



## Summer 2026

### A Guide to Year 12 Work Experience for Students/Parents & Carers

#### Key dates

<b>WORK EXPERIENCE DATES</b>	<b>Up to 5 days between Monday 22<sup>nd</sup> June and Friday 26<sup>th</sup> 2026</b>
<b>SUBMITTED ON UNIFROG BY</b>	<b>Friday 8<sup>th</sup> May 2026</b>

Work Experience takes place for up to **5 days between Monday 22<sup>nd</sup> June and Friday 26<sup>th</sup> July 2026**, unless alternative arrangements have been agreed with Dr Rose. Students can also, with parental permission, organise Work Experience during the school holidays.

Information in relation to Work Experience Placements (irrespective of the dates to be completed) needs to be submitted using the Placements Tool on Unifrog as soon as a placement is found, and no later than **8<sup>th</sup> May 2026**, to allow time for the company to provide the school with the relevant documentation and to allow for parents to check that the information provided is correct, before the placement is approved by the school.

#### INTRODUCTION

We believe that work experience is a vital introduction to the world of work and has many benefits for you. Whilst work experience can act as a future-career taster, any experience that leads to an increase in employability skills is extremely worthwhile.

May of you may have completed previous Work Experience, either in Key Stage 4, or earlier in Year 12. If you need additional help or guidance, please remember to seek advice from your tutor, and you can also meet with Mrs Fawkes, Dr Rose, your Head of Year or Mr Revitt. Mrs Akhtar will support you with the management of the placements.

The purpose of this booklet is to provide you with the information that required to support the process. If you require assistance with any aspect of work experience, please call the school (0121 444 2150) and ask to speak to Mrs Akhtar in the first instance. Additional support can be obtained from the Head of Year, Mr Revitt and/or Dr Rose.

## WHAT NEXT?

**Think** about what you would like to do, research companies, write CV's and application letters.

**Apply** for Work Experience placements.

**Confirm** and submit details of your Work Experience Placement using the Unifrog Placements tool as soon as the placement is found, and no later than **Monday 13<sup>th</sup> April 2026**.

Complete your Work Experience, completing the Unifrog Work Experience Journal (This will either be shared as a paper document – or electronically as part of Unifrog).

## STEP 1: THINK

Think about what you want to achieve on work experience, and what placement would enable you to achieve this.

The school supports this process through

- PSHE lessons.
- Career assemblies.
- Subject teachers providing insights into careers around their subject areas.
- Sending out information about Work Experience Placements as they are notified to us
- The collation of a database of contacts that have agreed to host future placements

Parents can help you by

- Helping you to think about what you would like/would not like in a placement. Good questions include:
  - What are your interests, and what careers link to those interests?
  - Would you prefer to stay local, or go further afield?
  - Would you like to test out a potential career, or do you want a placement that might lead to a part-time job?
- Talking to your friends and family for inspiration and potential leads.

## Are there any limits on where you can go/what you can do?

The main requirements to be aware of include, but are not limited to, the following:

1. All placements must have Employer's Liability and Public Liability Insurance as well as up to date Risk Assessments and Health and Safety policies which will all need to be submitted by the employer to Unifrog.

**Once a placement has been found – this is often the step that causes the “hold up” – parents, students and staff may need to chase employers to complete this part and to look for emails from Unifrog. Please see Mrs Gahir if you have any issues with this part of the process.**

2. You must stay on dry land (no boats on open water, no helicopters or planes in the air, no more than 2m above the ground (for example if working with a tree surgeon).
3. You must not be paid.
4. You need to stay within the UK.

### **Sources of inspiration for Work Experience Placements**

- 1) Try completing an online quiz to learn more about different careers and what might suit you. Various online tools can suggest careers based on your preferences. See the Careers Pages on the school website for links. These can help stimulate conversation about different potential careers.
- 2) Research various careers and the companies on Unifrog – you may find the apprenticeships section useful for local employers. <https://icould.com/> and <https://sacu-student.com/> are also other useful websites.
- 3) The success at school website has some useful tips for particular types of work experience including in Law – <https://successatschool.org/advice/work-experience>
- 4) Search a local business directory - try <https://www.thebestof.co.uk/regional/west-midlands/business-guide/az/> or <https://www.uksmallbusinessdirectory.co.uk/>
- 5) Your own network of friends / family. Whilst working directly with a family member or close friend is not the best option (as this will not put you sufficiently outside your comfort zone), your own network is often a great source of suitable placements. Therefore, please talk to your friends and family about what you are looking for, as you never know who may be able to help.
- 6) We now have access to a small database of contacts who have previously taken our students; please see me if you would like any help in finding contacts.

### **STEP 2: APPLY**

You should apply for Work Experience placements **as soon as possible**.

You should always check an organisation’s website first, in case there is information on there as to how to apply for work experience at that organisation. If there is no information online, we advise you to phone to get the correct details for the individual responsible for managing work experience placements and ask to arrange a time to talk or for an email address to send an application by email (as the organisation prefers). In our experience, organisations prefer to be contacted by the student, rather than a parent / guardian.

Your parents/carers can help by

- Providing a quiet space for you to make important phone calls.
- Helping you to record who you have spoken to, what the result of the call was, and whether you need to phone back or chase anything up.
- Sometimes you will receive many rejections and may need help managing your resilience and motivation. Please try to secure a placement as early as possible. This will take the pressure off for the rest of the year, and give you the greatest chance of securing a placement that they really want to do.

### STEP 3: CONFIRM

A placement is not confirmed until you receive notification via Unifrog that the school has agreed the placement. This will not take place until the first 3 stages of the process (Student Initial Form, Employer Initial Form, Parent/guardian agreement) are complete. Once a placement has been found, it is the Employer Initial Form that is often not completed and will need chasing.

In order to complete the **Student Initial Form** on Unifrog, please make sure that you have the following information.

**You will need to log on to Unifrog, scroll down and then select ALL TOOLS so that you can see the grey PLACEMENTS tile to select, and add your placement.**

#### Student Initial Form

PLACEMENT DETAILS – This information will be needed by Unifrog.	
Is the placement in-person or virtual	
Placement Co-ordinator	Mrs Akhtar
Name of Placement Business/Organisation:	
Dates	Placement start date:  Placement end date:
What is the time commitment of the placement?	Full time? (Give hours each day) Part time? (Give hours each day)
What are your objectives for the placement? (Please consider the skills you want to develop, what you would like to observe and learn, and any other questions you may have)	
Employer Placement Lead: name (This person will be asked to complete the employers section of the process)	If this is being arranged through a third party – please write their name here e.g Springpod and forward your registration details to Mrs Akhtar; otherwise please give your main employer contact's name
Employer Placement Lead: email (Unifrog will ask for this twice – you must make sure it is correct – if this is incorrect – your placement provider will not get their form to complete!)	If you are using a third party (see above) – please use Mrs Akhtar's email address ( <a href="mailto:a.akhtar@chg.kevibham.org">a.akhtar@chg.kevibham.org</a> ) otherwise it should be email address of your placement lead.
ANSWERS TO THE REMAINING QUESTIONS ARE ONLY NEEDED FOR FACE-TO-FACE PLACEMENTS	
Employer placement lead phone number	
Placement Country	
Placement Address:	

<b>Placement Postcode:</b>	
<p>The Unifrog Form will also ask the student to complete the following questions; so make sure you have the answers to hand.</p> <ul style="list-style-type: none"> <li>• Is this the workplace where you will be based throughout the placement?</li> <li>• Will you live at home as normal during the placement?</li> <li>• How will you travel to and from the placement?</li> <li>• Your date of birth (as some organisations may not be able to accept students who are under 16)</li> <li>• Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement? (No details are needed at this point)</li> </ul> <p>You will also need to provide</p> <ul style="list-style-type: none"> <li>• The name of a parent/guardian who will be your emergency point of contact while you are on your placement and their email address (so that they can be contacted to approve your placement)</li> </ul>	
<p>Once you have completed this information; read the rest of the form (shown below)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Do you agree to:</b></p> <ul style="list-style-type: none"> <li>- Unifrog sending your details to the employer email address you've provided;</li> <li>- Abiding by any confidentiality policies held by the employer;</li> <li>- Observing all safety, security and other policies laid down by the employer;</li> <li>- Informing the employer and school as soon as possible of any absences?</li> </ul> <p>* Agree <input type="checkbox"/> Yes, I agree to <b>all four points</b> above.</p> </div> <div style="width: 45%;"> <p>Then click on the 2 boxes (agree and finished) – then Add placement! Your details will then be sent to the email address you provided for the employer.</p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Finished? <input type="checkbox"/> mark as finished and notify employer to fill in their initial form?</p> <p><span style="background-color: #008000; color: white; padding: 2px 5px;">Add placement</span> or <span style="color: #008000;">cancel changes</span></p> </div> <div style="width: 45%;"> <p>Once this basic information is submitted to Unifrog you will get an email confirmation, and the employer will be asked to complete their form; once this is done your parents will be emailed to complete their section.</p> </div> </div>	

**If any of the information changes – after your initial submission – please see Dr Rose for advice.**

**Your placement must be on Unifrog by Friday 8<sup>th</sup> May 2026 to give us time to chase the employer for you if necessary.**

Once you have completed this on Unifrog, it will email your contact for them to complete their form – please ensure that your contact looks out for this email; sometimes it goes into their spam folders. If they are having any difficulty accessing this or completing it – please ask them to email me (j.rose@chg.kevibham.org).

**Employer Initial Form** – This will need to be completed by the employer – however, if they have used Unifrog before most of it should be completed for them. Named policies often need uploading.

- Employer placement lead name, job title, email address, phone number
- Employer, organisation's sector and number of employees
- Have you hosted a placement before?
- What languages do students need to be able to speak?
- Overview of the placement
- Is the student likely to be on their own with only one adult, for significant periods of time?
- Does the student need a criminal records (eg DBS) check?
- Does the placement and its environment carry any risks additional to a low risk workplace?
- Dress code
- Is PPE or other special safety equipment required?
- Working hours

- Eating and refreshment arrangements
- Confirm that your Employers' Liability Insurance policy covers work placements
- Provide the name of the insurance provider, policy number, expiry date and submit a copy of the policy
- Confirm that your organisation has a Risk Assessment that is written down, up to date and appropriate (including taking into account having a young person working at the organisation). Confirm that you also have a written Fire Risk Assessment.
- Confirm that your organisation has a Health & Safety policy that is written down, up to date and appropriate (including taking into account having a young person working at the organisation).
- Confirm that your organisation will abide by data protection and privacy law
- Confirm that you will follow the safeguarding policy

**PLEASE CHASE YOUR EMPLOYER IF THEY ARE NOT COMPLETING THE EMPLOYER INITIAL FORM:-**

- **GET THEM TO CHECK THEIR SPAM FOLDERS FOR EMAILS FROM UNIFROG**
- **ASK THEM TO EMAIL DR ROSE IF THEY HAVE NOT RECEIVED ANYTHING!**

**Parent/guardian Agreement – Once the employer has completed their section, the system will email your parents for this information.**

- Name, email address and phone number
- Confirmation that the placement provider will have primary responsibility for the health and safety of the student, and that the school's role is to satisfy itself that the placement provider is acting responsibly
- Does the student have any special needs, illnesses or injuries that may affect the placement? (the answer to this question is kept confidential from the student)
- Agreement for the student to take part in the placement

Once all of the above steps are complete, the system will email Mrs Akhtar for the school approval of the placement; this is usually a quick process. The system will then email you to let you know that the placement can go ahead.

**STEP 4: DO!**

You will be issued with a Work Experience Journal. This will be shared via Unifrog (or on paper) and should be completed and saved in the Unifrog Locker. This includes 3 sections:

- **Before the placement** - preparation is key! Find out your travel time, work wear, and know your safety signs
- **During the placement** - complete your journal, the mini tasks and interview 2 staff members
- **After the placement** - reflect on your experience and log the skills you've gained

During the placement the school may contact the placements to ensure that students are attending.

In the run up to the placement, parents/carers can help by

- Talking to you about the reality of work and the need to ask their placement exactly what they will be doing. Sometimes you may come back from work experience disappointed that you couldn't do more. You will need to have realistic expectations about the work you will do.
- Ensuring that you can physically get to the placement, and that you are confident about correct bus stops, where you will get your lunch etc.
- During the placement, please notify school immediately if the you are going to be absent or are having any difficulties that require our help.
- Please make sure you notify your placement if you are ill/absent for any other reason
- Please complete your work experience record book and talk about your experiences, whilst recognising that you may be tired in the evenings!

- After the placement, please let us know if there were any issues that you would like to discuss.

**After the placement** the employer will complete the

- **Employer review form**
  - Employer placement lead name
  - Did the placement happen?
  - Punctuality and reliability rating
  - Overall attitude rating
  - Communication rating
  - Problem solving rating
  - Teamwork rating
  - Independence rating
  - Strongest skill and example
  - What improvements did the student make from the start of the placement to the end?
  - What you think the student should work on?
  - Were the learning goals met?
  - Would you be happy for the student's school to contact you about other ways of getting involved?
  - Would you be happy to host another placement student?

You will complete the

- **Student reflection**
  - One thing you learnt through doing the placement
  - What you did during the placement of which you're most proud
  - How doing the placement impacted on your plans for the future
  - How likely is it that you would recommend this placement to a friend?