

Welcome to the start of your Work Experience Programme for July 2026

All students in Year 10 will undertake a Work Experience placement in the last week of the school year – 13-17 July 2026.

This booklet has been designed to give you all the information you need to arrange your placement.

In the summer term, we will provide you with more guidance, and a second workbook, to help you get ready for your placement. It is important that you are equipped to make the most of the opportunity, and to be safe whilst you are on placement.

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Work Experience – what’s in it for me? The Benefits

Research from the **Education and Employers Taskforce** shows that a young person who has four or more ‘meaningful encounters’ with an employer is 86% less likely to be unemployed or not in education or training, and can earn up to 22% more during their career.

In addition to school-based encounters with employers, students should have first-hand experience of the workplace. Undertaking work experience gives students a more realistic idea of the expectations and realities of the workplace.

Many students think that work experience is only about trying out a job that they think they want to do in the future. However, it is about so much more than this. Work experience is about learning skills and developing new ideas to do with the world of work. It is important that you go on a placement at a business or organisation that interests you. However, when you apply for sixth form, college or an apprenticeship, people are far more interested in the skills and attitudes that you have developed through work experience, rather than where you actually went.

Employability Skills

Most employers are interested in general skills and qualities such as the ability to:

- Use your initiative, organise and manage yourself well
- Get on with people, work as part of a team and communicate with others
- Be able and willing to learn new things
- Be enthusiastic, hardworking and loyal

Attributes and qualities like these are called ‘**Employability Skills**’, or sometimes ‘**Transferable Skills**’ because they are skills and attributes that you continue to develop in different jobs throughout your working career.

Employability skills are the most important things that you need to develop in order to succeed at work in the future. Having a positive attitude to work experience will ensure you make a very good start to your working life.



You will be able to develop some of these **Employability Skills** through work experience. For example:

Core Skills	Advanced Skills
<p>Punctuality and attendance</p> <p>Personal presentation</p> <p>Politeness</p> <p>Listening and concentration</p> <p>Reliability and trustworthiness</p> <p>Communication with adults</p> <p>Ability to learn skills needed</p>	<p>Communication with wide range of colleagues and clients</p> <p>Team working</p> <p>Problem solving</p> <p>Creativity</p> <p>Ability to acquire advanced work related skills</p> <p>Self-directed working</p>

Other Benefits of Work Experience

Work in the 21st century demands highly skilled and flexible employees. You can benefit from work experience in many ways. For example, you will have the opportunity to:

- ✓ Gain an insight into what the world of work is really like
- ✓ Test out a job or career area to see if you like it
- ✓ Discover the advantages and disadvantages of a particular job or industry sector
- ✓ Understand employers' expectations for employees
- ✓ Find out about jobs you hadn't considered or didn't know existed
- ✓ Gain experience of organising yourself and travelling to work on time
- ✓ Meet new people and learn about their career journeys
- ✓ Increase your awareness of your own skills and strengths and build confidence
- ✓ Understand how the subjects you study in school link to certain jobs
- ✓ Increase your motivation to do well in school
- ✓ Make contact with potential employers for part-time work or future apprenticeships
- ✓ Build useful experience for your CV
- ✓ Establish referees for applications for future employment and college

Growth Employment Sectors in Norfolk

There are placement opportunities across almost all occupational areas, but there is higher demand in the job market for people with skills in Science, Technology, Engineering, the Arts and Mathematics (STEAM). Other areas where employment opportunities are high and growing in Norfolk are:

- Agi-Tech
- Renewable Energy
- Digital and Fin Tech
- Manufacturing and Engineering
- Life Sciences
- Tourism
- Health and Social Care
- Hospitality and Catering
- Uniformed Public Services
- Life Sciences
- Retail
- Agriculture, Food and Drink

These would all be good areas to look into, when planning your placement and thinking about future careers. To find out more about these career areas and organisations you could approach locally, that work in these sectors, please look at:

ICANBEA

This website links to a wide range of organisations across Norfolk and Suffolk with videos about their businesses, contact details and opportunities and vacancies.



NORFOLK WORK AND SKILLS

Provides labour market information about all of the sectors above, with recommendations for key businesses in Norfolk to research.



How to find a Work Experience Placement

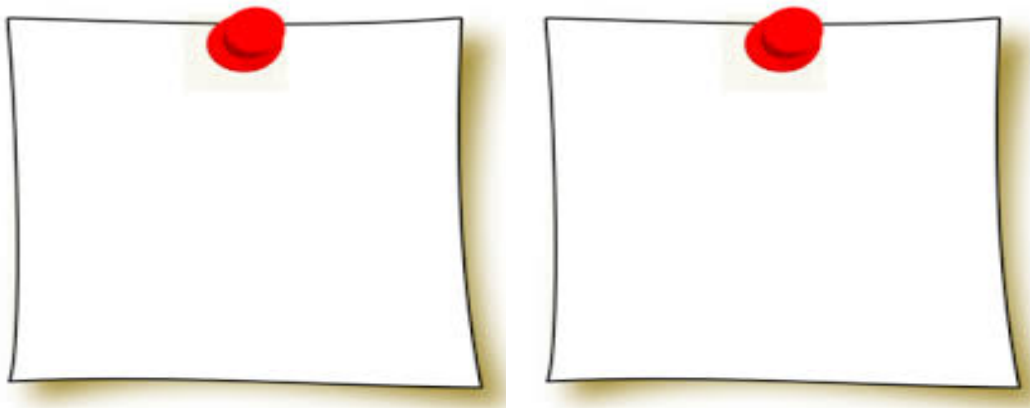
We expect all students to self-generate their work experience placement

This means you need to research and make contact with potential placement providers and take on the responsibility of completing the necessary forms online, before the deadline. This requires you to begin NOW.

Think about what type of work you might like to do on your placement, where you wish to work and consider issues such as transport – how will you get there on time? Research, effort, organisation, good communication, and using your initiative are important in this process.

It's great when you know what kind of career you would like to pursue in the future. However, the real value of work experience is not always in the specific tasks that are done, but in learning to become more self-reliant in an adult environment. We encourage you to find your own placement, based on your interests and aspirations, as this process of considering what you would like to do, researching possible organisations, and approaching them, is one of the key benefits of work experience. It is essentially the same process you will use to find a job in the future.

Write down some jobs you might be interested in researching for your placement:



For more information about different jobs and the qualifications, skills and training you need to do the job, please visit:

UNIFROG

An online careers platform that the school subscribes to for all students. This contains quizzes, job profiles, a CV builder, access to webinars, and much more.



NATIONAL CAREERS SERVICE

The Government's careers information website which provides job profiles, careers advice and quizzes, so you can explore what jobs might suit you.



The process for finding your placement

1. Decide on the type of work you would like to do. It may be related to an idea for a future career, or just an area of work that you would like to experience. All work experience can be equally valuable regardless of the career area, providing it gives you a good opportunity to develop your employability skills.
2. Look for a placement by asking your parents or carers, relations and friends if they know anyone doing the type of work that you are interested in. You can also ask your tutor and staff at school, look at advertisements in newspapers and magazines, look at shop fronts and businesses in your area and research online.
3. Ideally, you should not arrange a placement where you will be working closely with a parent or relative or where you already have a part-time job. It is important the work experience is a 'new challenge' in terms of people and environment.
4. Consider the geographical location. You need to take into account where you live, what transport links are available and how long the travel time will be from your home to your placement. Remember, you will need to get there on time each day and it may be an early start.
5. Contact the company or organisation and ask if they are prepared to accept you for work experience. This can be done by telephone, personal visit, email or letter. There are templates to help you later on in this booklet.
6. Once you have confirmed a placement, you should complete the **Student Initial Form** in **UNIFROG** – this can be found here: <https://www.unifrog.org/student/placement>.
7. Please see page 20 for a checklist of all the information you will need to collect from the Employer to complete this form.
8. Once this **Student Initial Form** is completed in Unifrog, it will trigger another online form being sent to the Employer for them to confirm the placement. Your parents will then receive a form asking them to give consent and, finally, another form will be sent to me (Mrs Wiseman) for me to approve the placement on behalf of the school. All of this will ensure that the placement is suitable in terms of: insurance, health and safety, risk assessment and safeguarding before it is confirmed that you can go there for work experience.



unifrog

<https://www.unifrog.org/student/placement>

Timeline and deadlines

Remember, students from many other schools are also looking for placements so securing your placement at the earliest opportunity will help to get you the type of placement you want. Healthcare, medicine, law and the uniformed services are difficult to secure due to issues of client confidentiality. Other areas such as the music industry, art, theatre and television are also very competitive, you will need to apply sooner rather than later.

Here are the key deadlines:

Task	Deadline
Launch of work experience programme	21 July 2025
Decide on objectives and the job sector you would like to work in (by end of half term)	During Summer holidays 22 July to 3 Sept 2025
Discuss with family and friends and consider the practicalities	
Research local companies and find contact details for companies to approach. You can ask Mrs Wiseman for contacts.	By the start October 2025
Produce a CV all available on Unifrog	
Write a covering letter/email and send to companies with CV	
Follow up if you don't hear back, by phone or a personal visit if possible	27 -31 October half term
Arrange to see Mrs Wiseman for help if you are struggling to find a placement	During November 2025
Confirm the placement with the Employer and complete the Student Initial Form in UNIFROG – FIRM DEADLINE	By 9 February 2026
Health and Safety workplace assessments take place to agree placement	By 20 June 2026
More information and guidance provided by the school in an assembly to help you prepare for your placement sage guarding talk for those of you in educational settings	2 July 2026
Contact the employer by email or phone to reconfirm your placement and any additional arrangements	By 3 July 2026
Go on placement and have a great time	13 - 17 July 2026
Write to the employer to thank them	20-21 July 2026
Produce your review of the placement via UNIFROG, reflect on what you have learned and gained from the experience	Summer holidays
Discuss your placement with your Tutor	September 2026

How to approach an Employer for a placement

Once you have completed your research and have identified a few different options for your placement, you need to contact them to ask if they can offer you a placement.

Firstly, contact them by a letter or a formal email, introducing yourself. Try and get a named contact at the organisation, rather than just sending it to a generic email. You could phone, and ask who the best person would be to approach and ask for their email address.

It is a good idea to attach or enclose a simple 1-page CV. If you create a CV now, you keep updating it as you go into Year 11, and beyond, as you will often need one to apply for jobs and apprenticeships in the future. There is a CV template later in this booklet or you can use a CV Builder tool in Unifrog: <https://www.unifrog.org/student/cv>

Then follow-up, if necessary, with a telephone call or a visit if possible. Once an employer has offered you a placement, it is very important that you complete the Student Initial Form in Unifrog. Remember you will need to ask the employer for the information listed on page 20 and make a note of this to complete the form.

What if I am struggling to find a placement?

Everyone will be given as much support as possible here in school to help you. However, the motivation and determination must come from you. It is up to you to take the initiative and research and find your placement,

If you are struggling to find a placement, please turn to your parents/carers, relatives or family friends to help in the first instance. They might be able to suggest organisations or have contacts themselves who can help you.

If you still can't find anything, please talk to your tutor or come and see me (Mrs Wiseman) at break or lunch and we can help. You can find me in room 38 Tuesdays and Thursdays

What am I not allowed to do?

- You may not work directly with alcohol, firearms, particular forms and types of machinery. Operating cranes, hoists, winches or other lifting machinery.
- You cannot work at or above a height of 8ft.
- You may not work on an aeroplane or a train (this excludes small-gauge railways such as the North Norfolk Railway).
- In a workplace where there are processes involving asbestos, lead or pathogens.
- Electrical work 'at hazard' with exposed conductors and voltages exceeding 30Vac or 60dc and power ON.
- Work involving workplace transport, such as delivery driving, forklift trucks, tractors or quad bikes.
- Industrial solvents, chemical, highly corrosive acids or any other substances considered hazardous.



Applying for Placements - Making a Telephone Call



Before you dial:

- Have a pen and paper ready to record any information you are given.
- Make sure you have the correct number
- Make sure you know the correct name of the company or organisation you are trying to contact
- If possible, find out the name of the person you are trying to contact in advance.

Making the call:

- Ensure that there will be no distracting background noise
- Dial the correct number

When someone answers:

- Say “Good Morning” or “Good Afternoon”, as appropriate
- Introduce yourself, giving your name and school
- Explain why you are phoning e.g. “I am phoning to ask about the possibility of your company or organisation offer me a work experience placement between **Monday 13 to Friday 17th July 2026 “a full five days”**”
- Ask to speak to someone who can help you

If you are passed to a different person:

- Introduce yourself again in the same way and repeat the information suggested above.
- Explain why you would like to do the placement there – your interests or future goals.
- If the person agrees to accept you for work experience, you will need to obtain all of the information listed on page 20 to arrange for your placement to be confirmed.
- Please advise the employer that they will be sent an email with a form to complete in to confirm the offer of a placement and to provide further information.
- The employer may wish to see you for an interview before they confirm that they will be able to take you for work experience, you should arrange this outside of school hours ideally.

**Remember to always speak politely and clearly
and thank people for their help.**

Applying for Placements - Example application letter or formal email

Tom Jones
14 Long Road
Aylsham
Norfolk
NR11 7AE

Mr Smith
The Manager
Greenfield Animal Sanctuary
Little Snoring
Norfolk
NR14 8UY

1 November 2025

Dear Sir/Madam (or named contact – Mr Smith),

Work Experience 13 - 17 July 2026

I am a year 10 student at Aylsham High School and I am writing to ask if you would be willing to offer me a work experience placement during the above dates. I am very interested in a career in animal care, and I am considering training to be a vet in the future. I have my own pets and enjoy walking and grooming our family dogs. I also volunteer at a local stable, caring for the horses.

At school, I enjoy English, PE, maths and science and hope to achieve good grades in my GCSEs next year. I am a member of the school Friendly Face team, who support younger students, and am hoping to become a prefect in Year 11. Outside school, I am a member of the local football team, and I also play badminton for the school. I am a scout and Young Leader and I am working towards my Silver Duke of Edinburgh Award. I enjoy all types of sport, listening to music and anything related to animals.

I would find it particularly valuable to undertake my work experience at Greenfield Animal Sanctuary as I know you care for a range of different animals, some of whom have not been well looked after and need nursing to recover before they can be rehomed.

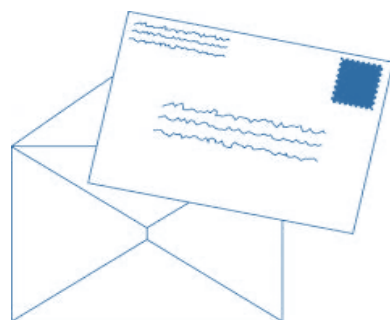
Thank you for considering my request and I hope you are able to offer me an opportunity. I would be very happy to attend an interview or discuss the possibility on the phone.

I look forward to hearing from you.

Kind regards,

Tom Jones

Tel: 07762 443212
Email: tjones@yahoo.co.uk



Applying for Placements - Example CV

Curriculum Vitae Ben Wilson



bwilson@icloud.com

07496 *****

Profile

I am currently a year 10 student at Aylsham High School. In the future, I hope to train as a chef. I am currently looking for some work experience to help me gain a further insight into the hospitality industry. I am determined and hardworking and have always applied myself to any task I am given to the best of my ability, both in and out of school. I am practical, reliable and have good communication skills, which I have demonstrated through my role as a Sports Leader and Friendly Face Mentor at school and my part-time job in a pub.

Education

September 2020 to current, Aylsham High School

June 2024 GCSE Physical Education, achieved Grade 4

June 2025 Working towards a GCSE in Food and Nutrition

June 2025 I will take further GCSEs in English language, mathematics, English Literature, combined science, geography, business, and RE.

Work experience

The White Horse Pub. Aylsham

February 2023 – ongoing

I work as a kitchen porter and waiter in a busy pub restaurant. This involves clearing tables, bringing food out, assisting with food preparation, helping with washing up when required, and supporting all other activities.

Interests and Skills

A particular strength is team-working, which I have demonstrated outside school through my love of sport. I compete in football for my local club and have represented the school in badminton, table tennis and rugby.

References

Available on request from my School Tutor or Head of House at Aylsham High School, also from the Manager at the White Horse Pub.

Applying for Placements - If you are invited to an interview

This could be actual or a virtual interview, or via Teams, Zoom or phone.



Remember first impressions are important

- Your appearance will help to create a good impression if you dress appropriately. Make sure that you are clean and tidy.
- It is also important to arrive on time. You should plan your travel arrangements carefully and allow plenty of extra time to make the journey in case of delays. Try to arrive a few minutes early to prepare yourself for the interview.
- It would be useful to take along your letter of application and confirmation of the dates of the work experience week (**13-17 July 2026**)
- If there is a reception area you should speak to a member of staff there. You should give your name, explain that you have come for an interview and tell them the name of the person you have come to see.

Also, don't forget:

- No chewing gum and make sure your mobile phone is switched off!
- Shake hands with people that you meet and make eye contact
- Be polite to everyone, including staff in reception.... Say "please" and "thank you".
- Wait to be invited to sit down. Smile and try to stay relaxed. Remember that your body language can give-off negative signals!
- Speak clearly and maintain good eye contact with the employer. Give full answers to questions, not just "yes" and "no".
- Listen to questions and instructions, if you do not understand something then ask politely for an explanation. Write down new information or instructions you are given and don't rely on your memory.
- Prepare some questions about the work that you may be doing and prepare answers to questions they may ask you, for example: "What do you want to do when you leave school?" or "Why did you choose this type of work experience?" Be sensible with your answers
- Check that the employer knows what date you are starting and how long the placement lasts.
- Give advance warning of any time you need to take off e.g. hospital appointments or exams and provide evidence of this.
- Make sure you obtain the information you need to complete the Student Initial Form in Unifrog (see page 20)

Finally, remember to be enthusiastic and SMILE during your interview!

What happens while I am on my placement?

You will be visited by a member of AHS staff during your placement. They will chat to you and your supervisor about what you are doing on your placement and what you have learned. They will write a report of your work experience placement and report back to me (Mrs Wiseman) about you and your experience.

Please do not wait until the end of the experience to tell me if there is anything you are unhappy or concerned about. If anything is wrong, you or your parent/carer must contact me straight away.

We will provide you with more information in the summer term to make sure you know what you need to do to prepare for your placement and to make the most of the opportunity while you are there.

During the placement, we will ask you to complete a work placement diary and produce a review of the placement to submit during the summer holidays via Google Classroom. We will be interested to hear about what you have done, your reflections about what you have learned through taking part in the programme and how this will impact your future career choices and plans.

We will give you more information about all of this during the summer term.

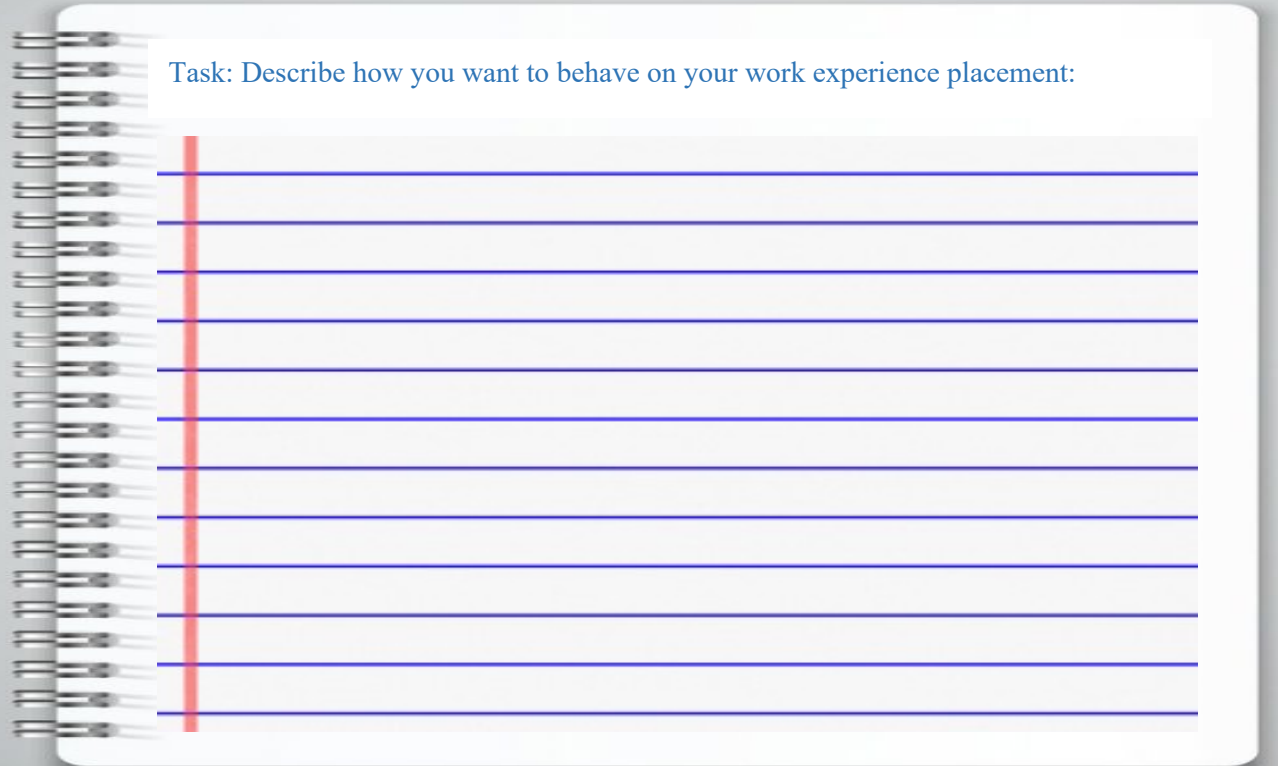
Please telephone or email me (Mrs Wiseman) or ask your parent/carer to do so, should you need help or advice at any time between now and the 17th of July 2026 when you will finish your placement.



School expectations for students on placement

<p>Behave as an employee while on placement, conforming to all the workplace rules and instructions from your supervisor.</p>	<p>Remember while on work experience, you are representing AHS, therefore you must be a good ambassador for the school and represent our core values at all times.</p>
<p>Complete your Work Experience diary during your placement. You will be given this in the summer term.</p>	<p>Understand that the placement may involve confidential and sensitive information which must be kept private.</p>
<p>Understand that all equipment, use of telephones, internet, photocopying etc. are for work purposes only.</p>	<p>Wear appropriate footwear, protective clothing, and uniform if requested by the employer.</p>
<p>Let your Employer and Mrs Wiseman know straight away if you are ill or are unable to attend your placement for any reason.</p>	<p>Seek feedback from the employer at the end of the placement and thank them.</p>

Task: Describe how you want to behave on your work experience placement:



Frequently Asked Questions:

What hours can a student work whilst on a work experience Placement?

Your work experience week is 5 days from **Monday 13 to Friday 17 July 2026**. The number of hours worked, together with the pattern of work, is a matter of agreement between you and the employer but the **maximum** number of hours you can work is 40.

Are students paid whilst on Work Experience Placements?

Students must **not** be paid whilst on work experience placements. This is because it is part of their education curriculum and payment may invalidate insurance arrangements.

Are there particular Health & Safety considerations?

Placement providers will be contacted to ensure that they have the required insurance and risk assessments in place, before the placement can be approved. A workplace assessment visit will also take place by an IOSH certified health and safety advisor.

Young people in years 10 and 11 on work placements are regarded in health and safety law (Health & Safety at Work Act (1974) and The Health & Safety (Training for Employment) Regulations 1990 as employees. They must be provided with the same health, safety and welfare protection given to other employees.

Under the Management of Health & Safety at Work Regulations 1999, employers are required to undertake an assessment of the risks to students before they start the placement. Students are required to comply with the safety regulations of the organisation where they are working. It is their duty to take reasonable care for the health and safety of themselves and anyone else who may be affected by their actions or omissions.

Parents, carers and guardians will be asked to provide consent for the placement via a form generated by the Unifrog system. Parents are reminded that they should ensure there is a full disclosure of all existing medical conditions in the health declaration section of the student self-placement form. This may influence the type of placement that you may choose. The information will also be passed to the employer so that they can take this into account when allocating tasks to a student. Failure to do so could contribute to the injury of a student or other party at the workplace. This practice further contributes to the safeguarding of students while they are on placement.

What insurance cover is required?

It is a requirement that all employers hold a current Employer Liability Insurance and that this insurance covers a student whilst on placement. It is also recommended that valid Public Liability Insurance is held by the employer. Guidance can be found on the HSE website - www.hse.gov.uk

If insurance cannot be confirmed then the placement will not be authorised and will not be able to go ahead. The school will help support you to find an alternative placement if necessary.

What if you really don't want to do work experience or can't for medical or other reasons?

We expect all students to find a placement and take part in the programme. Holidays or other absence from school that is arranged during this time cannot be authorised.

However, if there is any reason why you cannot take part, please contact Mrs Wiseman or a member of our Pastoral Team to discuss.

If you are unwell during placement week or unable to continue with your placement, then you should notify the attendance office and the employer.

If your employer changes your working hours, is sending you home earlier than stated in your job description, asking you to do things not discussed, please contact Mrs Wiseman immediately.

What about Safeguarding?

Government statutory guidance on safeguarding in relation to work experience placements was introduced in April 2021 in 'Keeping Children Safe in Education'.

If parents/carers have concerns, at any time, about the safety of their child whilst on placement, or wish to raise a query, they should do so with the named Designated Safeguarding Lead for the school – Mrs Garnham, or the Deputy DSL, Mrs Jenna Evans.

Could I do Virtual Work Experience (VWEX) instead? These are only for students with medical needs. See Mrs Garnham to discuss.

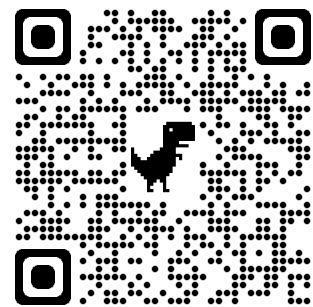
Can I do two placements?

If you wish to split your 5 days between two placements (e.g. 2 days followed by 3 days) this is a possibility, as long as the organisations involved are also in full agreement. Some professions like law, health etc. are more inclined to accept a student for a couple of days instead of the full working week.

To organise this, you would need to complete two separate **Student Initial Forms** in Unifrog. A member of staff may only be able to visit you at one of your placements.

Can I do a work placement out of county?

We can see the benefit for those exceptional experiences offered at an employer out of county. However, due to Norfolk County Council health and safety policy it means we must organise these slightly differently. Parents and guardians will be asked to sign an 'absence request form'. Please do not worry, attendance will not be unauthorised and not affect your child's attendance record. This is purely for parents and guardians to assume the legal responsibility so the placement can go ahead. Please contact Mrs Wiseman to discuss if you wish to pursue an out of county placement.

The Unifrog logo consists of the word "unifrog" in a lowercase, rounded, green font. The letter 'i' has a small black dot above it.

<https://www.unifrog.org/student/placement>

Other useful links for finding placements and preparing for work experience

<p style="text-align: right;">ICANBEA</p> <p>Links to local companies/organisations by sector</p>	
	<p>NORFOLK WORK AND SKILLS Information about major employment sectors in Norfolk with lists of key organisations you could research</p>
<p>Careers advice, job profiles, quizzes and guidance for producing CVs and covering letters</p>	<p style="text-align: right;">NATIONAL CAREERS SERVICE</p> 
	<p>REED RECRUITMENT Guidance on how to find work experience and also good templates for CVs and covering letters</p>
<p style="text-align: center;">GOVERNMENT'S NATIONAL APPRENTICESHIP SERVICE National apprenticeship vacancies. You could search for Norfolk companies who are advertising, as they may be open to offering work experience to young people too.</p>	
	<p>VOLUNTEERING OPPORTUNITIES Charities and other Not-for-Profit organisations are often very happy to offer placements and appreciate the help you can offer them.</p>
<p style="text-align: center;">SUCCESS AT SCHOOL VIDEO Tips for finding work experience</p>	
	<p>AYLSHAM HIGH SCHOOL WORK EXPERIENCE PAGES Forms, links and other useful information. Part of our AHS careers website. Take a look!</p>

Forms and Paperwork

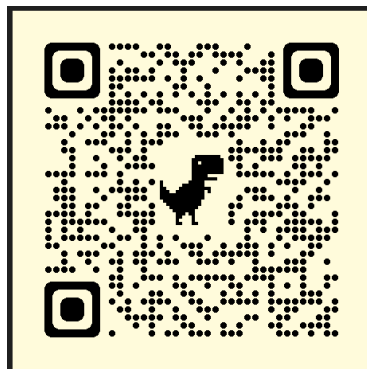
Just to confirm.... By 9 February 2026 you must complete the Student Initial Form in Unifrog.

This is the careers platform we are using to administer work experience. Essentially the tool is a series of forms which need to be completed by specific people at specific times. As soon as one person fills in a form, the next person gets notified, so the whole process runs smoothly and automatically. The process is as follows:

1. Student Initial Form
2. Employer Initial Form
3. Parent / Guardian agreement
4. School Permission – Mrs Wiseman
5. School Placement Check-in – feedback from staff member's visit
6. Employer Review Form
7. Student Reflection Form

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<https://www.unifrog.org/>



Information you need for the Student Initial Form in Unifrog:

Make sure you gather all of the following information from the placement provider and take care to make sure that all information is correct, especially email addresses.

Remember you are going on an IN-PERSON placement – NOT a VIRTUAL one.

Placement Coordinator Name	Mrs Wiseman
Full Name of Business or organisation	<i>Put the full name of the business here – e.g. Eclipse Hair Studio</i>
Start and End Dates	13/07/26 to 17/07/26
Employer Placement Provider Lead Name	Put the name of the person who has agreed to the placement. <i>Must be a Director or Manager.</i>
Employer's email address	<i>The email address for the person above. Please take care to make sure this is correct</i>
Time commitment / hours E.g. 9-5	<i>Put the hours you think you will be doing – e.g. 9-5, or 'school hours'. If you are doing unusual hours – e.g. 'Not Mondays' – put this here.</i>
Placement address for correspondence including postcode	<i>The official address of the business for us to send correspondence to.</i>
Address where placement will take place, if different	<i>Where you will actually be during the placement. If this will vary each day, put this here.</i>
Will you live at home, or is the placement outside Norfolk?	<i>You can go to a different part of the country, or even overseas! But put this here, if you are.</i>
How will you travel to the placement?	<i>Put how you'll get there – e.g. bus, walk, lift from parents</i>
Do you have any special needs, illnesses or injuries that could affect you on placement?	<i>It is important you put anything here that could affect you on placement, or the employer needs to know – e.g. medical conditions such as epilepsy or diabetes</i>
Name of parent/carer	<i>Name of your mum, dad or carer, who can give parental permission for you to do work experience. Please tell them to look out for a message from Unifrog.</i>
Parent/carer email address	<i>Email address for the above person. It is very important that this is correct.</i>

How to log your placement in Unifrog

1. Log into Unifrog

You were sent a welcome email to register. Look for this in your school (alf.education) email.

If you can't find the email or have forgotten your password, please go to <https://www.unifrog.org/reset-password>

If you have any problems accessing or using Unifrog, please see Mrs Wiseman

2. Complete the 'Student Initial Form'

Once you have created your account, visit Unifrog - <https://www.unifrog.org> and sign in at the top right corner.



ABOUT BLOG INSIGHTS CASE STUDIES JOBS CONTACT

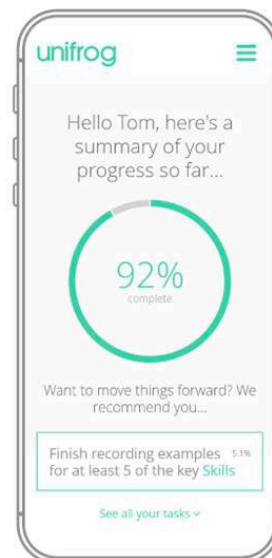
SIGN IN

The **universal** destinations platform.

We help students compare every university course, every apprenticeship, and Further Education courses - then apply successfully.

We also empower teachers and counselors to manage the progression process effectively.

Request demo



Scroll down the home page to the 'Exploring pathways' section where you will see a collection of coloured boxes. Click on the PLACEMENTS purple box and go to tool.

The screenshot shows the 'Exploring pathways' section with the following boxes:

- Interests profile** (Blue): ✓ Quiz last taken 7 Jun 22: C and A and E. Start >
- Personality profile** (Pink): ✓ Quiz last taken 24 Feb 23: ESFP and ENFP. Start >
- Work environments profile** (Dark Blue): ✗ Quiz not taken. Start >
- Skills profile** (Purple): ✗ Quiz not taken. Start >
- Careers library** (Yellow-Green): ✗ Careers favoured. Go to tool >
- Subjects library** (Purple): ✗ Subjects favoured. Go to tool >
- Know-how library** (Red): ✓ Guides favoured. Go to tool >
- Webinars** (Orange): Hear directly from the experts. Go to tool >
- Read, Watch, Listen** (Light Blue): ✗ Profiles favoured. Start >
- Placements** (Purple): ✓ 4 placements added, 0 completed. Go to tool > (highlighted with a blue arrow)

Click on **Add new placement**

Complete the **Student Initial Form** and click add placement at the end to send it off. That will then trigger the next series of forms to the Employer, your parents/guardian and to me (Mrs Wiseman).



HOME FAVOURITES LOCKER APPLY HELP

Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinators. Want an overview of how organising a placement works? [See the whole process >](#)



2 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

[+ Add new placement](#)

Look back to page 20 if you don't know what to put in each box within this student initial form. It should be quick and easy.

Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form. Afterwards we'll ask the placement lead at the employer to fill in the next form.

* In person or Virtual	<input type="text" value="---- select ----"/>
* Placement coordinator	<input type="text" value="---- pick one ----"/>
	This is the school / college staff member who will be coordinating the placement from your school's / college's side.
* Name of placement business / organisation	<input type="text" value="eg Lottie's little bakery"/>
* Placement start date	<input type="text" value="-- day --"/> <input type="text" value="-- month --"/> <input type="text" value="-- year --"/>
Placement end date	<input type="text" value="-- leave blank"/> <input type="text" value="-- leave blank if ongoing"/> <input type="text" value="-- leave blank if ongoing"/>
* Describe the time	<input type="text" value="eg Full time"/>

3. Submit the form

Make sure you tick the box at the end to mark it as finished – so that it will be sent off.

It would be great if you can tell the Employer and your parent/carer that they should look out for an email from Unifrog. They will each receive an email asking them to approve or give permission for the placement. This can go into Spam. So, please tell them to expect it.

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

or [cancel changes](#)

That's all you have to do - Good Luck!

We can't wait to hear about:

All the exciting placements you will find...!

The experience you will gain...!

**The Employability Skills you will
develop...!**

**And the confidence that it will
build...!**

Work Experience Contacts

www.aylshamhigh.com/workexperience

If you have any questions or concerns about work experience,
now or at any time before July 2025, please contact:

Mrs Wiseman, Work Experience Coordinator
E-mail: twiseman@aylshamhigh.norfolk.sch.uk
Tel 01263 733270 x 126
Location: Room 38 Tuesdays and Thursdays

Or Miss Wright
Careers Leader and Head of Business, Enterprise and Futures
Or speak to your Form Tutor.