

BENEFITS OF DOING WORK EXPERIENCE:

- An opportunity to test out a job/profession to see if they like it.
- It should broaden their view of jobs and careers that are out there,
- Puts them into contact with potential employers for the future.
- Gives them useful experiences for their CV and also provides a reference for them.
- Gives them some insight into what the world of work is really like and what employers expectations are.
- Helps you to 'stand out from the crowd' when applying for Post-16 options.
- Gives them the confidence and practical skills needed to succeed in the future.

Their work experience is so valuable to them. We ask for as much support as possible with finding placements etc. so they really get the best out of this experience.

Work Experience 2025 Roadmap

Work Experience Launch
28th November – their search begins!
Where are they going to do work experience?

1

Job Hunting ongoing
Students to contact potential employers and submit placement requests using the Placements Tool on Unifrog

3

Prepare for work experience in form sessions. Students to contact their work placements to finalise details about starting.

5

January
students will have a form time session on how to find work experience placements and how to add new placements on Unifrog

2

Monday 24th February– deadline for securing a work experience placement.
We then have time to finalise paperwork with Employer and confirm parental/school consents

4

12th – 16th May
Work Experience week.

6

Applying for work experience

- Please think carefully with your child about where the best placement for them may be. Encourage them to take their work experience in an area that really interests them.
- Please encourage your child to make the phone call or pop into the business as this is all part of the experience, and will help to build their confidence for the future
- Once students have secured a placement, they will then log this using the Placements Tool on Unifrog
- [How to use the Placements Tool](#)



What is Unifrog?

i Unifrog is an online careers platform used by over half of the secondary schools and colleges in the UK. The platform has various tools to help students research careers and future pathways, draft CVs and personal statements, and manage work experience. Woodrush started using the platform this year. Every student has their own log in.

[2 min overview of Unifrog as a whole](#)

Important information

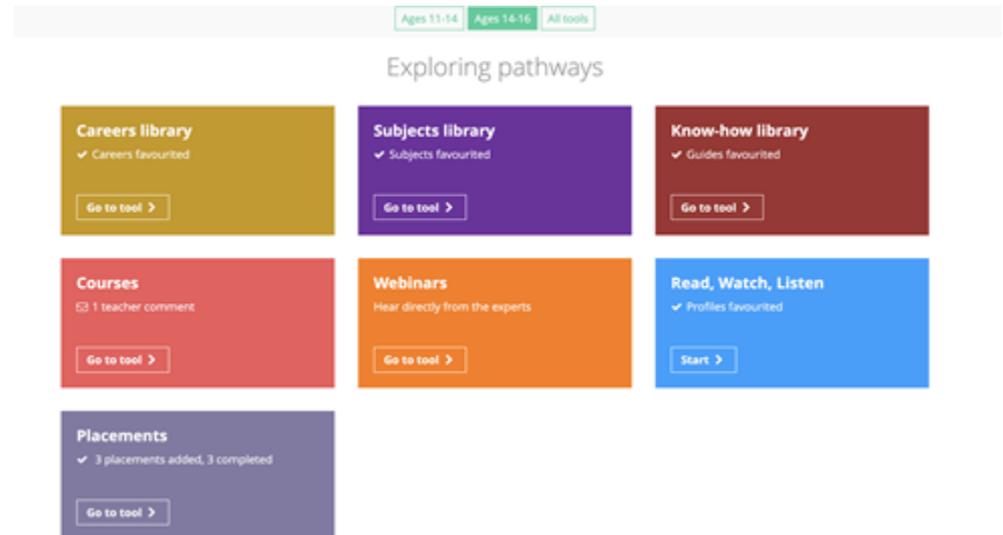
! This Placements tool is a work experience admin management tool. It is not a searchable database of placements. The tool should start to be used by the student, once they have found a placement. Please see slide 7 of this presentation for helpful Unifrog resources around Work Experience placements.

Using the Unifrog Placements tool



Students can login to Unifrog using their school email address and password they created – if they have forgotten this they can press 'reset password'

After the student has informally agreed a placement, they will need to log into their Unifrog profiles to log the Placement. [Here's](#) what happens next.



Parents/Carers

Support your child to source a placement. Encourage them to log it on Unifrog. Look out for an email from Unifrog once the student and the employer have completed their forms.



Further information

- 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 previously shown on slide 5 of how the whole process works).
- Next we recommend looking at [this one](#), because it includes advice for students on how to find a placement.
- Pro tip: check out the apprenticeships tool on Unifrog to research local employers who may be open to hosting a placement.



QR codes to guides

(These links were included in the letter home to parents)

Preparing for work experience

Get in touch with the employer

- Be sure to get contact details of the key person
- Ask any questions you're not sure of; hours, breaks, uniform?
- Does your child need to bring food or will lunch be provided?
- Do they need any specialist equipment?
- What time do they need to be there in the morning and leave in the evening?



If you require any further help or information, please do not hesitate to contact Mrs Bishop on 01564 823777 or email cbishop@woodrush.org