

# Y10 Work Experience

## 13 –17th July 2026



### Organising Work Experience

**Step 1:** Contact employers to try and arrange a placement—details of how to do this are given throughout IAG sessions

**Step 2:** Once you have found an employer that has agreed to take you on placement, get the name and **most importantly** the e-mail address of the person who will be in charge of you when you are on placement. **Inform them that they will receive an e-mail from Unifrog to complete with details of the placement**

**Step 3:** Complete the **Initial Student Form** in the Unifrog Placements Tool

**Step 4:** The person whose details you put in the student initial form will complete the **Employer Initial Form** that will be e-mailed to them

**Step 5:** Parents will complete the **Parental Consent Form** that will be e-mailed to them from Unifrog

**Step 6:** All of the forms will be e-mailed to the school for the Work Experience team to check over

**Step 7:** Visits will be made where necessary to check any H&S or safeguarding concerns

**Step 8:** Permission will be granted or denied (in very rare cases) by the school, for the placement to go ahead.

**Step 9:** You, your parents and the placement contact lead will receive confirmation via e-mail that the placement is going ahead.

**Step 10:** Students to contact placement lead by 10th July to personally confirm their attendance.

### **Important Deadlines**

- **8th May** – Deadline for any additional H&S checks to be carried out for placements with risks greater than usual low risk workplace i.e. engineering, construction etc
- **15th May** – All students to have organised a placement, agreed by employer
- **22nd May** – Deadline for Initial Student Form to be completed in Unifrog
- **3rd July** – Deadline all students to have placement confirmed on Unifrog Placement Tool, including Employer Initial Form, Parental Consent Form, School Consent Form
- **10th July** - All students to have personally contacted their placement provider to confirm/remind employer of placement starting Monday 14th July 2026.