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Oakley BA Homs PGCE NPQH Headteacher

S. Mann CEO

Dear Parent / guardian,

All students in Year 10 are expected to take part in Work Experience during the week of 15th June - 19th June 2026. Each student (and their families) are responsible for finding and securing their own placement for that week. If any students are having difficulty finding a placement, they are welcome to come and speak with the Careers Team, who will do their best to offer advice or guidance.

Work Experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage see guide below).
- The first question It is imperative the student chooses an 'In person' placement.
- The Unifrog system will then email the employer, the parent/guardian, and the school, to collect the necessary information and permissions. For the process to work, it's e ssential that students add the initial information about the placement accurately

Finding out more:

- Unifrog have created a set of guides about placements which you can find here.
- Within this set of guides, this is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at this one, because it includes advice on how to find a placement.

Next steps:

 Approach as many employers as you can across a wide range of sectors to give the student the best possible chance of securing a placement. We also



encourage students not to limit themselves strictly to the sector they hope to work in long -term , as all work experience is valuable, and broadening the search will increase the chances of finding a willing employer.

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact Mrs Jeffries, Placement Coordinator, Wildern School, <u>s.jeffries@wild ern.org</u>

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides to help you.

We have also provided a step by step visual guide below to registering your placement with Unifrog to make the process even cl earer for you. Finally, the slides shown at the recent WINK Experience of a Workplace event can be found on the Careers Page of the Wildern Website.

If you have any further que ries, please contact <u>careers@wildern.org</u> and we will gladly assist you.

Kind regards,

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Work Experience Unifrog Step by Step guide

DEADLINE 30TH NOVEMBER 2025

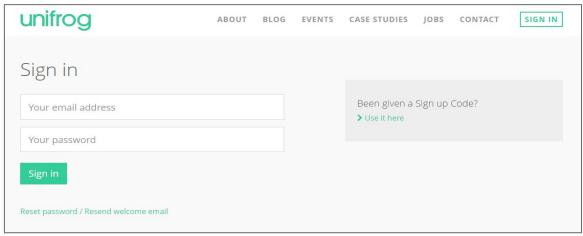
The Placement Tool on Unifrog will be used to manage the entire work experience process. Below, you will find a step -by-step guide on how to log a placement using the platform.

Before proceeding, please ensure that the proposed placement meets all of the criteria outlined below. These requirements are essential and must be met in full, as they are non negotiable. This ensures that every placement adheres to our safeguarding policies, provides a meaningful and structured experience for the student, and alig ns with our educational objectives. Verifying the criteria in advance helps avoid any delays or issues during the approval process.

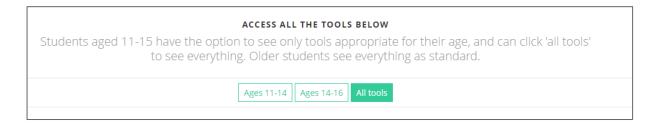


1. Student logs into Unifrog, if they cannot remember their password they can click the reset password which will send a reset password link to their school email account.





2. From the homepage, scroll downward until you reach this menu and make sure that 'All tools' is selected.



3. Scrolling down further, please select the Placements tool'.



4. And from the next page, select 'Add new placement'.



5. The final element is the actual form and this is where you will need to have a fair idea of the contact details and dates (15th June – 19th June 2026) before completing this.



Key elements:

In person/virtual has to be set to In person

Placement coordinator is Mrs Jeffries

Start and end date should cover the agreed dates (15 th - 19th June 2026)

Time commitment should be 'Full Time - Work Experience' * In person or Virtual ---- select ----Placements tool or Activities tool? The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have direct, personal interaction with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the Activities tool instead > Virtual or In person? If the experience you are adding involves any in person time with the employer, add it as 'in person' and not 'virtual'. * Placement coordinator ---- 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 / eg Lottie's little bakery organisation * Placement start date -- day -ф -- month ---- vear --Placement end date -- leave blank if . \$ -- leave blank if . \$ -- leave blank if . \$ * Describe the time commitment eg Full time * 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 eg tcook@apple.com (again) 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 as soon as possible of any absences? * Agree Yes, I agree to all four points above. ☐ mark as finished and notify employer to fill in their initial form? Finished? Add placement or cancel changes











