

Year 10



E X P E R I E N C E

Student Pack

2026 – Part 2

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So far you should have.....

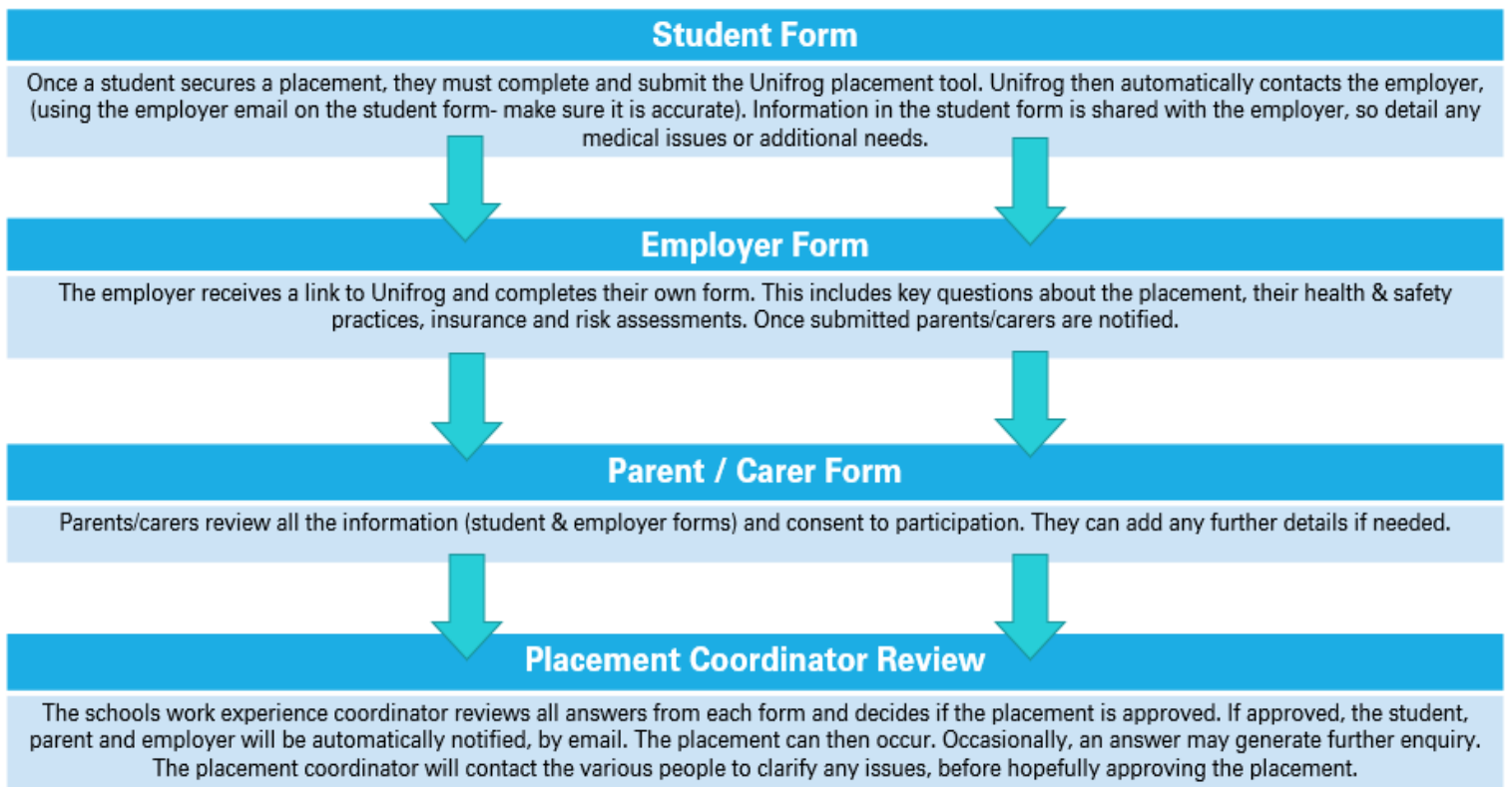
1. Either researched an existing career idea or generated career ideas and then researched outcomes.
2. Drafted a list of local employers operating in your preferred career area.
3. Started contacting local employers about work experience.

This part is the most time-consuming and challenging stage. Remember, you will need to contact lots of employers; many may say no or not respond. Contacting 15-20 employers is an appropriate figure. Refer to your student pack, part 1, for further guidance and support with any of the above points.

To support the placement vetting process, all students must have a basic understanding of the process. This will help you manage any questions from employers and track the progress of your placement through the system. Below is a more detailed explanation.

Placement vetting explained:

Placements will be vetted by the school/work experience coordinator. The placement vetting process is a series of forms. This includes a Student Form, Employer Form & Parent/carer Form. They must be completed in that order. Each person can only complete their form once the previous person has done theirs. At each stage, the individual is asked and inputs key information. 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 organisation's set-up. The flowchart below summarises the placement vetting process.



When a Placement is Offered

Once an employer **has agreed to host you** for work experience, you then need to:

1. Gather all the key information, ready to complete the 'Placement Tool' on Unifrog. See below for a reminder of the information needed. This is a repeat of the same section in part 1 of your student pack. You may have already recorded your information there.
2. Inform the employer that there is a placement vetting process, and for them to expect an email from an organisation called Unifrog. Share a copy of the employer's guide to Unifrog. This is located at the end of this support pack. An electronic copy is available on the school website, under the 'curriculum' tab. Link: ashgreenschool.org.uk/curriculum/work-experience You could direct the employer to this webpage if easier.
3. Add the placement to Unifrog by completing the student form in the 'Placements tool'. A detailed guide to completing the student form is on the following pages.

Essential placement information needed to complete the student part of the placement tool.

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

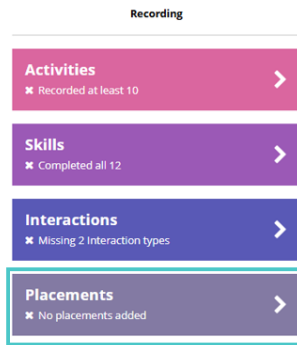
- Start/finish times for the working day -
- Lunch breaks and access to food- is there a canteen where you can purchase food? -
- Dress code -
- Where and who do you report to on the first day and for the remainder of the placements? The first day can often be different, as you may need to be introduced 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?

Guide to completing the Student Form

Please see below for a walk-through on completing the placement tool- student form. Key information to enter at each stage is highlighted in red. Log into Unifrog from any internet enabled device. Unifrog.org/sign-in

Step 1 Using the Unifrog Placements tool

i The next few slides will show you how to use the Placements tool.

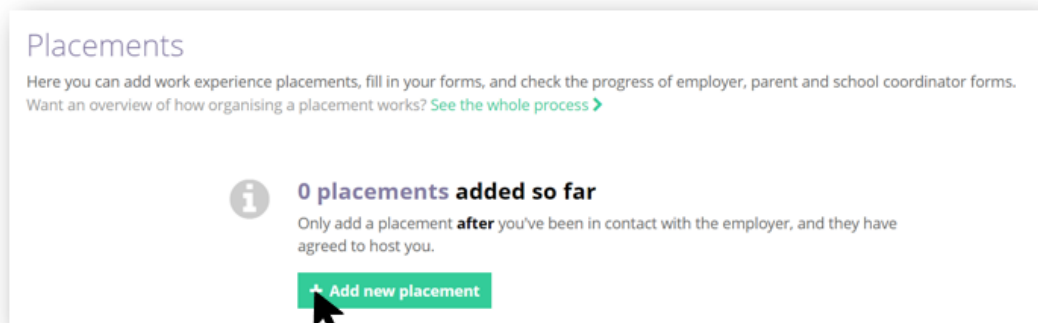


- After logging into your Unifrog account, scroll down to **'Recording.'**
- If you don't see the Placements tool straight away, click **'All tools'**.



Step 2

To get started, click **'Add new placement.'**



Step 3

Using the Unifrog Placements tool

You'll first see a page that asks you to confirm that you're organising a placement that's **in the future** and **agreed with the employer.**



Step 4 – You will then see your Student Initial Form. Here you will be able to enter important details about your placement. **The following images highlight key questions and responses for this form. Work through each, ensuring you are accurate and double check all details. Mistakes here will affect the speed and potential approval of the placement.**

Using the Unifrog Placements tool

You'll then see your **Student initial form**.

Here, you'll be able to enter important details about your placement.



Basic details

* Name of placement business / organisation: eg Lottie's little bakery

* Placement start date: -- day --, -- month --, -- year --

Placement end date: -- leave blank if --, -- leave blank if --, -- leave blank if --

* T-level: ---- select ----

Is this placement part of a T-level you are studying?

* Placement coordinator: ---- pick one ----

This is the school / college staff member who will be coordinating the placement from your school's / college's side.

The placement dates are:
**27th April 2026 -
1st May 2026**

Using the Unifrog Placements tool: Basic details

Enter the business name and placement dates and select whether your placement is part of a **T level** or not.

* Name of placement business / organisation: Unifrog

* Placement start date: 1 May 2023

Placement end date: 12 May 2023

* T-level: ---- select ----

Is this placement part of a T-level you are studying?

Select **'No'** - Question not always showing

Then select the staff member at school/college who's coordinating your placement.

* Placement coordinator: Miss Emily Adkins

This is the school / college staff member who will be coordinating the placement from your school's / college's side.

Select **'Mrs Mahloudji'**

Using the Unifrog Placements tool: Logistics

Enter the time commitment, e.g. part time Mon-Thu 09:00-13:00.

See notes on the next page about **Time commitment**

Logistics

* Describe the time commitment: Full time

* Will you meet the employer in-person (not on a video call) at any point during the placement? ---- select ----

Important: If the experience you are adding involves **any** in person time with the employer, select 'Yes, it's all or part in-person'

Then select whether your placement is **in-person** or **virtual**.

The rest of the form will look different, depending on your selection.

Select **'in-Person'**
All students are expected to be physically with an employer.

For the time commitment, input **'Full-time' if your placement will be for 5 full days, Monday – Friday**. Anything less, record as 'Part-time' and note which days you will **not** be at the placement, e.g. not Wednesday. You will be expected to be in school on any days you are **not** attending your placement.

If your placement would like you to work a Saturday or Sunday instead of a weekday, complete the following. Record as full-time. Detail which day you are not working and the alternative day, e.g. Not Monday, Saturday 2nd instead.

Using the Unifrog Placements tool: Logistics



If your placement is all or part **in-person**, you'll need to add some extra information.

* Placement country	--- select ---
* Placement address	eg 100 Pudding Lane, London
* Placement postcode / zip code	eg EC3R 8AB
* Is this the workplace where you'll be based throughout the placement?	--- select ---

If you select 'no' then you'll need to explain where you'll be based.

* Explain where you'll be based throughout the placement

For half of the placement, I'll be at...
For the other half, I'll be at...

Record where the placement is and whether this workplace is where you'll be based throughout the placement.

Sometimes employers have multiple sites, or the role requires attendance at a customer's address. The school needs to know where you will be based and if you are likely to be 'offsite' at any time.

Using the Unifrog Placements tool: Logistics



If your placement is all or part **in-person**, you'll need to add some extra information.

* Will you live at home as normal during the placement?	--- select ---
* How will you travel to and from the placement?	eg I'll take the 21 bus

If you select 'no' then you'll need to explain where you'll be living.

* Explain where you'll live during the placement, including the name of the person who you're staying with and their contact number

I'll be staying with my grandma - her full name and contact details are...

Select whether you'll live at home as normal during the placement and how you'll travel there.

Using the Unifrog Placements tool: Your objectives

Your objectives

* What are your objectives for this placement?

During this placement, I'd like to observe...
I'm really keen to learn about...
I'd like to know...

Words: 17.25 minimum recommended.

We will show this to the employer, to help them plan a really useful placement for you.

Consider:

- What skills you want to develop
- What you'd like to observe and learn at the workplace
- Any questions you have about the employer's work

[See example](#)

Create some learning objectives for your placement.

What skills do you want to develop? What do you want to learn?



Remember that this text will be shown to the employer.

Using the Unifrog Placements tool: Employer contact details

Employer contact details

* Employer placement lead: name
eg Tim Cook

* Employer placement lead: email
eg tcook@apple.com

Important: this must be correct, or we won't be able to progress the placement.

* Employer placement lead: email (again)
eg tcook@apple.com

* Employer placement lead: phone number
-- country code --
Phone number

Enter the employer placement lead's name, email address, and phone number.



Double check that you've entered the employer's email address correctly!

The employer's email address is **very important**, recorded incorrectly will cause a failure in the delivery of the employer form or an email to an incorrect person! Either will delay the vetting process.

Using the Unifrog Placements tool: Your details



If your placement is all or part **in-person**, you'll need to add some extra information.

Your details

* Your date of birth

1
January
2000

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

---- select ----

Enter your date of birth, any special needs, illnesses, medical conditions, allergies, or injuries.

If you select 'yes' then you'll need to add details.

* Describe what special needs, illnesses, medical conditions, allergies or injuries you have that may affect your placement.

Peanut allergy

It is essential you inform the employer of any illnesses, medical issues or special educational needs. Failure to do this could risk your safety or of those around you. Being honest about additional needs will help the employer manage the placement better and tailor the opportunity, wherever possible.

Using the Unifrog Placements tool: Your details



If your placement is all or part **in-person**, you'll need to add some extra information.

* Parent / guardian (who must also be your emergency contact)

* Parent / guardian email

Important: this must be correct, or we won't be able to progress the placement.

* Parent / guardian email (again)

Enter your parent/guardian's name and email address.

Double check that you've entered your parent/guardian's email address correctly!



Using the Unifrog Placements tool

Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school/college as soon as possible of any absences?

* Agree Yes, I agree to **all four points** above.

Form finished? mark this form as finished and notify employer to fill in their initial form

[Add placement](#) or [cancel changes](#)

Read the four points and tick 'Agree' to acknowledge your agreement.

Once you've checked your form, tick 'Form finished?' and then click 'Add placement.'

Using the Unifrog Placements tool

Unifrog
Scheduled for: **01 May 23 - 12 May 23** Type: **In person**

- 1 **Student initial form** Completed on 21 March 2023 [more](#)
- 2 **Employer initial form** [more](#)
- 3 Parent / Guardian agreement [more](#)
- 4 School permission [more](#)
- 5 School during-placement check-in [more](#)
- 6 Employer review form [more](#)
- 7 Student reflection form [more](#)

If you need to change anything, click 'more' next to 'Student initial form' and then 'Edit.'

You'll be able to keep track of the next steps by clicking 'more' next to the other forms.

The view above will allow you to **track where your placement is** in the vetting process. Green means the form and stage are finished. Orange is the current stage, and the form still needs to be completed. Grey titles are yet to be initiated. For example, the one above is waiting on the employer to complete their form.

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 career sectors of interest and local companies
November 2025	<ul style="list-style-type: none">· Actively contacting employers & making enquiries- Use the support pack for examples of emails & phone conversations.· Tutor support activities· Student Support Packs- Part 2 issued, with assembly on the vetting process.
30th January 2026	Secured a placement and submitted the details on Unifrog, (Placement tool) – this triggers health & safety checks to start.
On-going notification of placement approval—Via Email/Unifrog	
W/B 13th April 2026	Contact the placement provider again to remind them you will be joining soon. Double-check key information to ensure it has not changed, e.g. start/finish times, arrival on the first day, dress code, lunch arrangements, etc.
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).