



St Paul's
CATHOLIC SCHOOL

Careers >>>

Meaningful | Aspirational | Relevant

Work Experience Support Booklet

Process and Guidance – How to find a placement?

Think of what you would like to do? What subjects do you enjoy/ or are good at? What hobbies do you have?
Think of your skills/abilities and interest.

Research Companies

Contact by Email/ Telephone – Templates are at the back of the Placemat Pack

Once Work Experience is agreed

You need the contact details to fill in Unifrog

- Name of Business
- Contacts Name you are speaking with
- Contacts Email
- Contacts/ Company Telephone number
- Contacts/ Company address



Please ensure you arrange an interview with your employer once you have secured a placement.

Work Experience, the Process.....



Please ensure you have arranged an interview with the employer after you have secured a placement.





Careers»»
Meaningful | Aspirational | Relevant

WORK EXPERIENCE EMAIL AND TELEPHONE TEMPLATES FOR YEAR 10 and YEAR 12

(When you are requesting a placement)

EMAIL TEMPLATE (YEAR 12)



Dear (Name)

I am a Year 12 student from St Paul's Catholic School.

I would like to enquire about a potential work experience placement at (Company's Name), from

Level 2 Co Hort – 20th April – 24th April 2026

Year 12 – 6th July – 10th July 2026.

I am keen on gaining some practical experience in (Chosen field of work), because (Reason for pursuing a placemat with this specific company).

In my spare time, I like to (list relevant hobbies and interests).

As an enthusiastic student with a keen interest in (A career name), I would be very grateful to be considered for this opportunity at (Company's Name).

I look forward to hearing from you soon.

Kind Regards

(Your Full Name)

TELEPHONE CALL DIALOGUE (Conversation)

Hello, my name is (your name). I am a Year 12 student at St-Pauls Catholic School. I am doing a one-week work experience placemat, from

Level 2 Co Hort – 20th April – 24th April 2026

Year 12 – 6th July – 10th July 2026.

I was wondering if it would be possible to do my placemat at (Employers organisation) please?

Listen carefully to their response and be prepared to answer any questions they may have.



EMAIL TEMPLATE (Year 10)



Dear (Name)

I am a Year 10 student from St Paul's Catholic School.

I would like to enquire about a potential work experience placement at (Company's Name), from 18th – 29th January 2027.

I am keen on gaining some practical experience in (Chosen field of work), because (Reason for pursuing a placemat with this specific company).

In my spare time, I like to (list relevant hobbies and interests).

As an enthusiastic student with a keen interest in (A career name), I would be very grateful to be considered for this opportunity at (Company's Name).

I look forward to hearing from you soon.

Kind Regards

(Your Full Name)

TELEPHONE CALL DIALOGUE (Conversation)

Hello, my name is (your name). I am a Year 10 student at St-Pauls Catholic School. I am doing a one-week work experience placemat, from 18th – 29th January 2027.

I was wondering if it would be possible to do my placemat at (Employers organisation) please?

Listen carefully to their response and be prepared to answer any questions they may have.



SINGLE SIGN ON

You can now sign in with Microsoft.

- Click on 'sign in with Microsoft'
- All you need is your school email address

unifrog

ABOUT

BLOG

EVENTS

CASE STUDIES

JOBS

CONTACT

SIGN IN

Sign in


Your email address


Your password

Sign in

[Reset password](#) / [Resend welcome email](#)

Single sign-on (SSO)

 Sign in with Google

 Sign in with Microsoft

Want to set up SSO with Unifrog, or have questions?

[See our About page](#) >

Are you a **parent/guardian** wanting to create an account?

Use SSO above, or [click here](#) >

How to Input your placement onto Unifrog

unifrog

Adding it
to Unifrog

unifrog

Placement
Tool

unifrog

Mrs Palmiero – Head of Careers and
Business Employer Engagement

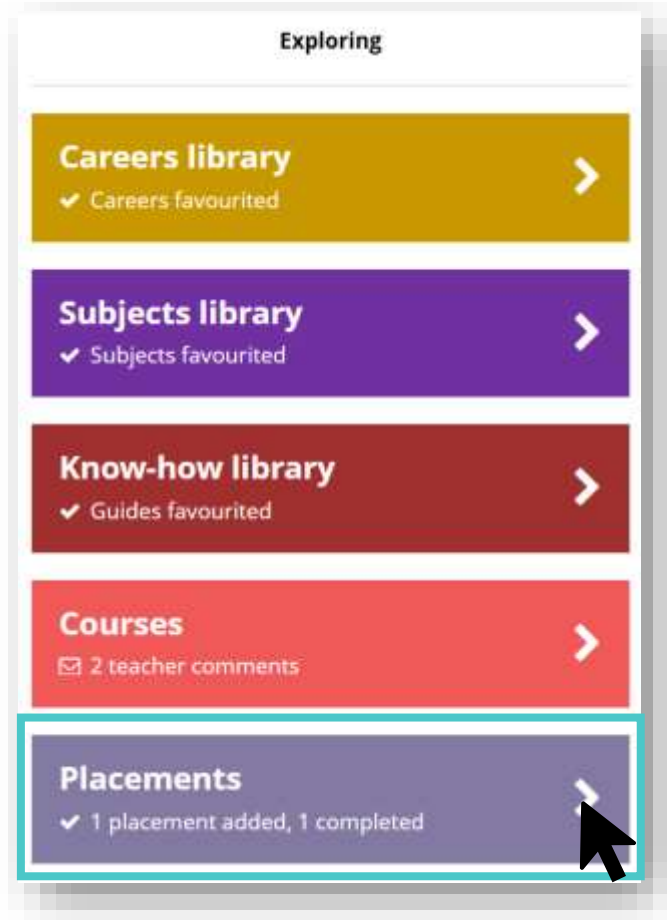
Miss Honan – Work Experience Co
Ordinator

Mrs Parkins – Careers Co Ordinator

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.**'
- If you don't see the Placements tool straight away, click '**All tools.**'

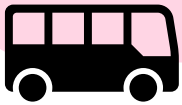


Using the Unifrog Placements tool

You can use the Placements tool for:

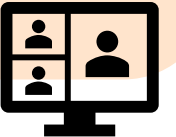
In person work experience

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 first see a page that asks you to confirm that you're organising a placement that's **in the future** and **agreed with the employer.**



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.

This form is only for organising a **placement** that is **in the future**.

*A placement is where you are hosted directly by an employer, you have direct individual contact, and you observe their work.
You must already have the employer's individual email address, and they must already have personally agreed to host you.*

Use the **Activities** tool instead to record:

[Placement in the past >](#) [Work experience webinar / course / presentation >](#) [Job >](#) [Workplace visit >](#)

* Already agreed with the employer?

Agree the placement with the employer (eg by email) **before** adding it on this tool.

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.



Basic details

* Name of placement business / organisation

* Placement start date

Placement end date

* T-level

Is this placement part of a T-level you are studying?

* Placement coordinator

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

Using the Unifrog Placements tool: Basic details

Enter the business name and placement dates and select whether your placement is part of a **T level** or not.

* Name of placement business / organisation

* Placement start date

Placement end date

* T-level

Is this placement part of a T-level you are studying?

Then select the staff member at school/college who's coordinating your placement.

* Placement coordinator

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

Using the Unifrog Placements tool: Logistics

Enter the time commitment, e.g. part time Mon-Thu 09:00-13:00.

Logistics

* Describe the time commitment

Full time

* Will you meet the employer in-person (not on a video call) at any point during the placement?

---- select ----



Important: If the experience you are adding involves **any** in person time with the employer, select 'Yes, it's all or part in-person'

Then 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: Logistics



If your placement is all or part **in-person**, you'll need to add some extra information.

A screenshot of a web form with four input fields. The first field is a dropdown menu labeled '* Placement country' with the text '--- select ----'. The second field is a text input labeled '* Placement address' with the placeholder text 'eg 100 Pudding Lane, London'. The third field is a text input labeled '* Placement postcode / zip code' with the placeholder text 'eg EC3R 8AB'. The fourth field is a dropdown menu labeled '* Is this the workplace where you'll be based throughout the placement?' with the text '---- select ----'. A mouse cursor is pointing at the first dropdown menu.

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

* Explain where you'll be based throughout the placement

For half of the placement, I'll be at...
For the other half, I'll be at...

Record where the placement is and whether this workplace is where you'll be based throughout the placement.

Using the Unifrog Placements tool: Logistics



If your placement is all or part **in-person**, you'll need to add some extra information.

* Will you live at home as normal during the placement?

---- select ----



* How will you travel to and from the placement?

eg I'll take the 21 bus

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

* Explain where you'll live during the placement, including the name of the person who you're staying with and their contact number

I'll be staying with my grandma - her full name and contact details are...

Select whether you'll live at home as normal during the placement and how you'll travel there.

Using the Unifrog Placements tool: Your objectives

Your objectives

* What are your objectives for this placement?

During this placement, I'd like to observe...
I'm really keen to learn about...
I'd like to know...

Words: 17, 25 minimum recommended.

We will show this to the employer, to help them plan a really useful placement for you.

Consider:

- What skills you want to develop
- What you'd like to observe and learn at the workplace
- Any questions you have about the employer's work

[See example](#) ▾

Create some learning objectives for your placement.

What skills do you want to develop? What do you want to learn?



Remember that this text will be shown to the employer.

Using the Unifrog Placements tool: Employer contact details

Employer contact details

* Employer placement lead: name

eg Tim Cook

* Employer placement lead: email

eg tcook@apple.com

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

* Employer placement lead: email (again)

eg tcook@apple.com

* Employer placement lead: phone number

-- country code --

Phone number

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



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

Using the Unifrog Placements tool: Your details



If your placement is all or part **in-person**, you'll need to add some extra information.

Your details

* Your date of birth

1	◆
January	◆
2000	◆

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

---- select ----	◆
------------------	---

Enter your date of birth, any special needs, illnesses, medical conditions, allergies, or injuries.

If you select 'yes' then you'll need to add details.

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

Peanut allergy

Using the Unifrog Placements tool: Your details



If your placement is all or part **in-person**, you'll need to add some extra information.

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

eg Salvador Dali

* Parent / guardian email

eg s.dali@gmail.com

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

* Parent / guardian email (again)

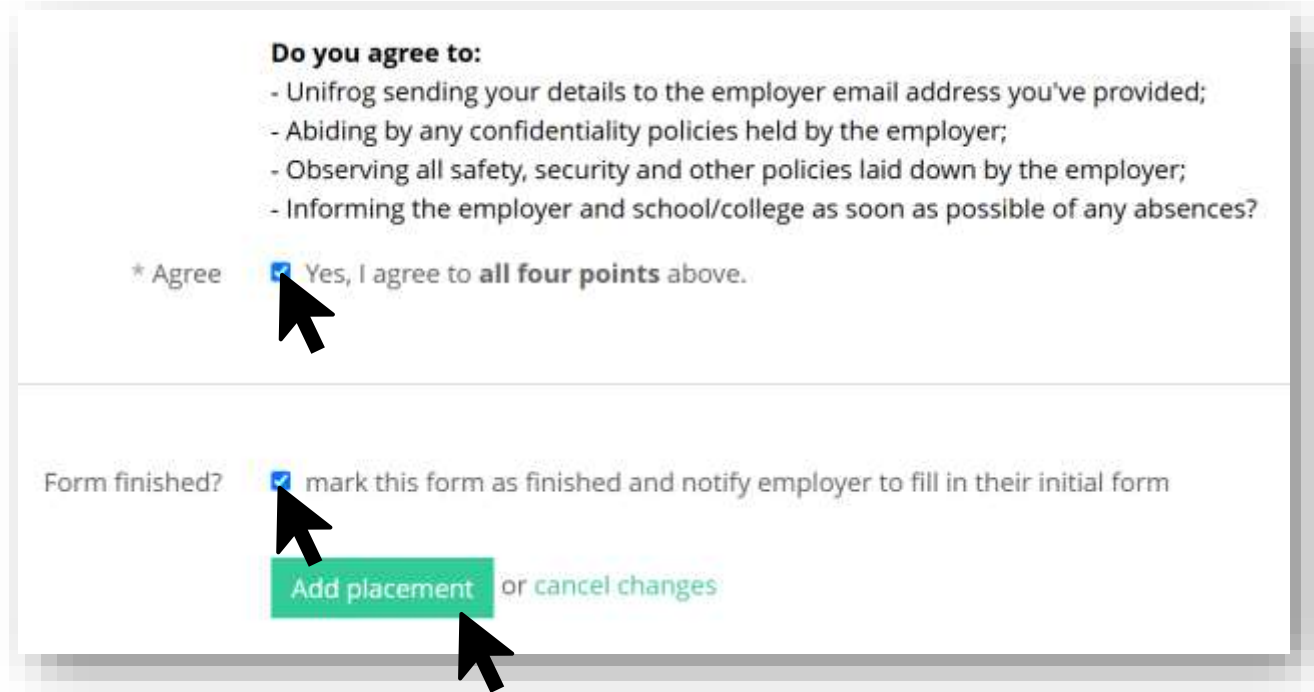
eg s.dali@gmail.com

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

**Double check that you've entered
your parent/guardian's email
address correctly!**



Using the Unifrog Placements tool



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/college as soon as possible of any absences?

* Agree Yes, I agree to **all four points** above.

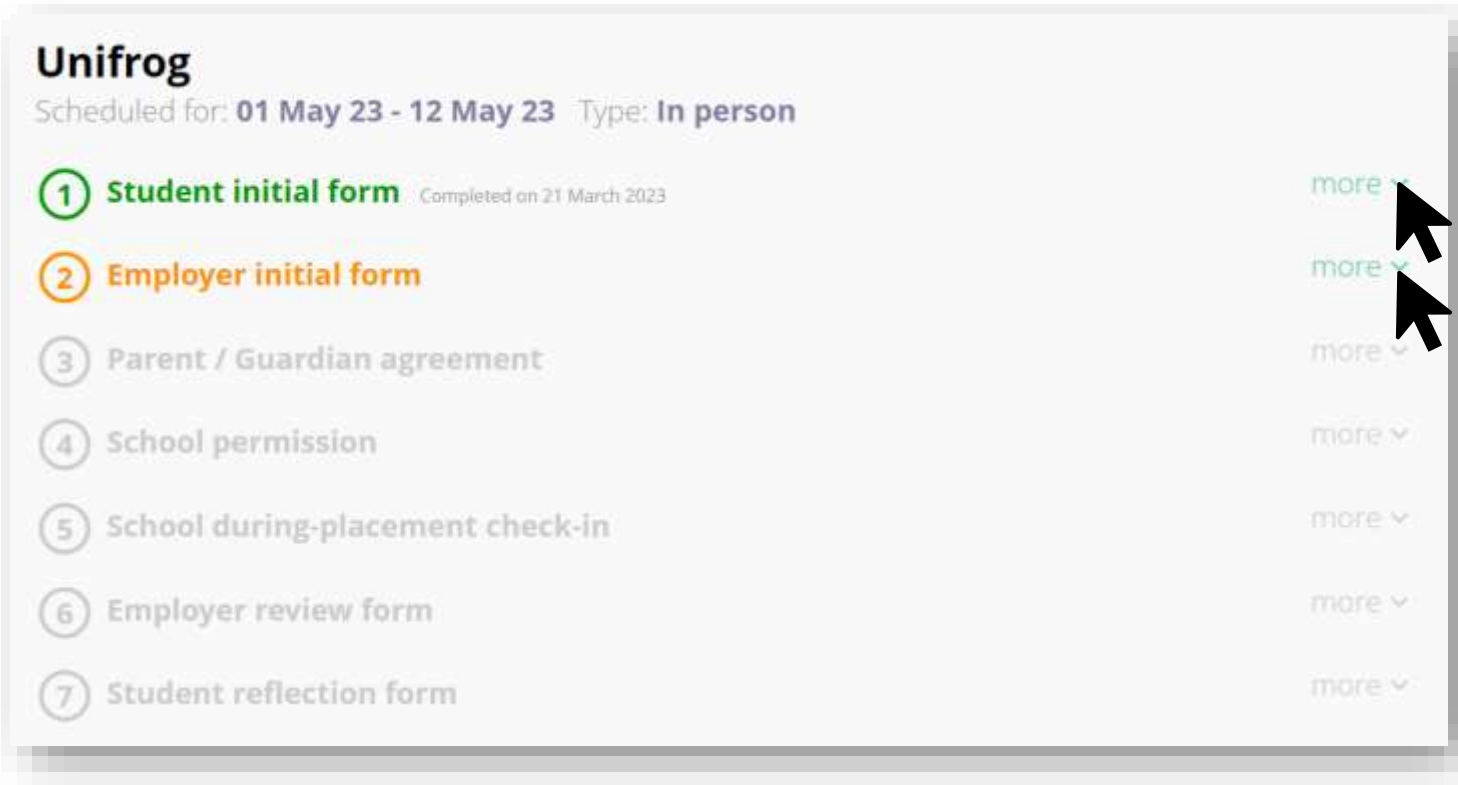
Form finished? mark this form as finished and notify employer to fill in their initial form

[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



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

- 1 **Student initial form** Completed on 21 March 2023 more ▾
- 2 **Employer initial form** more ▾
- 3 **Parent / Guardian agreement** more ▾
- 4 **School permission** more ▾
- 5 **School during-placement check-in** more ▾
- 6 **Employer review form** more ▾
- 7 **Student reflection form** 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.

Adding a placement



Now it's your turn to add your placement!

Exploring

Placements

✕ No placements added



Read each section carefully and check the information you've entered before clicking 'Finished.'

Make sure you have the contact details of your employer placement lead to hand.



The following information is required on the work experience Unifrog Placement Tool:

Basic details

Name of placement business / organisation	The Name of the Business you will be attending.
Placement start date:	18th January 2026
Placement end date:	29th January 2026
Placement Coordinator:	Select Miss Honan.

Logistics

Describe the time commitment:	Select Full Time or input working hours agreed.
Will you meet the employer in-person (not on a video call) at any point during the placement?	Yes, it's all or part in-person

Placement country: United Kingdom

Placement address:

Placement Postcode:

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

Will you live at home as normal during the placement? Yes

How will you travel to and from the placement? EG; Walk/Bus/Car

Your objectives

What are your objectives for this placement?

Consider:

- What skills you want to develop
- What you'd like to observe and learn at the workplace
- Any questions you have about the employer's work

[See example](#)

I want to work in the building trades, though I'm not sure what exactly, and I'd like to eventually either be self-employed or run my own company. On this work experience I would like to see the day to day work of being a roofer - doing roofing work, and also how to manage clients and finances.

Employer contact details

Employer placement lead name: Contact name.

Employer placement lead Email: Employers Email address.

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

Employer placement lead Email:

(AGAIN) Employers Email address again.

Employer placement lead contact: Employers Phone number

Your details

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

No/Yes – If so, please describe.

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

Parent/Guardian Contact number.

Parent / guardian email:

Parent/Guardian Email Please check correct again.

(AGAIN)

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

You will be asked to READ and agree to the following:

Please read and agree by checking the box.

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?

Please check the box, next to the below instruction, when finished to send the form to the employer. If you do not check this box, the form will not be sent resulting in a delayed process:

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

If any questions are not answered/incorrect, you will be asked to try again and advised what question needs to be answered/amended:

EG:

Please try again:

1. Please enter **Employer placement lead: phone number**
2. Please select an **Employer placement lead: phone number** Country Code