



wildernschool

C. Oakley BA Hons PGCE NPQH Headteacher

Wildern Lane
Hedge End
Southampton SO30 4EJ
T: (01489) 783473
E: wildern@wildern.org

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 employer **first**, and then students 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 essential 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, s.jeffries@wildern.org

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 clearer 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 queries, please contact careers@wildern.org and we will gladly assist you.

Kind regards,

A handwritten signature in black ink, appearing to be 'S. Jeffries', written in a cursive style.

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 aligns with our educational objectives. Verifying the criteria in advance helps avoid any delays or issues during the approval process.



WORK EXPERIENCE REQUIREMENTS

- ✓ The employer **MUST** have Employers Liability
- ✓ The placement **MUST** not be on a 1-1 basis
- ✓ The placement must be in a place of work and not a home environment
- ✓ We cannot accept on construction sites for legal reasons or students working at height i.e Roofing firms
- ✓ Must be within a 15 mile radius due to a Health and Safety visit being required
- ✓ If the Placement falls through for whatever reason there may not be the opportunity to replace it

These requirements are non negotiable and are imperative to guarantee the Health & Safety and Safeguarding of our students and your children

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.

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

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

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

- 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 (15th – 19th June 2026)

Time commitment should be **'Full Time – Work Experience'**

* In person or Virtual

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

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

* Placement start date

Placement end date

* Describe the time commitment

* Employer placement lead: name

* Employer placement lead: email

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

* Employer placement lead: email (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.

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

or [cancel changes](#)

