



# 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

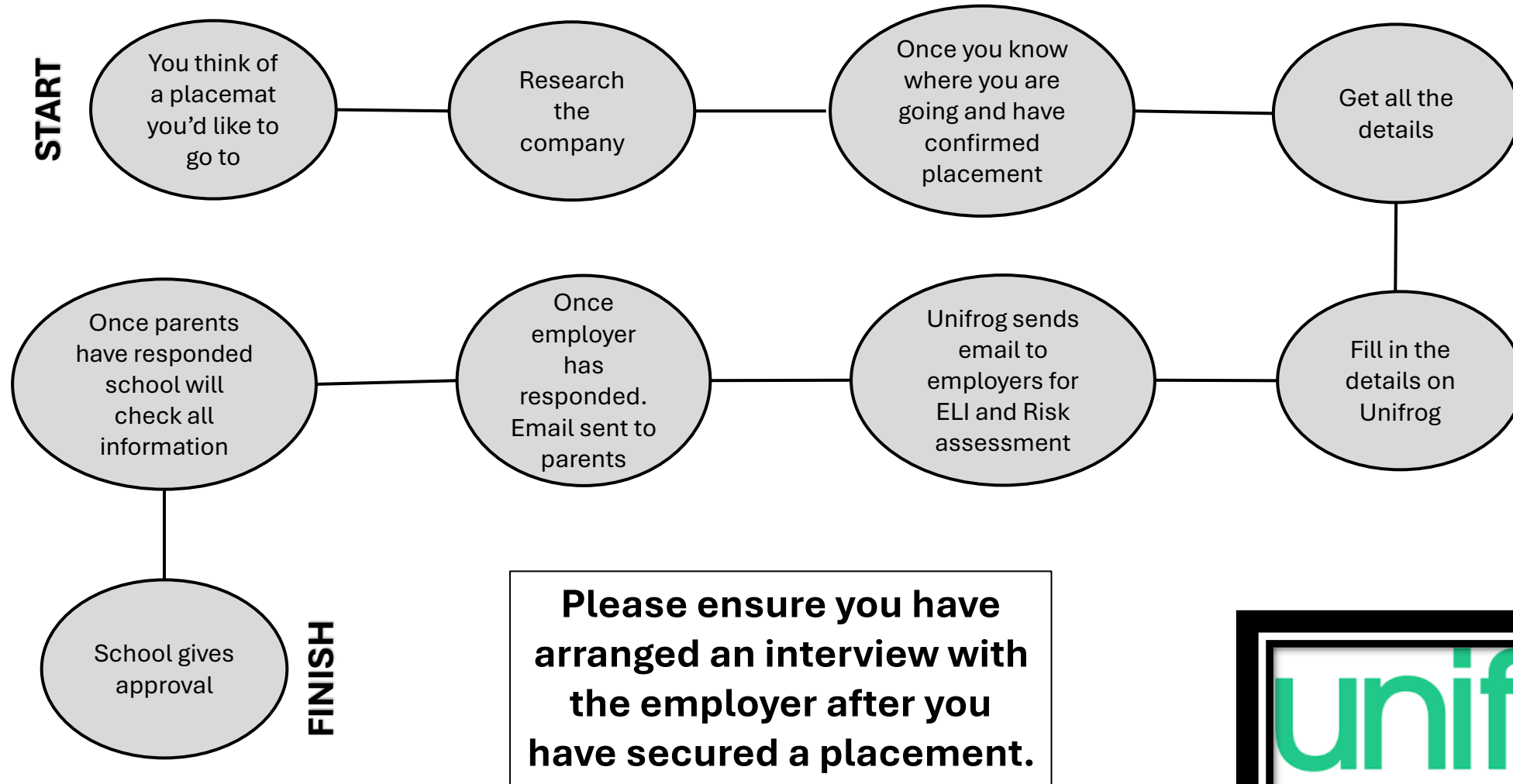
You need the contact details to fill in Unifrog

- 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.....



# HOW TO RESET A PASSWORD

## Sign in


Been given a Sign up Code?

[➤ Use it here](#)

[Reset password / Resend welcome email](#)

Reset your password.

## Reset password / Resend welcome email

[Send now](#)

Enter school email address

# Reset password / Resend welcome email

**Thank you - email sent**

This page confirms  
your email has been  
sent.

# Get onto Unifrog

You need to log into your emails through Office 365

You will receive an email that looks like this in your inbox.

Hey Nicola. You asked us to resend your welcome email / you requested to change your password. This email address is your username, and to set your password please click the button below.

What now?

**Set your password**

Set password now

Click set password now.

For security purposes the link in this button will expire 24 hours from the time it was sent. If you already have a password and don't want to change it, you can safely ignore this email and continue to use Unifrog with your existing password.



# Reset your teacher password

You're almost there! Select a new password below.

- ✗ At least 8 characters
- ✗ At least one upper case
- ✗ At least one lower case
- ✗ At least one number
- ✗ At least one special character

Enter new password.

- ✗ Retyped password matches

Enter new password again.

Set password

Click Set Password

# Reset complete

**Your teacher password has now been updated.**

[Log in with your new password >](#)

Click Sign In

Brings you back to the  
Sign in Page

This page shows  
password has been  
updated

# 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

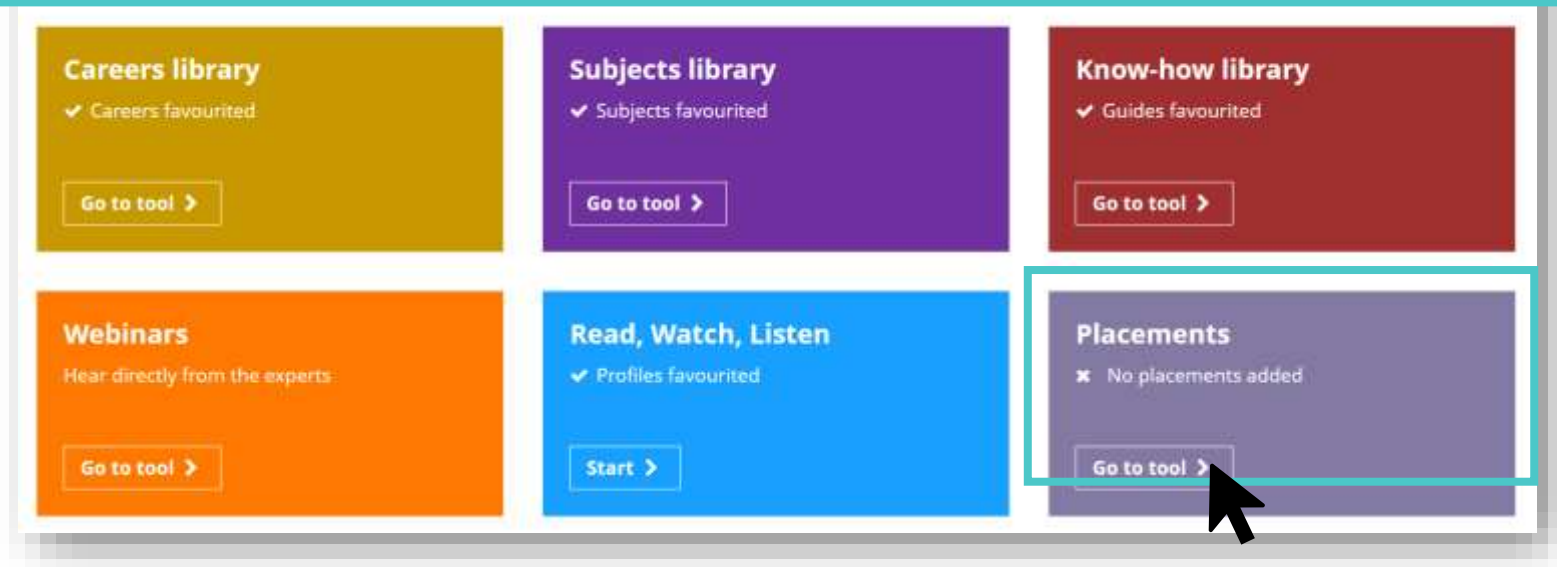
# Using the Unifrog Placements tool



The next few slides will show you how to use the Placements tool.

- After logging into your Unifrog account, scroll down to 'Exploring pathways.'
- Click 'Go to tool' on the 'Placements' tile.

**Reminder – the welcome page has changed slightly.**



# 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.



## 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 --

Placement end date

-- leave blank if

-- leave blank if

-- leave blank if

\* Describe the time commitment

eg Full time

# Using the Unifrog Placements tool

\* In person or Virtual

In person



**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'.

Select **in person**



The rest of the form will look different, depending on your selection.

# Using the Unifrog Placements tool: **in person** and **virtual**

* Employer placement lead: name	<input type="text" value="Alex Kelly"/>
* Employer placement lead: email	<input type="text" value="info@unifrog.org"/>
<b>Important:</b> this must be correct, or we won't be able to progress the placement.	
* Employer placement lead: email (again)	<input type="text" value="info@unifrog.org"/>

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

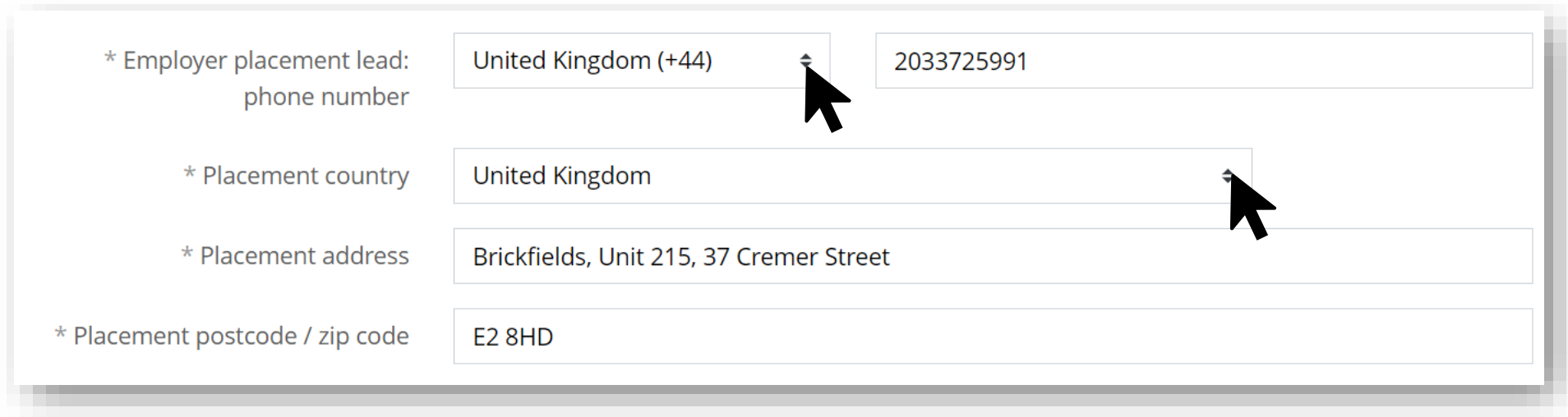


**Double check that you've entered the email address correctly!**



# Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:



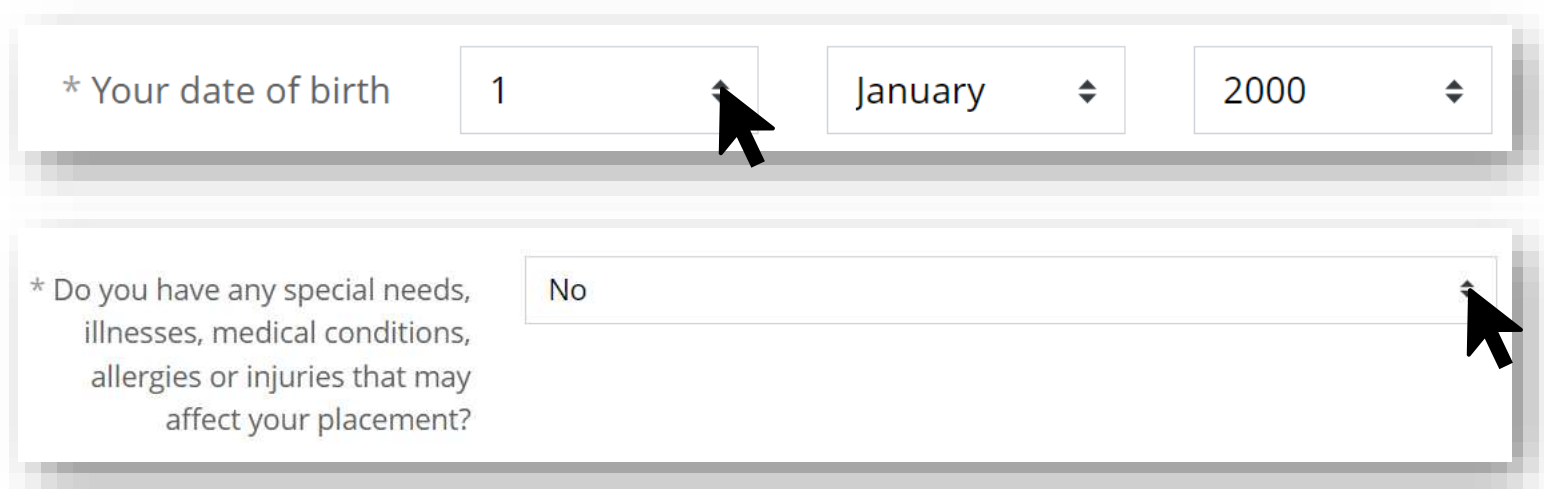
A screenshot of a web form titled 'Using the Unifrog Placements tool: in person'. The form is light blue with a subtle shadow. It contains four rows of input fields, each preceded by an asterisk. The first row is for the 'Employer placement lead: phone number', with a dropdown menu showing 'United Kingdom (+44)' and a text box containing '2033725991'. A mouse cursor is pointing at the dropdown arrow. The second row is for 'Placement country', with a dropdown menu showing 'United Kingdom' and a mouse cursor pointing at the dropdown arrow. The third row is for 'Placement address', with a text box containing 'Brickfields, Unit 215, 37 Cremer Street'. The fourth row is for 'Placement postcode / zip code', with a text box containing 'E2 8HD'.

* Employer placement lead: phone number	United Kingdom (+44)	2033725991
* Placement country	United Kingdom	
* Placement address	Brickfields, Unit 215, 37 Cremer Street	
* Placement postcode / zip code	E2 8HD	

Enter the placement lead's phone number and the location of the placement.

# Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:



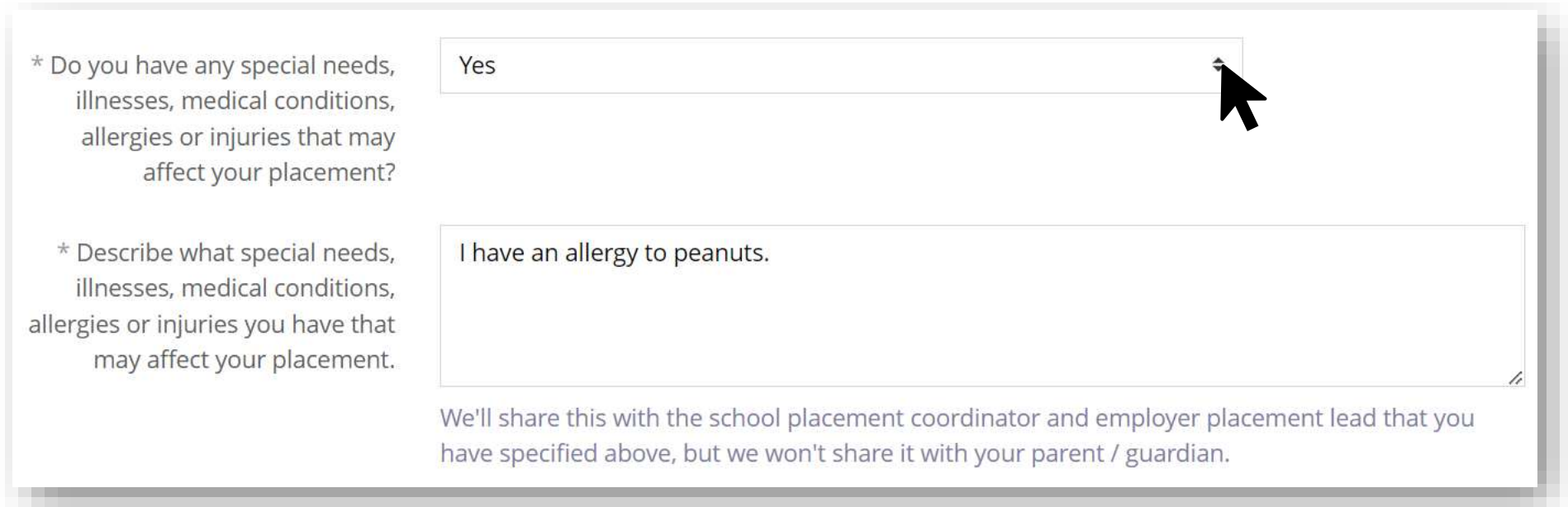
The screenshot shows a web form with two sections. The first section is for the date of birth, with the label '\* Your date of birth' followed by three input fields: a text box containing '1', a dropdown menu showing 'January', and a text box containing '2000'. A mouse cursor is pointing at the '1' in the first field. The second section is for special needs, with the label '\* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?' followed by a dropdown menu showing 'No'. A mouse cursor is pointing at the 'No' in the dropdown menu.

* Your date of birth	1	January	2000
* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?	No		

Enter your date of birth. Then select whether or not you have any special needs, illnesses, medical conditions, allergies, or injuries that may affect your placement.

# Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:



The screenshot shows a form with two main sections. The first section has a question: '\* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?'. To the right of this question is a dropdown menu with 'Yes' selected. A mouse cursor is pointing at the dropdown arrow. The second section has a question: '\* Describe what special needs, illnesses, medical conditions, allergies or injuries you have that may affect your placement.'. To the right of this question is a text area containing the text 'I have an allergy to peanuts.'.

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

Yes

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

I have an allergy to peanuts.

We'll share this with the school placement coordinator and employer placement lead that you have specified above, but we won't share it with your parent / guardian.

If you select 'yes' then you'll need to provide a description.

# Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:

* Parent / guardian (who must also be your emergency contact)	<input type="text" value="Sally Cooper"/>
* Parent / guardian email	<input type="text" value="sallycooper@example.com"/>
<b>Important:</b> this must be correct, or we won't be able to progress the placement.	
* Parent / guardian email (again)	<input type="text" value="sallycooper@example.com"/>

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



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

# Using the Unifrog Placements tool: **in person** and **virtual**

## 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?

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

Read the four points and tick 'Agree' to acknowledge your agreement.

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

You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

**Add placement** or cancel changes

Once you've checked your form, tick 'Form finished?' and then click 'Add placement.'

# Using the Unifrog Placements tool: **in person** and **virtual**

**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.

## 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 – 20<sup>th</sup> April – 24<sup>th</sup> April 2026**

**Year 12 – 6<sup>th</sup> July – 10<sup>th</sup> 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 – 20<sup>th</sup> April – 24<sup>th</sup> April 2026**

**Year 12 – 6<sup>th</sup> July – 10<sup>th</sup> 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 19<sup>th</sup> – 30<sup>th</sup> January 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 10 student at St-Pauls Catholic School. I am doing a one-week work experience placemat, from **19<sup>th</sup> - 30<sup>th</sup> January 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.***





# 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:	19th January 2026
Placement end date:	30 <sup>th</sup> 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