

Work Experience Process 2025/26



March 2026

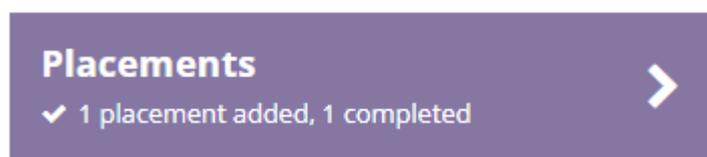
Dear parent/guardian,

Many thanks for all your hard work in organising placements for our Work Experience Week on 22nd – 26th June. **The deadline for initially organising a placement was 27th February, which has now passed.** Whilst the week itself is a few months away, we now have key admin work to do now to ensure that placements happen successfully and safely.

If Your Child Has Organised a Placement

If your child has entered a placement provider's details into Unifrog already, the system will be emailing the employer to ask for confirmation of key documents. These include insurance information, health and safety information, risk assessment information and an agreement to follow our safeguarding policy.

Your child can see whether the employer has completed this yet on Unifrog by logging into their Unifrog account and looking under the 'Placements' tool on the home page:



1 placement 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

If the employer has not yet completed their part, or if they do not provide the required documents, then the placement cannot proceed to be approved. **Please encourage your child to politely follow up with their prospective employer.** They can do this by clicking on 'Send Employer chase email:'



Or, better yet, they can follow up by **telephoning the employer** and politely asking them to complete the required information.

After this, **Unifrog will email you as the parent/guardian to confirm that you are happy with the placement.** Please ensure you complete this step, as otherwise the placement cannot proceed to be approved.

Lastly, the school will then make the final decision on whether the placement can be approved. **If the employer is asked to provide evidence of documents such as Employer's Liability Insurance (ELI) or risk assessment and do not do so, then the placement will not be approved for legal and/or safeguarding reasons.** At this point we will endeavour to work with your child to find an alternative placement.

If Your Child Has Not Yet Organised a Placement

Now that the deadline has passed, we are able to see which students have not yet managed to secure a placement. We are continuing to work with students who came to us before the deadline to ask for assistance.

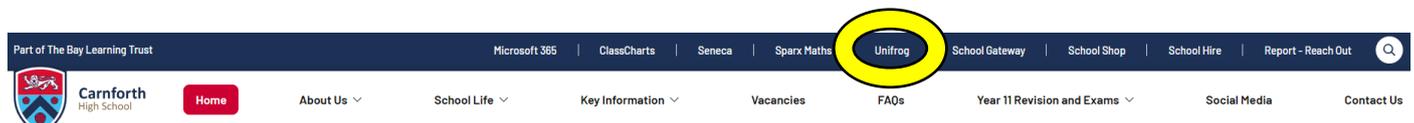
To add a further layer of support for those who have been struggling to secure a placement, **we are extending the deadline to get placement details onto Unifrog until Friday 20th March.**

Students who are not out of school during the Work Experience Week will be expected to attend school, where there will be lessons in core subjects and specific sessions around careers and employability.

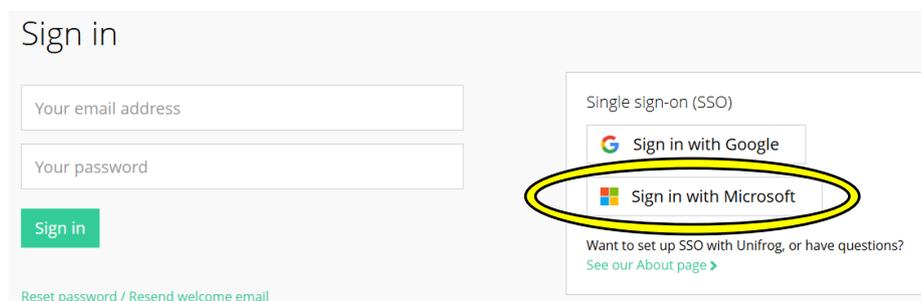
How to Enter Placement Details onto Unifrog

Here's a reminder of how to enter placement details:

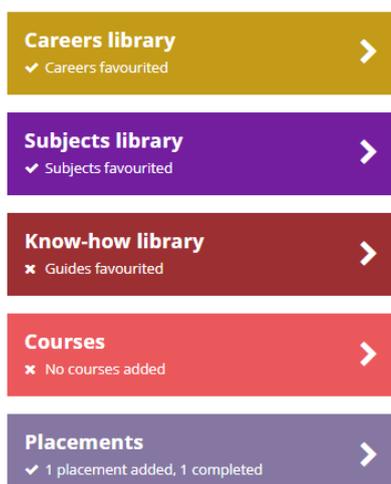
Students can sign in at any time on any device to Unifrog at: www.unifrog.org/sign-in, by Googling 'Unifrog,' or via the link on the homepage of our school website:



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 tools on the Unifrog homepage. They need to click on the 'Placements' tool to enter the details of the work experience placement they are hoping to go on.



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/carer, 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.

Thank you again for your support,

Emmet J. McGauran
Assistant Headteacher
Carnforth High School