

Work Experience Process 2025/26



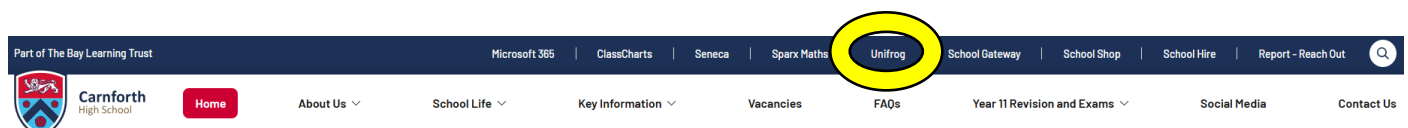
November 2025

Dear parent/carers,

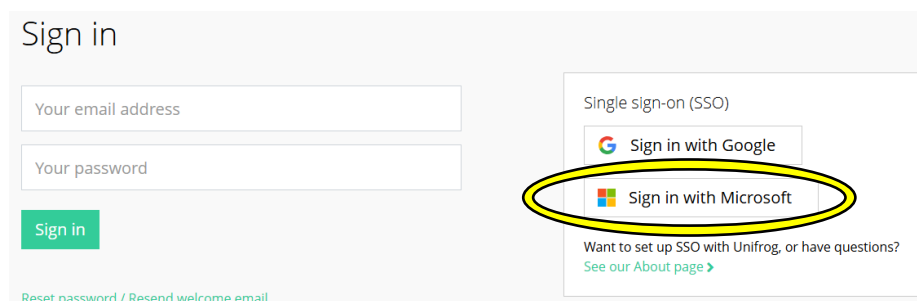
We are using 'Unifrog' for the administration of Year 10 Work Experience this year. **Placements must be organised by the student and yourself.** Through Enrichment Days, assemblies, form times, our newsletter, information on our website and other events in school, we will also support the students with this process. Students can also find me in my office across from T2 or email me at: emcgauran@carnforthhigh.co.uk.

All students need to be out on work experience during the work experience week. The student must identify and make contact with employers that they would like to have a placement with for the week, which is **Monday 22nd – Friday 26th June 2026**. If the employer initially agrees to the placement, the student will need to make note of their contact details, including name and email address.

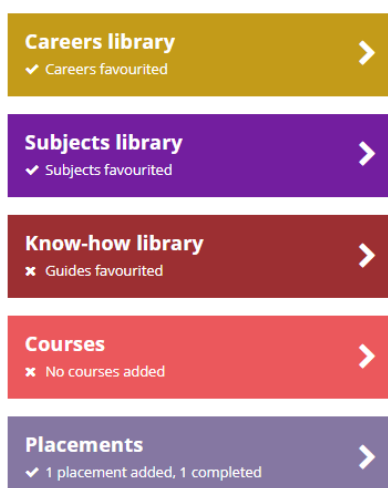
In form time this week, all Year 10 students in school have a lesson on using Unifrog and thinking about how to identify potential work experience placements. They will also have support sessions in form time for the next two weeks. **They can sign in at any time on any device to Unifrog at:** www.unifrog.org/sign-in or via the link on the homepage of our school website:



We have recently activated 'Microsoft Single Sign On,' so they don't even need to remember their password, simply click on 'Sign in with Microsoft' from the Unifrog sign in page:



Once the student is logged in, they can see the following options. They need to click on the 'Placements' tool to enter the details of the work experience placement they are hoping to go on.



THIS IS THE TOOL TO CLICK ON FROM THE HOME PAGE

Once they click on 'Placements' they will see this screen.

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](#)

Some inspiration from the Know-how library



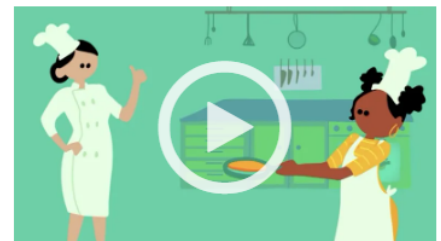
For employers: how to run a successful placement

Top tips for employers on how to run a placement that makes everyone happy



For students: a guide to placements / work experience

Students: how to find it and how to be successful on it



How to... use the Placements tool

Here's how our Placements tool works

Here there are videos aimed at employers, students and parents/carers explaining the process. **As a parent/carers, you can also view without having to sign into Unifrog here:**

<https://www.unifrog.org/placement/guides>

By clicking on '+ Add new placement' you can add all the key details of the employer that has agreed to the 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.

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?

Yes, I have agreed it with the employer

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

Basic details

* Name of placement business / organisation

eg Lottie's little bakery

The dates and placement coordinator are as follows (unless a different date arrangement is being proposed, in which case school should be consulted first):

Basic details

* Name of placement business / organisation	eg Lottie's little bakery		
* Placement start date	22	June	2026
Placement end date	26	June	2026
* Placement coordinator	Mr McGauran		

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

After this there are more areas to fill in, including questions around how the student will get to the placement, whether the student has any needs/illnesses/injuries that the placement should be aware of, etc. The student will also need to add *your* email address as parent/carer.

They then must confirm the following:

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

After this, Unifrog will contact the employer, you as parent/carer and the school to gather key details. This will include the employer's insurance details (which are a legal requirement) and your permission for your child to go on the placement. If everything is completed satisfactorily after this, the placement will be confirmed.

We have aimed to launch Work Experience early this year to give our students an advantage in identifying and arranging the best placements for them. **Please do let us know *as soon as possible* if you need any help or advice finding placements**, as places will be competitive and other schools may opt to have their work experience at the same time.

Work Experience is a vital part of the school experience, and a great tool for preparing students for their post-16 pathways, which is why all Year 10 students are expected to complete this week.

Thank you in advance for your support,

Emmet J. McGauran

Assistant Headteacher

Carnforth High School

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