: Yes / No

Other placement details to check, make a note of answers, if needed.

- Start/finish times for the working day -
- Lunch breaks and access to food- is there a canteen where you can purchase food? -
- Dress code -
- Where and who do you report to on the first day and for the remainder of the placements? The first day can often be different as you may need to be introduced to staff, go through health and safety/fire procedures before joining the relevant department. Details:
- Clarify company objectives and expectations- What are they likely to ask you to do or what can't you do because of safety/training reasons?
- Clarify what you would like to experience- would you like to see a certain department, task or project and is it possible the company could facilitate this?

In addition...

You should inform the employer that there will be a placement vetting process and for them to expect an email from an organisation called Unifrog. You should share with them a copy of the employer's guide to Unifrog. This is located in the appendix of part 2 of the student support pack and an electronic copy is available on the school website, under the 'curriculum' tab. Link: ashgreenschool.org.uk/page/?title=Work+Experience&pid=25

Refer to part 2 of the student support pack, for guidance on completing the placement tool and for a more detailed overview of the placement vetting process.

Sample Email to enquire about work experience

Insert here ONE of the following:
A person's name, if known
Madam/Sir or
To Whom It May Concern - remove
the 'Dear' part if using this.

Dear

I am a year 10 student at Ash Green School, actively seeking a work experience or work shadowing opportunity from (INSERT DATES).

I am particularly interested in undertaking this opportunity with (insert company name here) because I am considering a career in (whatever they do/sector they operate in). I am a (list 2-3 key skills/qualities you think apply to you and will be important in the workplace) student, who is willing to attend an interview to discuss the matter further. I understand that providing a work experience placement is a lot of work for a company but would really appreciate the chance to work for (name of the company/organisation).

Should you have any reservations or concerns about accommodating a student, please feel free to contact me further or you can contact my school on the details below.

School Details:

Work Experience Coordinators: Rebecca Mahloudji & Angela Boland

Ash Green School,

Ash Green Lane

Coventry

CV7 9AH

02476 366772

Email: rebecca.mahloudji@ashgreenschool.org.uk

angela.boland@ashgreenschool.org.uk

I look forward to your response.

Yours Sincerely

(Type your Name)

REMEMBER: Ensure you use an appropriate email address. You have an email account as a student at Ash Green School which you can use, or you can create a new account through companies such as Google or Outlook. When creating a new account try to use your name and 1-2 numbers as the address. Utilising emails will be an important aspect of your adult and working life.

When you get offered a placement:

Thank the company and collect the necessary information (see step 3). Inform them about the school's placement vetting process. Explain this will be via a platform called Unifrog and they should expect an email from them shortly (check junk/spam too). Share the employers guide to Unifrog with them (either via a link to the work experience section of the school website or your physical copy in part 2 of the student support pack). Make sure you submit the work experience details on the placements tool, via Unifrog. This will generate the employers form for the company to complete. **Do this after the launch of part 2.**

Sample Telephone or face-to-face conversation

1. Greeting- e.g. Hi, Hello, Good Morning/afternoon
2. Introduce yourself and explain the reason for your call, for example- “My name is I am a year 10 student at Ash Green School, seeking a work experience or work shadowing opportunity from (insert dates). I am interested in undertaking this with (say company name here) is it possible to speak to someone about this?

REMEMBER: In this sort of scenario, you are unlikely to find yourself speaking directly to the person who can approve a work experience placement straight away. You are likely speaking to a receptionist or general enquires department.

3. The person is likely to either put your call through to the correct person/department, give you a direct contact number or email address or may go and find someone to come and talk to you -if you are there in person. Whichever happens you will probably need to introduce yourself again to the new contact. Do this by repeating steps 1 and 2 or using the sample email.
4. From here the conversation should start to flow naturally as the company asks questions and you answer them. Things to remember:
 - Be polite and take your time.
 - If appropriate, explain why you would like to undertake work experience with the company e.g. links to your careers aspiration, would like to get a better understanding of the sector etc.
 - Offer to attend an interview or complete an application form, if they require this.
 - Record and remember the name of the person you are speaking to- you will need this in the future or to get back in touch with them. Write it down.
5. If the company says they will get back to you and you have not heard anything after 2-3 weeks, contact them again. Ask for the person you spoke to before. Re-introduce yourself and politely remind them you were in contact with them a few weeks ago, and what it was about (work experience). Then, ask if the placement is possible.
6. If the answer is
 - ‘no’ thank the company for considering the placement and bid farewell. If they have reservations or concerns, inform them they could contact the school to discuss the matter (give them the work experience coordinators contact details, on the previous page).
 - If the answer is ‘Yes’ thank them, collect the necessary information (see step 3) and inform them about the school’s placement vetting process. Explain this will be via a platform called Unifrog and they should expect an email from them shortly (check junk/spam too). Share the employers guide to Unifrog with them (either via a link to the work experience section of the school website or your physical copy in part 2 of the student support pack). Make sure you submit the work experience details on the placements tool, via Unifrog. This will generate the employers form for the company to complete.
Do this after the launch of part 2.

Guidance: If you are asked to attend an interview, complete an application form, or submit a CV

Occasionally, students are asked to complete a short recruitment process for the employer before a decision is made on a placement, or to support the employers internal working practices. This is particularly applicable for larger companies and when they receive a high volume of requests. Below is some guidance to help you navigate these requests.

Interviews

Prepare for an interview by considering the following questions and some possible answers. Try viewing it from the perspective of the person interviewing you- would you hire you?

- Why do you want work experience at this particular company? – The answer is NOT because I need to find something! Maybe they are well known, have good reviews, offer goods, services or work with clients that interest you and you want to work with in the future.
- How much do you know about the sector and the company? - Find out, from their website, what they do, their values and projects. Knowing this could help you answer the question above too. Do you have some shared interests?
- Why should the company take you on/ what can you offer? - It can be a lot of work offering a work experience placement, why should they go to the effort? What skills/qualities can you bring?
- What do you hope to achieve/learn from the placement? A good answer here will help the employer shape the placement to your aspirations (if possible). Maybe you want to observe/support certain departments or have a go at certain tasks/activities. Maybe you want to develop certain skills or qualities or gain a better understanding of the company and industry they operate in.

Practice answering these questions with another person and get their feedback.

Submitting an application

Some companies, especially big employers who get lots of requests for work experience, may ask you to apply for a work experience role. This could just be for information purposes, or it could be used to select students to invite to interview! - So, make sure it is good.

Things to consider when completing the form:

- Ensure your information is accurate and appropriate – completing the sections on who you are, your address and contact details is easy but double check it, you do not want to find you have not been called to interview because you mistyped your phone number!
- Ensure you complete all sections and answer any questions. They will most likely want to know why you want to undertake work experience with them and what you are hoping to get out of it. Prepare good answers.
- Ensure sections or questions asking about personal skills, qualities or interests are written in full sentences, they address the question and are supported by specific examples of where you have used these skills. For example, “I work well in a team, as demonstrated during a recent drama performance where I had to devise, perform and review a piece of theatre with four other students”.

Asked to submit a CV?

If you get asked to submit a CV either with an application or interview, or just in general, use the template on the next page to help you. Unifrog also has the ‘CV / Resume’ tool you can use.

If you would like support with any of these aspects, see your tutor or work experience coordinator.

CV Guidance

Your Name

Your address

Your Phone number and email address

Personal Profile

A short introduction to your CV. You should explain who you are, a short summary of what you'll bring to the company, and why you are interested in the role. Your profile should be no longer than 5-6 sentences and keep it relevant to the job/role you are applying for. Think about some positive words and phrases friends and family would say about you and include them in your sentences.

Key Skills

-
-
- Here bullet point 4-6 skills/qualities that you possess and would be useful for the specific job role and/or in general to any employment. For example, 'excellent IT skills in (naming specific programs)' or soft skills such as 'good problem-solving ability' or 'strong public speaker'. Other qualities could relate to interpersonal skills, communication, independence, team work etc. – Ensure you can support your skills with specific examples if asked.

Education

Give details of your formal education and qualifications, start with your current or most recent first and work backwards. You will need to give the education providers name and address, the dates of study, followed by the level and title of the qualification and the results. If you are waiting on results, you can list Mock results or predicted grades but make sure it is clear this is the case. The format for this section is up to you, it could be tabulated, bullet pointed or just written out, but ensure it is clear, easy to read and looks well presented.

Other Qualifications/Training

Here detail any other qualifications or training you have completed, this could include coaching certificates for certain sports, first aid, music grades, Duke of Edinburgh, any other short courses you have completed. – If you do not have any you can remove this section until you do.

Work Experience

List any experience you may have. You can include babysitting (shows reliability and responsibility), paper rounds, supporting friends/family members businesses, any volunteering or positions of responsibility e.g. Prefect. For each aspect state the job/role title, the employers name and location (e.g. Coventry, Bedworth) and then briefly give details of the main roles/responsibilities involved with that position. – If you do not have any you can remove this section until you do. Start with the most recent first and work backwards. If you are still working at a place, put the start date to 'present', if the dates vary put 'casual work'

Hobbies/Interests

Give details of any hobbies or interests you have- such as sports/arts/drama/exercise classes/activities/topic areas. These could be at a club or personal level. Try to identify the skills and qualities they demonstrate or promote and link this to the sort of role you are applying for.

References

You could simply state 'Available on request' or give the name, work address and contact details of someone who is willing to complete a reference for you. This could be a member of staff at school- ALWAYS ASK PERMISSION FIRST.

Things to REMEMBER- CV's are personal so the exact format is up to you, but don't use funny fonts, paper or pictures. They are designed to reflect you and will be your first impression to the company. They will need to be updated regularly and should be tailored to the job role you are applying for- this will mean multiple versions.

Personal statement

A highly motivated and hardworking individual, who is currently completing their GCSEs. I have received excellent mock exam grades in both Maths and Science. I am seeking an apprenticeship in the engineering industry to build upon a keen scientific interest and start a career as a maintenance engineer.

I am mechanically minded, with a methodical approach to working and an eagerness to learn and develop skills in a practical setting. My career aim is to become a fully qualified and experienced maintenance or electrical engineer, with the longer-term aspiration of moving into project management.

Key Skills

- Advanced problem solving and numeracy skills.
- Accomplished communication skills, both written and verbal, developed through numerous essays and presentations given during my time at school.
- Ability to take the initiative and work well under pressure, ensuring strict deadlines are met; as successfully demonstrated during a work experience placement project.
- Flexibility, whilst maintaining enthusiasm and commitment to each project.
- Proficiency in all areas of Microsoft Office, including Excel, Word and PowerPoint.

Education

| | Name of school Dates to/from | |
|----------------------------------|---------------------------------|-------------------|
| Subject | Qualification/Level | Grade (Predicted) |
| English Language | GCSE | 5 |
| English Literature | GCSE | 5 |
| Maths | GCSE | 7 |
| Combined Science Award | GCSE | 7-7 |
| Sport | BTEC Level 2 | Merit |
| Other qualifications | | Grade |
| Bronze Duke of Edinburgh Award | | Pass |
| Level 1 Assistant Football Coach | | Pass |

Please note: if you do not have your results yet either put the word 'pending' or put down your target/predicted grades- if you do this, make sure it is clear these are your target grades in the **column header**. List all subjects you are/have studied.

Work Experience

Part-time Sales Assistant, Shop Name, Location

(April 2024– Present)

Responsibilities:

- Effectively managing stock rotation, organisation and replenishment.
- Delivering excellent customer service, advising on products and managing enquiries.
- Handling financial transactions, including sales, returns and price checks.
- Maintaining a safe, clean and orderly environment for customers and colleagues.

Pharmaceutical Company (*unpaid work experience*)

(Summer 2023)

Duties included:

- Shadowing a key member of laboratory staff, observing their day-to-day work.
- Spent a morning working within the customer service centre, listening to client complaints and understanding company best practice when responding.
- Assisted in a project on risk management and contingency planning.
- Learning about company project management and lifecycle methodology.
- Gained knowledge of key health and safety standards used within the industry.

Hobbies & Interests

Over the last two summers I have helped a family friend restore a classic sports car. This has triggered a passionate interest in mechanics and automotive restoration and, now that the project is finished, I have continued to build my knowledge by attending various classic car events and following automotive companies on social media. I find it fascinating how cars have evolved over time, both in performance and design. This experience has developed my problem solving skills and resilience through the challenges that came with restoring a car and ensuring it continues to function effectively.

During this time, I also decided to set up a blog around the project. Initially starting as a way to ask other collectors for advice whilst tracking progress, I began to enjoy writing about the subject and have continued the blog, adding videos and guidance from my experiences. These aspects have developed my skills in video editing software and being creative to further engage my audience. The qualities developed through this experience will support an apprenticeship and I can utilise them further.

References

Name:

Name:

Organisation:

Organisation:

Role:

Role:

Address:

Address:

Telephone:

Telephone:

Email:

Email:

Guide: Work Experience or Work Shadowing?

Some types of job roles or employers may be challenging to get work experience in. This could be because of insurance, health and safety, confidentiality or the role could require specialised training. If this is likely to apply to you, enquire about a work shadowing opportunity instead.

Work shadowing is where you observe someone in their role to understand how they do their job. It aims to provide an insight rather than a hands-on experience. You will probably still be able to do some minor admin or support tasks.

Generally speaking, all work experience placements involve an element of work shadowing, however work shadowing placements can have very specific do's and don'ts to maintain safety, standards or confidentiality. Some employers may not have heard or even considered work shadowing as a possibility, so make sure you suggest this to them as an alternative.

If offered work shadowing, you should:

- Use the opportunity to ask questions about the role, how staff secured employment, what training is needed, essential skills and qualities needed, positives and negatives of the position.
- Ask if you can visit different departments/people within the company.
- Talk to staff about the job role, day-to-day activities, tasks, workload, hours etc.
- Gain an insight – is it what you expected? Can you see yourself doing the role once trained?

Sample paragraph for enquiring about work shadowing-

Use this in addition to your general work experience enquiry. – ensure your email still flows before inserting the paragraph.

“I appreciate that my presence with you may create challenges in terms of health and safety, insurance or confidentiality. If this is likely to be the case, would you consider a work shadowing opportunity instead? This would involve a more observational and less practical experience that would still be valuable, especially as I am keen to pursue a career in [\(insert job sector here\)](#). The opportunity would allow me to gain further insight into the industry, interact with people working in the sector and better understand the company and various departments. Where possible, I could support with minor tasks or activities. Before starting we could discuss the specific restrictions in detail and possibly consider a shorter placement, if appropriate”.

How to log into Unifrog for the first time

All student Unifrog accounts are linked to their school email address. Your school email address will look something like the example below. You will need to be able to access this account in order to log into Unifrog for the first time.

Your computer login handle, @ the school domain. For example:

ags-20abcd@ashgreenschool.org.uk

You can access the inbox to this email address in a few ways, see below:

- In school– once logged into a school computer, launch a webpage. One of the tiles that appears will be your email account.
- Outside of school– Via the school website and the ‘portal login’ function, at the bottom of the home page. Use your school ICT credentials to access. Once logged in, one of the tiles in the ‘quick links’ section will contain your email account.
- Outside of school– Via the outlook/office 365 sign in page. Use your school ICT credentials.

Once you can access your student email account, follow the steps below.

1. Sign in at: unifrog.org/sign-in
2. Select the ‘[Rest password/ resend welcome email](#)’ option.
3. Enter your school email address (any other will not work as they will be unknown to Unifrog at this point in time. You can link personal email addresses to Unifrog, in the future and if you want too).
4. You will now receive an email to your school account containing a new link to create/reset your password. Log in and follow the instructions to do this– check junk folders.
5. You should now be able to access Unifrog at any time. In the future, just visit the Unifrog sign in page and enter your details. Make sure you remember your password!
6. Once logged in, spend some time reviewing all the features and tools Unifrog has to offer. Start your careers research now.

Overview of tools below:

| Exploring pathways | Recording what you've done | Searching for opportunities | Drafting application materials | Making applications |
|---------------------|----------------------------|-----------------------------|--------------------------------|---------------------|
| Careers library | Activities | UK universities | UK Personal Statement | Post 18 Intentions |
| Subjects library | Competencies | US universities | Classes | Locker |
| Know-how library | Interactions | European universities | Subject References | Applications list |
| MOOC | | Oxbridge | CV / Resumé | |
| Personality profile | | Canadian universities | Writing tool | |
| Interests profile | | Asian universities | Common App Essay | |
| Read, Watch, Listen | | Australasian universities | US recommenders | |
| Webinars | | ME and African universities | Notes for Reference writers | |
| Placements | | Irish universities | | |
| | | Special Opportunities | | |
| | | Events | | |

Work Experience Timeline

| | |
|--|--|
| October 2025 | <ul style="list-style-type: none"> • Student/Parent Launch • Student support packs- Part 1 issued. • Start to conduct your research- Identify careers sectors of interest and local companies that operate in this area. |
| November 2025 | <ul style="list-style-type: none"> • Students should be actively contacting employers and making enquiries- Use the support pack for examples of emails and phone conversations. • Tutor support activities conducted • Student Support Packs- Part 2 issued, with assembly on the vetting process. |
| 30th January 2026 | Have secured a placement and submitted the details on Unifrog, using the placement tool– this will trigger health & safety checks to start. |
| On-going notification of placement approval – Via Email/Unifrog | |
| W/B 13th April 2026 | Contact placement provider again and remind them you will be joining them shortly. Double check key information e.g. start/finish times, arrival on the first day, dress code, lunch arrangements etc, have not changed. |
| W/B 27th April 2026 | Undertake placement & Complete logbook. |
| W/B 4th May 2026 | Review placement and update your CV. |

As soon as you have a placement secured, complete the placement tool (Unifrog).