



October 2026

RE: Year 10 Work Experience

Dear Parents and Carers,

Work experience can be one of the most transformational experiences young people have during their education. Through these placements, students benefit from quality exposure to the workplace.

All students in Year 10 are expected to undertake work experience during **one** of the following weeks:

- **8 – 12 March 2027**
- **26 – 30 April 2027**
- **5 – 9 July 2027**

Placements should be for 5 days.

Students (with the help of their families if needed) should source their own work experience placements. We will do our best to help find placements for any students who have been unable to find their own, but because we have limited resources, we expect to only be able to help a small number of students.

We use **Unifrog** (www.unifrog.org) to manage the administration of the work experience programme. This fantastic tool helps us to collect the relevant paperwork from the employer regarding health & safety, as well as collating permissions from yourselves for the placement to go ahead. Students will find their login details to Unifrog in their school email account.

Here is the Unifrog process:

1. Students agree the placement with their chosen employer
2. Students must then add the placement to their Unifrog account (there is a 'how to' on this at the end of this letter). **It is essential that students add all the information accurately.**
3. The Unifrog system will then, in turn, email the employer, the parent / guardian, and the school, to collect the necessary information and permissions.
4. Once you have given permission for the placement to take place, the placement is good to go!

If the placement is on Unifrog, there is no need to let Attendance know that your child will be absent.

Please note, that if the placement is not on Unifrog but your child still attends a placement without telling the school, it will be marked as unauthorised absence.



Below you will find a Frequently Asked Questions sheet and the Unifrog help sheet. If you have any unanswered questions, please do not hesitate to contact me on careers@willink.w-berks.sch.uk.

We wish you the best of luck with supporting your child to find a placement.

Yours sincerely,

Mrs R Connor
Careers Lead

Year 11 Work Experience FAQs

Does the placement have to be five days?

Ideally yes. A five-day placement gives students enough time to settle into the workplace, develop a meaningful understanding of the world of work, and gain valuable skills, confidence and insight that can help inform their future choices.

Should you find a placement that can only offer 3-4 days, please contact me for approval.

Can the placement be with myself or a family friend?

Absolutely, yes! The only stipulation is that all placement hosts **MUST** have **Employers' Liability Insurance (ELI)**. Without proof of this, the placement will not be able to take place.

Can the placement be outside of the designated work experience weeks?

On very rare occasions, placements can take place outside of the designated weeks. This will only be for exceptional circumstances and will need approval from Ms Browning before the placement takes place.



Can I log the placement on Unifrog?

Only students can access Unifrog, through the link found in their school email inbox. Should students have any issues at all with Unifrog, please ask them to find me in the Careers Hub.

Does the placement have to go on Unifrog?

Yes. Without the placement being logged on Unifrog we have no way of knowing which dates your child will be absent from school. It is also how we collate all the needed paperwork for the placement.

My child is struggling to find a placement. Do you have any resources to help?

We fully understand that it can be a challenge to find an employer willing to host a student on their placement. Here is an excellent video from Unifrog with some tips and pointers in helping students on their way; [A guide to finding and completing work placements](#).

Futures For All also advertise excellent work experience opportunities [Future Finder - Futures For All](#). Finally, the Careers Hub door is always open, and I am more than happy to help any students who are struggling to find a placement. Please do not leave this until July though!



Adding a Placement to Unifrog



1

Find a brilliant placement and confirm dates with employer

Need help? Visit the careers section on the school website and explore the links under Work Experience. If you still need help, come and find Mrs Connor in Careers Hub :)

2

Log Into Unifrog

The link for logging into Unifrog is in your school email inbox. Your username is your school email address.

3

Add Your Placement

Scroll to the Tools section and click on Placements
Click 'Add Placement'
Complete all information boxes carefully

4

Submit Your Placement

Once completed and you are happy with the information, tick the 'Form Finished?' box and then 'Add Placement'

5

Complete Section A of Workbook Journal

Before and during your placement you will need to complete a Work Experience Journal. This will be sent to your Locker on Unifrog

If you have any problems at all entering your placement, please come and see Mrs Connor in the Careers Hub