



Work experience and the Placements tool

Student Guide

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. Busy Bees Nursery)

Talk to the local branch of a **chain company** (e.g. Rolls Royce, Amber Valley sports Partnership)

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 you've got a place, complete the Placement form on Unifrog.



Step 3

Your **employer** and **parents/caregivers** will confirm the placement via email.



Step 4

We approve your placement so you can get started.



Step 1: contact employers via email or letter

Even if you know the employer personally, you should contact them in writing, using formal language.

You need to include:

- The **date** of your work experience: **Monday 13th July- Friday 17th July**
- **Why** you would like to complete your work experience at this organisation
- What you can **offer** them



Top tip:

Get someone to proofread your letter/email to help check for typos or any errors.

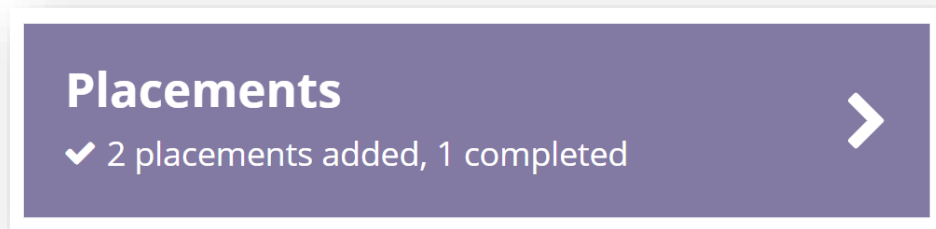
Why do this?

This will help you practise writing real job applications. It also sets a professional tone for your placement.

Step 2: complete the Placement form on Unifrog

Once an employer accepts your application, log onto Unifrog and complete the Student initial form on the Placements tool.

You can find the Placements tool under the 'Recording' section of tools.



What if you don't get offered a place?

Don't panic! Keep applying, and try out new employers. If an employer isn't replying to you, try giving them a polite phone call.

If you need help, please ask your teachers.

The most popular placements get taken up first, so don't hang around! Get started ASAP.

How do you fill in the Placement form?

1. On the Placements tool, click '**Add new placement**' to access the 'Student initial form'
2. Confirm that you've agreed your placement with your employer, and fill in the details
 - a. Your Placement start and end dates **must** be Monday 13th July-Friday 17th July
 - b. Your Placement coordinator is Mrs Hellend-Carr or Mrs Gordon
 - c. If any part of your placement is in-person, select '**Yes, it's all part or in-person**'
3. Complete the rest of the form and double-check every detail!



[This video](#) will show you how to complete your form

Step 3: get the placement confirmed

- The employer will automatically get an email asking them to complete an online form.
- Your parent/caregiver will also receive an email for them to agree to your placement.
- The emails will be from Unifrog who use the email address: noreply@unifrog.org.



Top tip:

If your employer or parent/caregiver hasn't got the email, get them to check their junk/spam folder.

If they're still having trouble, they should get in touch with Mrs Hellend-Carr or Ms Best who will be able to help.

Step 4: get the placement approved

- Mrs Hellend-Carr or Mrs Gordon will look over your placement and make sure everything is good to go.
- Once they've approved your placement, Unifrog will send a confirmation email to you, your employer, your parent/caregiver, and your placement co-Ordinator.



Top tip:

You can prepare for your work experience using Unifrog's Know-how library.

Type 'professional' in the search bar to find helpful guides. Start with ['Professionalism: how to be work-ready'](#).

These will help you feel confident for your first day!

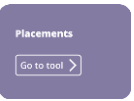
Key information



Work experience will be on these dates: **Monday 13th July- Friday 17th July**



You must have sorted your placement by **Friday 13th February**



You must agree your placement with the employer using the Placements tool on Unifrog.



It's your responsibility to find a placement. We can support you, but we can't do it for you.

unifrog

Sign in at:

unifrog.org/sign-in