

Work Experience

*“Experience is the teacher of
all things.”*

Julius Caesar

Monday 29th June – Friday 3rd July 2026



**DISCOVER
CREATE
THRIVE
ACHIEVE**

Why do work experience?

Monday 29th June – Friday 3rd July 2026

- An opportunity to experience the real world of work
- Find out more about an area of work that you may be interested in
- Increase self-awareness around skills, strengths, likes and dislikes
- Develop skills such as good time-keeping, teamwork, problem solving and communication
- Create opportunities with employers which could lead to further training or more permanent work with them in the future



Monday 29th June – Friday 3rd July 2026

- It is up to **YOU** to find your work placement.
- We will share information with you about businesses/ organisations who have taken students on Work Experience before.
- We can help you if you are stuck but think about the sector you are interested in.
- Leading up to work experience, there will be the opportunity to get involved in careers activities – including **mock interviews**, **CV writing** and **finance workshops**.



December 2025

Dear Parent/Carer,

Year 10 Work Experience 2026

Your child will be taking part in a one-week work experience during the **week beginning Monday 29th June 2025**. We believe that work experience is an important part of our students' development. Not only does it give students an insight into the world of work, but their placements may also help them focus upon specific career paths and potential routes to them.

As with previous years, work experience placements are organised directly by students and their families.

We strongly advise students to find their work experience placement as soon as possible in order to avoid disappointment as many schools in the local area tend to have work experience around the same time. We appreciate some students may find it difficult to find a placement and we will support them as much as possible.

This year we are using Unifrog placement tool for the administration of the Work Experience. Students have had an assembly explaining this and will be having a workshop to help them in the new year.

To help with this process, students should complete the form on the back of this letter by **Friday 27th February 2025**.

Accompanying this letter is a help sheet explaining how students need to log their placement on UniFrog. This is an important step as students will not be able to go on their placement without this online process being completed.

If you have any questions regarding Work Experience at Cliff Park or work within a company that would be able to offer our students a placements, please do not hesitate to contact me via email (ssorrento@cliffparkoa.co.uk).

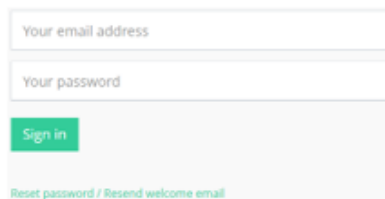
Yours faithfully



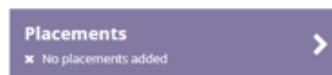
Mr Sorrento
Vice Principal

How to log your Work Experience Placement

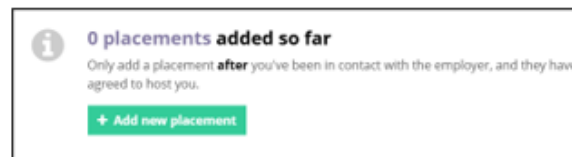
1. Log in to Unifrog. This can be found on the student splash screen. You can also simply go to <https://www.unifrog.org/student/home>
2. Sign in. If you cannot remember your password, click on 'reset password' and then follow the link that is sent to your email.



3. Once you have logged in, scroll down on your HOME page and click on the purple box called 'placements'. It is right down the bottom!



4. Here you will see if you have added a placement. If you have, the details will be shown on this page. If you haven't you will see the information below:



Click on 'Add new placement' to add your information from the sheet you have already completed.

5. You will see a box asking if you have already found a placement. Select 'YES'



6. You should then fill in the details as shown on your form.

Add placement

7. Make sure you tick the two little boxes at the bottom AND that you press

Congratulations – you have completed the steps.
An email will now be sent to the employer

Monday 29th June – Friday 3rd July 2026

Research and find a placement

Speak to the employer and complete the form

Log onto Unifrog and complete online by **Friday 27th February**

unifrog Sign in at:
unifrog.org/sign-in

Student

Employer

Parents

School



Deadline to complete the form:
Friday 27th February 2026

You will then have help to complete applications during National Careers Week (2nd March 2026)



Work Experience information

This information is required to fill out the initial form on the Unifrog Placement Tool. Please complete this form and transfer the information to Unifrog by Friday 27th February 2026.

Placement start date: Monday 29th June 2026

Placement end date: Friday 3rd July 2026

Your name: _____ Form: _____

Name of Business/Organisation: _____

Business/Organisation phone number: _____

Employer placement lead name: _____

Lead name's email address: _____

(it is very important that we have the email as Unifrog needs to send confirmation to them)

Placement Address: _____

Is this where you will spend all of your placement? YES / NO
Will you live at home as normal during the placement? YES / NO

How will you travel to the placement? _____

Parent / guardian name: _____

Parent/ guardian email address: _____

It is **important** that your chosen placement has agreed to take you during the correct week. They need to sign off your online form before you have permission to go on Work Experience.

Make sure the details above are correct.

Monday 29th June – Friday 3rd July 2026

Your name: _____ Form: _____

Name of Business/Organisation: _____

Business/Organisation phone number: _____

Employer placement lead name: _____

Lead name's email address: _____

(it is very important that we have the email as Unifrog needs to send confirmation to them)

Placement Address: _____



Monday 29th June – Friday 3rd July 2026

Is this where you will spend all of your placement: YES / NO
Will you live at home as normal during the placement? YES / NO

How will you travel to the placement? _____

Parent / guardian name: _____

Parent/ guardian email address: _____

It is important that your chosen placement has agreed to take you during the correct week. They need to sign off your online form before you have permission to go on Work Experience.

Make sure the details above are correct.



Monday 29th June – Friday 3rd July 2026

unifrog

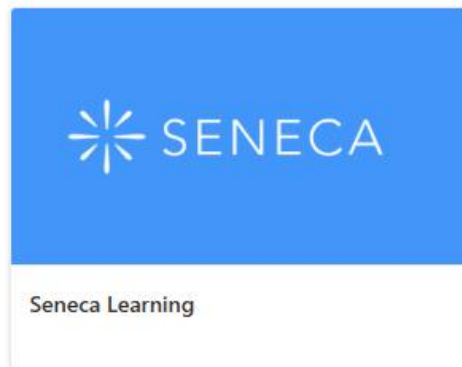
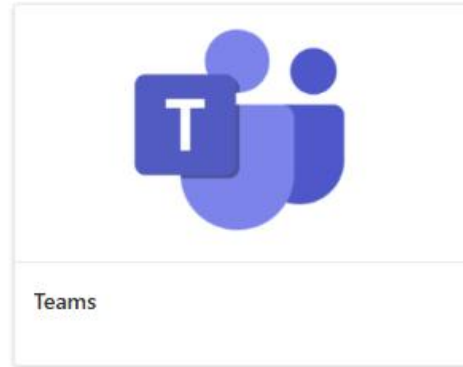
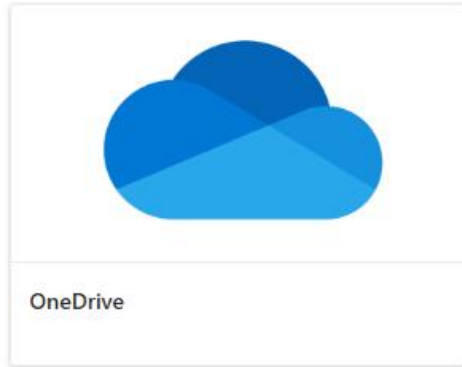
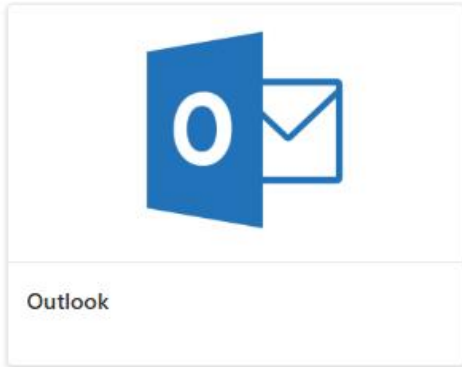


DISCOVER
CREATE
THRIVE
ACHIEVE

The Process

Monday 29th June – Friday 3rd July 2026

Welcome to
the below
the drop d
specific res



Monday 29th June – Friday 3rd July 2026

Log into UNIFROG

Click on 'Forgot Password' if you do not remember it
Put in your school email and you will be sent a link

Placements

Go to tool >

Monday 29th June – Friday 3rd July 2026

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](#)

Monday 29th June – Friday 3rd July 2026

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.



DISCOVER
CREATE
THRIVE
ACHIEVE

Monday 29th June – Friday 3rd July 2026

Basic details

* Name of placement business / organisation

eg Lottie's little bakery

* Placement start date

29



June



2026



Placement end date

3



July



2026



* Placement coordinator

Mr Sorrento



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

Logistics

* Describe the time commitment

eg Full time

Eg 'Full time' or 'Tuesday and Thursday afternoons'.

* 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'



DISCOVER
CREATE
THRIVE
ACHIEVE

Remember

This is a great opportunity.

Work Experience is becoming more and more difficult to organise.

It is up to you to find your placement – do not leave it until the last minute!

We do have a bank of employers we have used in the past if you get really stuck – come and find me!



DISCOVER
CREATE
THRIVE
ACHIEVE