



Fitzharrys
School

Y10 Work Experience Guidance

Stage 1 – Research

If you're not sure what industry or sector you would like to work in, the links below might help:

Career quizzes

[BBC Make It Quiz \(bbcnitechops.co.uk\)](http://bbcnitechops.co.uk)

[Career Quiz - Youth Employment UK](#)

Use the links below to find out more about job sectors and professions.

[Careers - BBC Bitesize](#)

[Career Guides For Young Adults - Youth Employment UK](#)



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Stage 1 – Research

Once you've settled on an industry or sector, start researching employers who might be able to offer you a placement. Remember that you will need to be able to get there and back home each day.

If you need some support, we have a database of employers who have offered placements to our students in the past:

[work experience placements.xlsx](#)



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Stage 2 – Contact employers

You should find the contact details for an employer and either call or email them.

You must ask them:

- Can they offer placements to under 16s?
- Can you work there from 6th to 10th July 2026?
- Do they have employer liability insurance?
- Who is the contact name?
- What is the contact phone number, email address and location address?
- What sort of things might you do on the placement?

There is a suggested email structure on the next slide



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To whom it may concern,

I am a Year 10 student at Fitzharrys School in Abingdon and I am looking for a work experience placement for Monday 6th July to Friday 10th July 2025.

I would really like to complete my placement at [NAME OF COMPANY] because...

[INCLUDE A SHORT PARAGRAPH ABOUT YOURSELF – KEEP IT BRIEF!]

Please let me know if a placement would be possible. If it is, I will email again with some additional questions for my school. If you approve my application, my school will email you the relevant forms via Unifrog.

Kind regards

[YOUR NAME]



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Stage 3 – Confirm placement on Unifrog

You might have to try lots of places. Unfortunately, some employers never reply so keep trying while you are waiting. You might get multiple offers and be able to pick your favourite!

Once you have a confirmed agreement from an employer, you need to log it on Unifrog:

[Unifrog - The universal destinations platform.](#)

**THE PLACEMENT DOES NOT COUNT AND WILL NOT BE ALLOWED
UNLESS YOU LOG IT ON UNIFROG AND WE RECEIVE THE CORRECT
PAPERWORK!**



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Use the form below to track your progress:

<https://abingdonlearning.sharepoint.com/:w:/s/fhs/LearningResources/EWJhxO72YQtGrjOcevmGBb0BDk-qzpcEnCL7NYyAwAX7hw?e=omYILs>

You MUST save your own copy before you begin filling it in or others will not be able to use it!

Work Experience Progress

Save your own copy of this! DO NOT FILL IT IN UNTIL YOU'VE DONE THIS!!!!

Name: _____ Tutor group: _____

Careers I'm interested in:

1	2	3	4
---	---	---	---

☐ Possible Employer 1:

Name:	Where are they?
What do they do? school	How would I get there?
Contact details:	
When did I phone / email them?	Notes:
	My old primary school
Date replied:	

☐

Possible Employer 2:

Name:	Where are they?
What do they do?	How would I get there?
Contact details:	
When did I phone / email them?	Notes:
Date replied:	



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Unifrog for Work Experience 2025



Welcome to Unifrog

Hey [student_firstname]! You have been added to Unifrog by your school. Click the button below to set your password and begin.

What now?

Set your password

Begin

www.unifrog.org

Unifrog Education Ltd, Brickfields, Unit 215, 37 Cremer Street, London, E2 8HD

Any questions or comments? We'd love to hear from you.

We'll get back to you right away: email us at info@unifrog.org

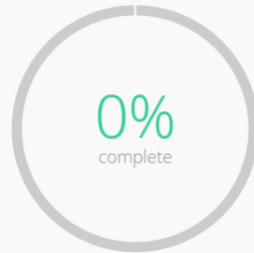
You received
an email on
11th
September –
it should be
in your school
Outlook inbox



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Unifrog guidance

Hello Martin, here's a summary of your progress so far...



Want to move things forward? We recommend you...

Complete a post-school [Shortlist](#)

8.2%

[See all your tasks](#) ▾

Save a shortlist!

Find opportunities that get you excited about your next step after school/college.

This is what
you see when
you log in



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Unifrog guidance

The screenshot displays the Unifrog dashboard with a grid of colorful tiles, each representing a different tool or progress indicator. A red arrow points to the 'Placements' tile at the bottom left.

Category	Item	Status / Progress
Exploring	Work environments profile	Quiz not taken
	Quiz profile	0 of 4 quizzes complete
	Careers library	Careers favourited
	Subjects library	Subjects favourited
	Know-how library	Guides favourited
	Courses	No courses added
Materials	Activities	Recorded at least 10
	Skills	Completed all 12
	Interactions	Missing 5 Interaction types
Applications	UK universities	0 shortlists
	Apprenticeships	0 shortlists
	College / Sixth Form	0 shortlists
Applications	CV / Resumé	Write CVs tailored for each role
	Post 16 Intentions	Plan A and Plan B complete
	Placements	No placements added

Scroll right
down and
select the
grey
'Placements'
link



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Unifrog guidance

unifrog

HOME FAVOURITES LOCKER APPLY HELP 🔍 ⚙️ ✉️

Placements

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

i **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

Go to '+Add
new
placement'



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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

---- 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 / organisation

eg Lottie's little bakery

* Placement start date

-- day --

-- month --

-- year --

Complete the information on the form; Unifrog will then contact your employer; you must get all the information from the employer to fill in the form and should contact them again if you are missing bits



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- The deadline for placement agreements is 31st January
- If you are going to struggle to meet this deadline, let your form tutor know
- Once you have logged a placement on Unifrog, you will get chocolate and a postcard
- Don't give up! It can be really tough finding somewhere but it is worth it!