



EXPERIENCE

Monday 29th June to Friday 3rd July 2026

A Guide for Students

Work experience is seen as an important step as you start to decide on your choices after school. It is worth spending time getting advice and guidance from the school, parents, carers, friends and contacts so the experience is both valuable and accessible for everyone involved. The aim of this guide is to show you how to go about organising your placement.

Why do work experience?

- To experience the world of work.
- To give you an idea of the different **Employability Skills** in the workplace.
- It helps you understand your strengths and what you could improve for the future.
- To experience a career area, or typical working environment.
- To help with decisions about your future options.

How is work experience organised?

- You were given information about the programme in an assembly on Tuesday 14th October and subsequent wellbeing lessons/tutor groups.
- You will be expected to find your own placement, but we are here to help with this.
- Any virtual placements will be undertaken within the school premises, unless you provide written permission from a parent/guardian that they are happy for you to undertake this from home.
- Any place you find must be approved by the school before you attend.
- Face to face placements can be anywhere in Wiltshire and surrounding areas. High risk placements may be restricted depending on location, normally 10 miles outside of the school postcode. Please check with the careers department in G121 if you are not sure.
- They must have Employers Liability Insurance

Timetable for your work experience:

Tuesday 14th October - Briefing session for all year 10 students.

November/December/January/February/March/April - Students find placements and complete forms on Unifrog.

The employers may ask students to attend an interview - please try to organise this outside of the school day.

Wednesday 22nd April- Deadline for completing ALL forms.

No placements accepted after this date.

May/June - Health & Safety checks completed.

June - Students will undertake briefings in advance of work placement.

29th June to 3rd July - Work Experience Week.

6th July to 10th July - Work experience debriefing in tutor or wellbeing classes.

Thinking about a placement?

- Thinking of ideas for work experience can be a challenge. Rather than trying to find the 'perfect' opportunity, look for a placement that ticks as many boxes as possible.
- Instead of focusing on one specific job role, consider the wider career industry. For example, it may not be possible to shadow an anaesthetist, but you could explore other roles in the healthcare industry like working in a dental practice, nursing home, or GP clinic. These will all give you relevant experience that you can still learn from and reflect on in your applications. For ideas on work placements specific to each industry, take a look at Unifrog's [Get on the ladder series](#) of Know-how guides.
- You could also think about the transferable skills that are relevant across industries to help you find a placement. For example, it's unlikely that you'll be able to find work experience as an air steward, but you could reach out to customer services departments as the staff will use very similar skills in their day-to-day jobs.
- Or you can think about experiences that are relevant to the school subject that is most related to the job or industry you'd like to go into.

If you are finding it difficult to organise a placement, please come to the Careers Office, Room G121.

Finding a placement:

- You might want to search for placements relevant to your interests or to develop different skills.
- Use parents/carers, friends, and relatives for ideas.
- Local papers/magazines/internet are a good start.

Arranging a placement:

Once you've decided where you want to work and have a contact, you actually need to contact them. Don't rely on a parent or your school to contact them for you! You need to show that you can be confident and professional, even if you are nervous!

Write either a formal email or letter - even if you know the person you are contacting - and have someone else read it before you send it to check it for errors. Make sure you include:

- The days or dates on which you would like to complete your work experience - *make sure to give them plenty of time; you can't ask for your experience to start tomorrow!*
- Why you would like to complete your experience at this organisation- *what do you want to learn? What do you want to experience? Some research would help here - maybe they have great customer reviews or are among the top ranked businesses locally? Maybe they have created a new way of doing something and you want to learn how managed this?*
- What you can offer them - *that's right: you can't get something for nothing, so bowl them over with your skills and how your time with them will benefit them, even if that is admin support or helping out busy employees with their workload*

For a placement to be approved:

1. It should be within Wiltshire or the surrounding area. Please check with the careers department if you are looking at a placement out of area. The workplace must have Employer's liability insurance (and public liability insurance if appropriate).
2. A high-risk placement will have to be checked and approved. For example, these include farms, garages, riding stables, construction sites, kitchens and laboratories. Some high-risk placements may be refused by the school.
3. The work offered meets legal requirements for a young employee. Businesses involving working from the employers home, will not be accepted.
4. Parents/carers must be aware of the risks associated with the workplace. Additional information may be requested in specific circumstances.

Interviews:

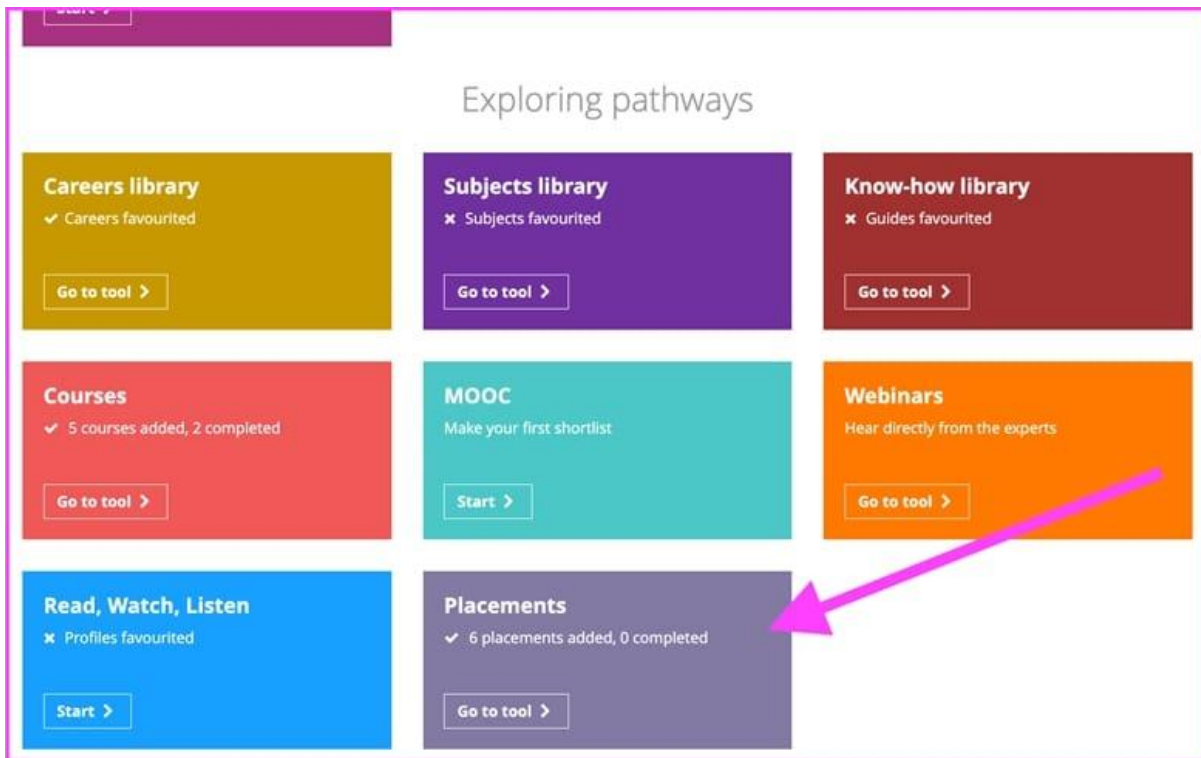
As good practice, employers will often request to interview students prior to the placement. Students are encouraged to organise face to face interviews out of the normal school day. Employers and students can use their interview to gather information and prepare themselves prior to starting the placement.

Placement Tool:

- Unifrog's placements tool is designed to make it much easier to handle the admin behind placements. [Here's a guide](#) on how it works in detail, but the tool is essentially a series of forms that have to be filled out sequentially. Finishing one form triggers an email to the next person in the chain to fill out the subsequent form.
- All the forms are sent by email, so it's really important that everyone involved in a placement has the right email entered for them, and that everyone checks their email. To help avoid issues, we show each person involved everyone else's email addresses. If anyone isn't getting the automated emails that the system generates, please tell them to check their junk folders, and add noreply@unifrog.org to their safe sender list / whitelist.
- The first form is filled in by the student. It asks basic information about the placement, including when it's happening, where, and with whom. Really important here is that the student enters the correct email address for the 'Employer placement lead' – either the person who agreed to the placement, or the contact they have told you to use.
- The second form (the 'Employer initial form') is filled in by the Employer placement lead. It provides details provided by the student, asks more information about the placement - such as for an overview of what the student will do on the placement, how risky the work environment will be, and it checks that the employer has a Health & Safety policy, a Risk Assessment, and appropriate insurance.
- The third form (the 'Parent/Guardian Agreement') is filled in by the Parent/Guardian. It provides details provided by both the student and employer, and asks them to confirm that they are happy for the placement to go ahead.
- The fourth form (the 'Permission') is filled in by the School. It provides details provided by both the student, employer, and parent, and asks the school to confirm that they are happy for the placement to go ahead.

Adding a Placement on Unifrog:

- To start the process on the Placements tool, the first step is for the student to add the placement to the tool.
- However, before adding a placement to the placements tool, the student should first agree their placement with the employer, for example by email or over the phone.
- When the student is ready to add the placement, they can find the Placements tool just like any other student tool, via a tile on their homepage:



- After the student fills in the 'Student initial form' to initiate the process, the system automatically emails the employer inviting them to fill in the 'Employer initial form'. If the employer isn't expecting this email, they probably won't be best pleased!
- Remember, the information you add will be shared with the employer, so take your time when completing the information, particularly the question 'what are you trying to get out of this placement'.
- After students have added placements, they can see the status of their placements by going to the Placements tool via the tile on their homepage.

If you have any questions, please come and talk to us in the Careers Office in G121.

**Delays are often caused because forms are filled out incorrectly.
Please check all the details are correct prior to submitting your form,
particularly email addresses.**