

Year 10 Work Experience Programme

Monday, 29th June 2026

-

Friday, 3rd July 2026



Year 10

Work Experience Programme



- **What is Work Experience?**

Work experience introduces you to the world of work. It is an opportunity to gain experience and new skills in a company of your choosing. Work experience placements are unpaid.





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Why is it so important?

- You can sample career options and develop skills.
- Way to get a real sense of your chosen industry and meet influential people who may support you.
- Important for CVs.
- May lead to employment, apprenticeships, mentoring.
- It can allow you to make informed choices about your future after Year 11.





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Where could you go?

Placements can be within an organisation of your choosing, as long as specific criteria is met.

Have you got a career idea in mind? You could use this as a starting point.





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Local businesses are often a great starting point:

- **Retail:** High street shops, local corner shops, boutiques, supermarkets.
- **Hospitality:** Cafes, restaurants (front of house), hotels.
- **Vocational Trades:** Car garages, carpentry businesses, hairdressers, plumbers, or electricians.
- **Education:** Primary or secondary schools (assisting teachers or IT/maintenance staff), pre-schools and nurseries
- **Animal Care:** Local vet clinics (shadowing), dog kennels, catteries, or farms.
- **Community & Social Care:** Charity shops, food banks, retirement homes, or local community centres.
- **Local Council/Government:** Working at a local council office or shadowing an MP.
- **Large Corporations:** Companies like HSBC, Barclays, Amazon, PwC, and BAE Systems have structured work experience or "insight" programmes, some of which are open to Year 10 students (ages 14-16).
- **NHS/Healthcare:** Can be limited. Clinical shadowing opportunities are generally for older students (16+).
- **Placements with family/friend members**

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Start Planning **Now**:

- Identify what you would like to do.
- Consider possible venues and locations (local, central London etc) you would like to work in.
- Identify next steps. What do you have to do to move forward?
- Look at the resources on Unifrog re: work experience



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- Employer's MUST have Employer's Liability Insurance
- You are expected to attend a placement for usual working hours depending on the company.
- Placements must take place within the UK.
- Your placement should not be carried out at private residential addresses (somebody's home) or within multiple venues.
- Placements will not be authorised where students work with just one person in a one-person business (unless immediately related).



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- Begin researching placements now.
- Ask parents/carers, family and friends to help you understand opportunities that may be available for you.
- Make contact directly with organisations.
- Placements with close family/friends shouldn't be seen as a 'last resort'.



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Once you have found a placement, you need to log in to your **Unifrog Account** and use the Placements Tool to submit your placement information.

Use your school email address to login. If you have forgotten your password, you can reset this on the Unifrog website.

The following slides will show you how to do this.



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	UNIFROG FORM PROCESS
STEP 1 Student Initial Form	You complete this form with basic contact information regarding your placement and parent/carer details.
STEP 2 Employer Form	The Placement Employer completes this form and provides all of the necessary information regarding what you will be doing at your placement and legal information.
STEP 3 Parent/Carer Form	Your parent/carer will receive an email asking them to confirm that they agree to you participating in the placement.
STEP 4 Placement Approval Process	Mrs Collier carries out pre-placement checks on your placement and authorises it. You cannot go to your placement if any of these steps are not completed.



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Deadlines:

Student Initial Form to be completed on Unifrog **no later than Monday, 13th April.**

This allows time for the next steps to be completed by Employers and Parents/Carers by **Friday, 24th April.**

Your placement is not confirmed until the school has approved it on Unifrog.



unifrog

Quick task: Adding a
placement

Using the Unifrog Placements tool



The next few slides will show you how to use the Placements tool.

- After logging into your Unifrog account, scroll down to 'Exploring pathways.'
- Click 'Go to tool' on the 'Placements' tile.

Exploring pathways

The screenshot displays the 'Exploring pathways' section with the following tiles:

- Careers library**: ✓ Careers favourited. Button: Go to tool >
- Subjects library**: ✓ Subjects favourited. Button: Go to tool >
- Know-how library**: ✓ Guides favourited. Button: Go to tool >
- Webinars**: Hear directly from the experts. Button: Go to tool >
- Read, Watch, Listen**: ✓ Profiles favourited. Button: Start >
- Placements**: ✕ No placements added. Button: Go to tool > (highlighted with a red border and a mouse cursor)

Using the Unifrog Placements tool

You can use the Placements tool for:

In person work experience

Direct, personal interaction with an employer that involves visiting a workplace.



Virtual work experience

Direct, personal interaction with an employer via an online platform.



Using the Unifrog Placements tool

To get started, click 'Add new placement.'

Placements

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



0 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



Using the Unifrog Placements tool

You'll then see your
Student initial form.

Here, you'll be able to
enter important details
about your placement.



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

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

Using the Unifrog Placements tool

* In person or Virtual

In person

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'.

Select whether your placement is **in person** or **virtual**.



The rest of the form will look different, depending on your selection.

Using the Unifrog Placements tool: **in person** and **virtual**

* Placement coordinator

Miss Emily Adkins

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

Select the staff member at school/college who is coordinating your placement.

* Name of placement business / organisation

Unifrog

* Placement start date

1

May

2023

Placement end date

12

May

2023

* Describe the time commitment

Full time

Then enter the business name, placement dates, and time commitment.

Using the Unifrog Placements tool: **in person** and **virtual**

* 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)

Enter the employer placement lead's name and email address.



Double check that you've entered the email address correctly!

Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:

* Employer placement lead: phone number	United Kingdom (+44)	2033725991
* Placement country	United Kingdom	
* Placement address	Brickfields, Unit 215, 37 Cremer Street	
* Placement postcode / zip code	E2 8HD	

Enter the placement lead's phone number and the location of the placement.

Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:

* Is this the workplace where you'll be based throughout the placement?

Yes



* Is this the workplace where you'll be based throughout the placement?

No



* Explain where you'll be based throughout the placement

I will be working at....

Select whether or not the placement address is where you'll be based.

If you select 'no' then you'll need to explain where you'll be based.

Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:

* Will you live at home as normal during the placement?	<input type="text" value="Yes"/>
* How will you travel to and from the placement?	<input type="text" value="I'll take the train from Maidstone to London"/>
* Will you live at home as normal during the placement?	<input type="text" value="No"/>
* Explain where you'll live during the placement	<input type="text" value="I'll be staying with my Aunty in London."/>
* How will you travel to and from the placement?	<input type="text" value="I'll take the 21 bus"/>

If you select 'no' then you'll need to explain where you'll live during the placement.

Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:

* Your date of birth

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

Enter your date of birth. Then select whether or not you have any special needs, illnesses, medical conditions, allergies, or injuries that may affect your placement.

Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

Yes



* Describe what special needs, illnesses, medical conditions, allergies or injuries you have that may affect your placement.

I have an allergy to peanuts.

We'll share this with the school placement coordinator and employer placement lead that you have specified above, but we won't share it with your parent / guardian.

If you select 'yes' then you'll need to provide a description.

Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:

* Parent / guardian (who must also be your emergency contact)

* Parent / guardian email

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

* Parent / guardian email (again)

Enter your parent / guardian's name and email address.



Double check that you've entered the email address correctly!

Using the Unifrog Placements tool: **in person** and **virtual**

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.



Form finished?

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



You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

Add placement or cancel changes



Read the four points and tick 'Agree' to acknowledge your agreement.

Once you've checked your form, tick 'Form finished?' and then click 'Add placement.'

Using the Unifrog Placements tool: **in person** and **virtual**

Unifrog

Scheduled for: **01 May 23 - 12 May 23** Type: **In person**

① **Student initial form** Completed on 21 March 2023

② **Employer initial form**

③ Parent / Guardian agreement

④ School permission

⑤ School during-placement check-in

⑥ Employer review form

⑦ Student reflection form

more ▾

more ▾

more ▾

more ▾

more ▾

more ▾

more ▾

If you need to change anything, click 'more' next to 'Student initial form' and then 'Edit.'

You'll be able to keep track of the next steps by clicking 'more' next to the other forms.

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**Lunchtime
and Break
EVERYDAY**

PLACEMENT

DROP IN ADVICE

**Work
Related
Learning
Office**



WITH MRS COLLIER

Mrs Collier

Head of Work-Related Learning

01689 850 271 ext. 1018

E-mail: l.collier@darrickwood.bromley.sch.uk

