

Year 13 Work Experience

Tuesday 1st — Friday 4th September 2026



Organising Work Experience

Step 1: Contact employers to try and arrange a placement

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 personally contact the placement lead **at least 1 week before the start of the placement** to confirm their attendance.

Important Deadlines

- **Friday 15th 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
- **Friday 22nd May** – All students to have organised a placement, agreed by employer
- **Friday 29th May** – Deadline for Initial Student Form to be completed in Unifrog
- **Friday 10th July** – Deadline all students to have placement confirmed on Unifrog Placement Tool, including Employer Initial Form, Parental Consent Form, School Consent Form
- **Friday 28th August** - All students to have personally contacted their placement provider to confirm/remind employer of placement starting Tuesday 1st September 2026.