



unifrog

YEAR 12

WORK EXPERIENCE

HANDBOOK

14-18 July 2025

A guide for students and parents/carers to search for, secure and record placements

Year 12 Work Experience 14-18

July 2025

Work Experience Checklist:

- **Ensure your CV is up-to-date and complete on Unifrog.**
- **Secure a work experience placement.**
- **Ensure the employer has Employers Liability Insurance**
- **Complete your form on Unifrog.**

The deadline date for work experience applications is the 6th June 2025.

No placements can be arranged after this date and you will have to be in school.

WORK EXPERIENCE OVERVIEW

KEY SUPPORT:

MRS FARMER, MISS ROBERTS – CAREERS TEAM

ffarmer@toothillschool.co.uk , ChRoberts@toothillschool.co.uk

MR BARNES - HEAD OF YEAR

obarnes@toothillschool.co.uk

YEAR 12 TUTORS:

12.1 – Mr Law

12.2 – Mr Rogers

12.3 – Miss Graham

12.4 – Miss White

12.5 – Miss Clare

12.6 – Miss Morgan/Miss Kraim

12.7 – Mr Walters

12.8 – Miss Bishop

WORK EXPERIENCE OVERVIEW

WORK EXPERIENCE IMPORTANT DATES

LAUNCH IN PDC LESSONS	JAN/FEB 2025
PLACEMENT DEADLINE	FRIDAY 6 JUNE 2025
FORMS TO BE SUBMITTED OR ENTERED ON UNIFROG. PLACEMENT TO BE APPROVED BY CAREERS TEAM	FRIDAY 4 JULY 2025
WORK EXPERIENCE WEEK	14 – 18 JULY 2025



WORK ENVIRONMENT QUIZ

Research:

- Make sure you have done a bit of research around what it is you want to do. Some placements require interviews or take a while to respond. Give yourself plenty of time so you don't miss out!



Unifrog:

- Not sure where to start? Why not consider your interactions, competencies and activities on Unifrog. These will let you know what your strengths are and which skills you have started to develop.
- Alternatively, check out the careers library and search career areas or subjects you are interested in.
- Try filling out this table and use your answers to find career profiles on Unifrog. Once you have done this you will have a list of possible careers which suit you.

unifrog HOME FAVOURITES LOCKER APPLY HELP Q ⚙️ ✉️

1 Take the Quiz 2 Explore careers

Work environments quiz

How would you feel about the situations below?

Tell us how happy you'd be in the activities and situations below; it doesn't matter if you've never done or experienced them before: the only thing that matters is how you feel about them.

Public speaking

HATE IT 😞 😐 😊 😄 FINE!

Practice writing an email to your employer here:

To:
Subject:
Dear _____,

Paragraph 1: Introduction

Paragraph 2: Why are you interested in the industry?

Paragraph 3: Enquire about opportunities

Yours _____ (faithfully or sincerely?)

[Send Email](#)

How to find work experience - Research

- 1. Ask family and friends first! – Explore your network of contacts**

Who has a job or career that interests you?

Can you ask them if you can shadow and support them for a week?

If this isn't possible, ask them if they have any contacts you could try.

- 2. Do you have an idea of where you would like to go?**

Find the organisations email address and ask!

Use the email template on the previous page to ask an employer if they can accommodate your work placement.

Make sure you give your placement dates and what career interests you have.

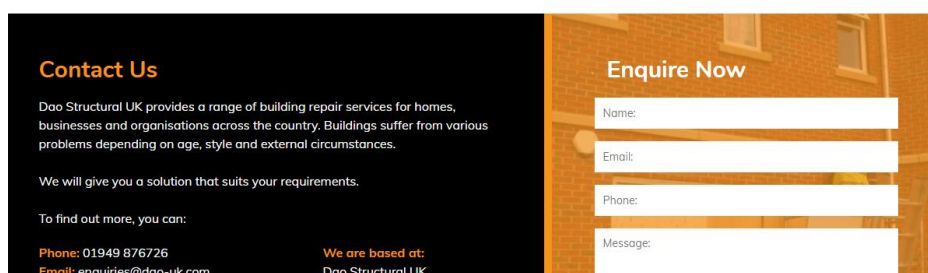
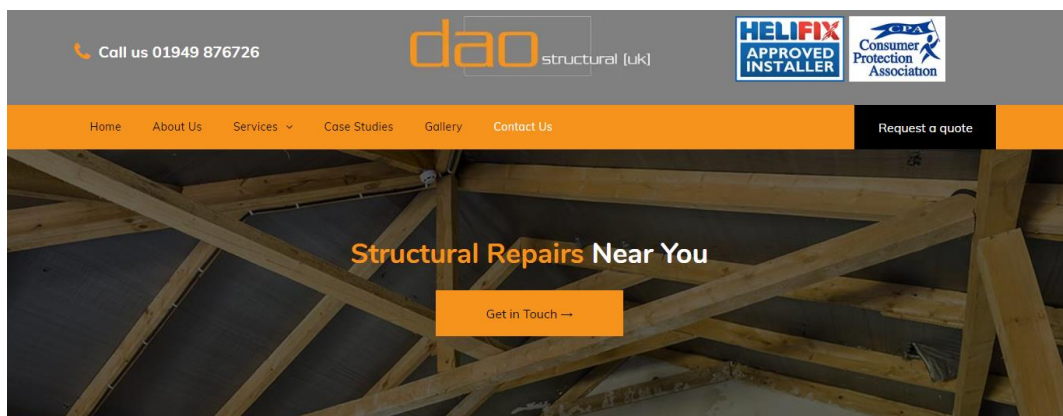
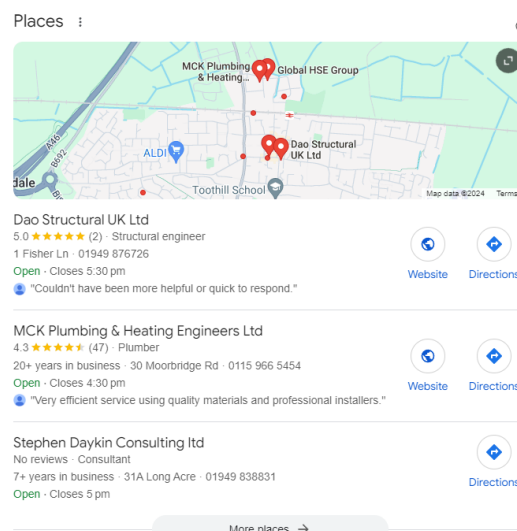
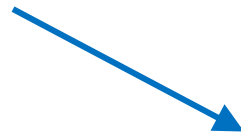
- 3. Use the school list of contacts you have been provided. – These are employers we have used in the past**

If you do not have a copy please come to the Careers Office

4. If you don't know where you could go, but have a career area/sector in mind – GOOGLE!

Search for sectors online and find the 'Contact us' section on their website.

Find an email address, and email them to ask. E.g. Google: **Engineering company in Bingham**



Securing a Work Experience Placement

Ready to apply:



- Found a place? Great! Before you apply make sure you can get there.
- Call or email your selected placement. Be polite and sell yourself.
- When emailing/meeting employers send/give them a copy of your CV (make sure it's up to date).

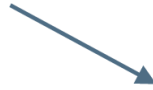


Things to ask Employers:

- Can I do work experience with you please?
- Do you have Employer's Liability insurance?
- Say thank you and say Mrs Farmer from School will be in touch.
- Make sure you obtain confirmation from your employer so you can let Mrs Farmer know. This can be an email from the employer, a phone call or a letter. Once you have this please fill in the work experience application on Unifrog.

CONTACTING

PHONE, IN PERSON & EMAIL



Hello, my name is _____ and I am a year 12 student at Toot Hill Sixth Form.

I am looking for a work experience placement from 14-18 July 2025.

Are you able to accommodate a student at this time?

Always make sure you use your school email to contact employers

Dear _____/To whom it may concern,

I am a year 12 student at Toot Hill Sixth Form in Nottingham and I am seeking an opportunity to gain up to a week long work experience placement.

I have an interest in _____ and would love to gain an insight and enhance my skills in this area.

Our work experience dates are 14-18 July 2025.

Please don't hesitate to get in touch if you are able to offer me a placement, or would like to discuss the details.

Kind Regards,

{Name}

Completing a form online on Unifrog



IMPORTANT: This can only be started once a placement contact has formally agreed to take a student on placement.

1

Go to Unifrog and log in with your school email. www.unifrog.org school email address is your username. Click reset password if you don't know it. Select **'PLACEMENTS'** in the **'EXPLORING PATHWAYS'** section.

Exploring pathways

Careers library × Careers favourited Go to tool >	Subjects library × Subjects favourited Go to tool >	Know-how library × Guides favourited Go to tool >
Courses × No courses added Go to tool >	MOOC Make your first shortlist Start >	Unifrog events Interact directly with experts Go to tool >
Read, Watch, Listen × Profiles favourited Start >	Placements × No placements added Go to tool >	

2 Click on 'Add a 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](#)

3 Start completing the 'Student Initial Form'

with the correct dates and details. You will need an email address of the main placement contact and a parent's email address.

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 --

4 Add the employer's email – this is the person who will be the main contact. Let them know that they will receive an email to fill in a form about you and your placement.

* 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

5 Select the placement coordinator – Mrs

* Placement coordinator

Mrs Farmer

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

Farmer.

6 Now you will need a parental email – someone at home who can give permission for you to go on placement. They will receive a Unifrog form to fill in by email, so make sure the email address is correct!

Unifrog Process

- 1. Students fill in Unifrog form online once they have a placement lead contact email address.**
- 2. Employer receives Unifrog form online to fill in with placement details, health & Safety documents etc.**
- 3. Parent/Carer then receives the Unifrog form online to complete and give permission, they will see all the details filled in by the student and employer.**
- 4. School receives completed forms, On-line checks and gives permission – All set to go,**
- 5. Attend Placement – Fill in Unifrog review form when completed.**
- 6. Employer fills in feedback about students.**



PARENTAL PERMISSION FORM

1 As the parent/carer, you will receive an email inviting you to complete a quick permission form.

Oh Yes! You've been invited to agree to an **In-Person Placement** for Alex

Let's make it happen

Alex has invited you to do the parent/guardian agreement for an in-person placement. This will only take a few minutes, **the placement process can't continue until you have done it.**

Start and End date:
1 March 2002 – 2 March 2002

Location:
8 High Road, London, E2 5HD

Placement overview:
Working in catering

What now?

Complete the parent/guardian agreement

Complete it now



**Check your
junk or
spam folder**

2 Click on the Green
'COMPLETE IT NOW'

3 You will be able to see all of the student's form

details, as well as the employer information, health and safety procedures. You will be asked to add the following:

- Name, email address and phone number
- Does the student have any special needs, illnesses or injuries that may affect their placement? (the answer to this is kept confidential from the student) It is important that you notify the employer of medical/SEND needs – **This is key to our safeguarding policy**
- Confirm you are aware that the placement provider will have primary responsibility for the health and safety of the student
- Agreement for the student to take part in the placement



GOOD LUCK!

REMEMBER



Don't know what you want to do as a career? That's okay, any experience is good experience. You will meet different people and experience what a work place is like.



Don't add a placement on Unifrog until you have permission from an employer to use their email address! Let them know they will receive an email to fill in a Unifrog form. If they have any questions please ask them to contact Mrs Farmer ffarmer@toothillschool.co.uk



Start your search, talk to family or friends, think about what you are interested in, don't leave it too late!



You can't start the placement until your placement has been checked and confirmed on Unifrog – You will receive an email when it's good to go!

IMPORTANT: Without Employer Liability insurance you will not be able to attend your placement so make sure your employer is covered.

Good luck!

Mrs Farmer

Any questions please email
ffarmer@toothillschool.co.uk or pop into the Careers
Office.



Notes

A place to write notes – maybe who you have contacted asking for a placement, or where you are in the whole process.