

unifrog

Y10 Work experience and
the Placements tool

So, you have a Unifrog account, but what does that mean?

Explore pathways:

- Complete quizzes to build a profile that links to careers and subjects
- Learn about careers, subjects and progression to post-16 and post 18
- Find super curricular activities like further reading, subject tasters, courses and Webinars

Record evidence

- Add your activities and skills
- View interactions that teachers have added for you

Search for opportunities:

- Search university courses all around the world, and save your shortlists
- Search for vocational courses in the UK and save your shortlists
- Find events related to your interests

- Prepare for your next steps:

Prepare your application materials:

Draft CV and application personal statement

Search courses

- Work Experience

Guides and tips

Placement admin and approval

Evidence your placement

Creating your Unifrog account

How are students creating Unifrog accounts?

Welcome to Unifrog

Hey Jane! You have been added to Unifrog by your school. Click the button below to set your password and begin.

What now?

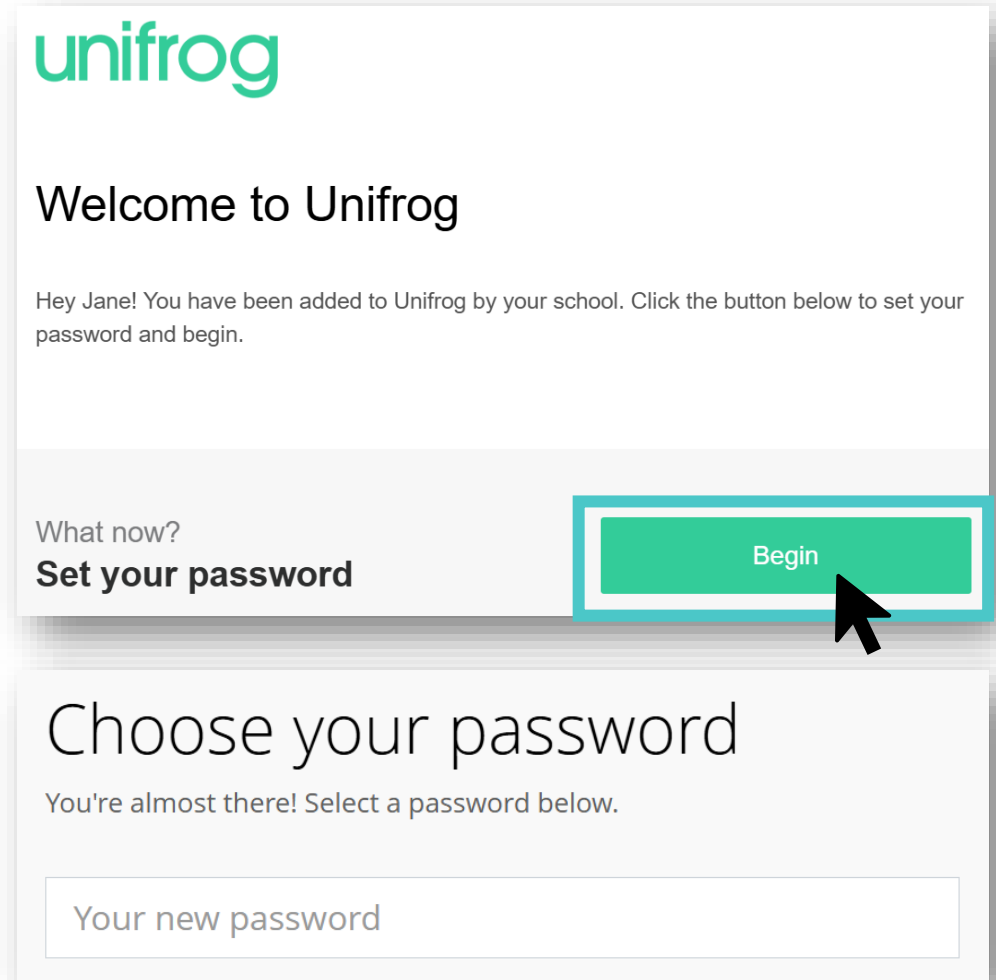
Set your password

Begin

Welcome email

Creating your Unifrog account: Welcome email

- An email has been sent to your **school email address** (check your junk/spam folders).
- Click '**Begin**' and follow the instructions.
- Create a memorable password and **make a note of it!**



The image shows a two-part email interface. The top part is a welcome message with the Unifrog logo, the text 'Welcome to Unifrog', and a personalized message: 'Hey Jane! You have been added to Unifrog by your school. Click the button below to set your password and begin.' Below this is a section titled 'What now?' with the instruction 'Set your password' and a prominent green 'Begin' button. A black mouse cursor is pointing at the 'Begin' button. The bottom part of the email is a 'Choose your password' screen with the text 'You're almost there! Select a password below.' and a text input field labeled 'Your new password'.

Signing in to your Unifrog account

Sign in

Your email address

Your password

Sign in

[Reset password / Resend welcome email](#)

Now you're registered, you'll sign in to Unifrog with your **email address** and **password**.

If you **forget** your password, click the link to **reset** (remember to check your junk/spam folders just in case!)

Next time you sign in to your Unifrog account

Sign in

Your email address

Your password

Sign in

[Reset password / Resend welcome email](#)

Now you're registered, next time you sign in from school or home, go to **unifrog.org** and click the '**SIGN IN**' button in the top right-hand corner.

You'll sign in to Unifrog with your **email address** and **password**.

What is work experience?



What do you already know about work experience?

Use the questions below to get you started...



What kind of **places** could you complete work experience in?



What kind of things might you **do** during work experience?



What **skills could you develop** on work experience?



What might you **learn** from your work experience?



What else might you get out of doing work experience?



How do you find somewhere to do work experience?

What is work experience?

What kind of **places** could you complete work experience in?

What kind of things might you **do** during work experience?

What **skills** could you develop on work experience?

What might you **learn** from your work experience?

What else might you get out of doing work experience?

How do you find somewhere to do work experience?

Miss Unifrog's Year 10 work experience

Miss Unifrog did work experience in a department store.

How I found a place:

I took my CV to stores in the shopping centre and handed it in. Then I followed up by email asking for a placement.

What I did:

I worked one day in each department. I helped out staff and customers on the shop floor. I also did a project where I wrote a radio advert for the shop.

What I got out of it:

- Experience for my CV and interviews
- A better idea of retail and sales
- Confidence
- Independence
- A project for my portfolio

Interview a teacher or a Y11 student or a family member about their Year 10 work experience and complete the boxes below

[name] did work experience in **[name/type of placement]**.

How I found a place:

What I did:

What I got out of it:

How do you find work experience?

We can support you, but it's your responsibility to find a placement!
Placements need to have Employer's Liability Insurance.

Talk to **local businesses**
(e.g. galleries, hair salons, bike repair shops)

Talk to **friends and family** who have
businesses

Talk to local **nurseries and primary
schools**

Talk to **local services** (e.g. the library, the
council office, museums, etc.)

Talk to the **clubs** you belong to outside of
school (e.g. Drama group, sports teams,
etc.)

Talk to **employers when on a school trip
or workshop**

How do you organise work experience?

This is a four-step process using Unifrog's Placements tool:

Step 1

Contact employers
via email or in
person.

Ask your parent/ carer or tutor or Ms Nembhard to check the wording.



Step 2

Once you've got a
place, complete
the Placement
form on Unifrog by
30/01/26.

Make sure, you enter the correct
name and email address



Step 3

Your employer and
parents/carers will
confirm the
placement via
email.



Step 4

We approve your
placement.

Contact employer again 2 weeks
before the placement.



Step 1: contact employers via email or face to face

Even if you know the employer personally, you should contact them in writing, using formal language.

You need to include:

- The **date** of your work experience: 18th-22nd May 2026
- **Why** you would like to complete your work experience at this organisation
- What you can **offer** them



Top tip:

Get someone to proofread your email to help check for typos or any errors.

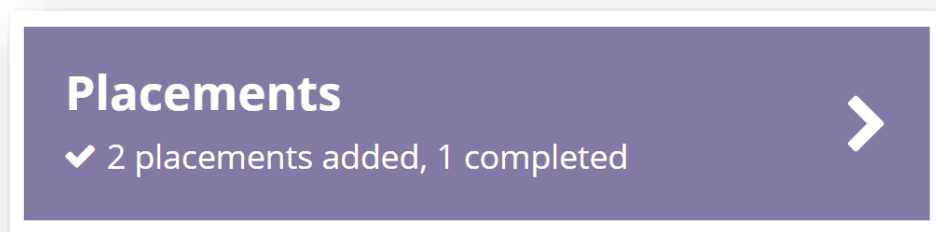
Why do this?

This will help you practise writing real job applications. It also sets a professional tone for your placement.

Step 2: complete the Placement form on Unifrog

Once an employer accepts your application, log onto Unifrog and complete the Student initial form on the Placements tool.

You can find the Placements tool under the 'Recording' section of tools.



What if you don't get offered a place?

Don't panic! Apply to several employers.

If an employer isn't replying to you, try following up with another email or giving them a polite phone call.

If you need help, please ask your teachers or Ms Nembhard.

The most popular placements get taken up first, so don't hang around! Get started ASAP.

How do you fill in the Placement form?

1. On the Placements tool, click '**Add new placement**' to access the 'Student initial form'
2. Confirm that you've agreed your placement with your employer, and fill in the details
 - a. Your Placement start and end dates **must** be **18th-22nd May 2026**
 - b. Your Placement coordinator is **Ms Nembhard**
3. If any part of your placement is in-person, select '**Yes, it's all part or in-person**'
4. Complete the rest of the form and double-check every detail, particularly email addresses!



[This video](#) will show you how to complete your form

Step 3: get the placement confirmed

- The employer will automatically get an email asking them to complete an online form.
- Your parent/caregiver will also receive an email for them to agree to your placement.
- The emails will be from Unifrog who use the email address: noreply@unifrog.org.



Top tip:

If your employer or parent/carer hasn't got the email, get them to check their junk/spam folder.

If they're still having trouble, they should get in touch with Ms Nembhard at cnembhard@deptfordgreen.co.uk who will be able to help.

Step 4: get the placement approved

- Ms Nembhard will look over your placement and make sure everything is good to go.
- Once they've approved your placement, Unifrog will send a confirmation email to you, your employer and your parent/carer and Ms Nembhard



Top tip:

You can prepare for your work experience using Unifrog's Know-how library.

Type 'professional' in the search bar to find helpful guides. Start with ['Professionalism: how to be work-ready'](#).

These will help you feel confident for your first day!

Here's what you need to do now:



Log into Unifrog and type 'work experience' in the search bar to learn more about what to expect, and to get useful tips on applying.

Favourite guides you find so you can come back to them later.



Start looking for placements.

You can search online searches.

Remember to talk to teachers, friends, and family for contacts too.



Get in touch with employers

You can contact more than one at the same time.

You **must** have your placement booked by **30th January.**

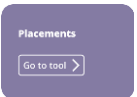
Key information



Work experience will be on these dates: **18th-22nd May 2026.**



You must have sorted your placement by **30th January.**



You must agree your placement with the employer using the Placements tool on Unifrog.



It's your responsibility to find a placement. We are here to support you, but we can't do it all for you.

Help me!



I can't find a placement

Get in touch with Ms Nembhard, but please try to find one yourself first or at least have written an email!

I can't log my placement on Unifrog

Ask Ms Nembhard for help.

I'm nervous!

That's totally normal! Talk to your head of year and form tutor and Ms Nembhard and remember to use Unifrog to help you prepare.

Question?

Unifrog has a guide for it

Click the link below or scan the QR to access the placement guides. They cover how to find a placement, how to make it go well, and loads more!

www.unifrog.org/placement/guides



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Examples of organisations that have hosted DG students on placements

STEM:

The Francis Crick Institute [Apply here](#)

Creekside Discovery Centre

Surrey Docks Farm

Heritage- Arts

The Horniman Museum: [hornimanwork-experience](#)

Royal Museums Greenwich [rmgwork-experience](#)

Dulwich Picture Gallery

Sports

Gym- Sports: LDN Fit Club info@ldnfitclub.co.uk
Yeoman Street SE8 5FA

Hospitality and Catering:

Pear Tree Kitchen, Yeoman Street SE8 5ER
hello@thepeartreekitchen.co.uk

Taca Taco, Hil Station Café, MJMK Restaurants, Le Delice, Arks of Deptford, Cooper's bakehouse

These engineering consultancies offer work experience placements and an opportunity to develop an overview of different roles working in the sector, from engineers to finance.

-Baily Garner

<https://www.bailygarner.co.uk/careers/early-careers/>

-Frankham

<https://www.frankham.com/working-with-us/student-work-experience/>

LAW

Barristers Chambers: Fountain Court Chambers, Landmark Chambers, Matrix Chambers, Three Stone

Architecture:

Scott Brownrigg, David Chipperfield Architects, Squire and Partners, BPTW Architects

Design: Squint Opera, Weare17,

Healthcare: Woodland Health Centre

Local Arts/ Media/ Textiles:

Grain Media, Mellz Photography Studios, Make Mee studio, Art Hub Studios, Midi Music, The Artworks Creekside

Film and TV- Placement opportunity

Every year, we have an amazing opportunity for some of our students interested in discovering the range of careers in the creative industries, particularly in Film and TV, to do their work experience at a production company.

So, if you are thinking you might want to be a production accountant, a script editor, a costume designer, a casting director, location manager, prop master, gaffer, director of photography, marketing manager and more ..this is for you!

The placement generally consists of 3 days at the production company, 1 day on a visit and one day visiting a post-16 option linked to the industry.

If you do not yet have a placement and you are genuinely interested in applying for this one, get in touch at cneimbhard@deptfordgreen.co.uk with the following:

- Which role interest you in Film and TV and why?
 - What are you hoping to learn and achieve during your placement ?
 - What film or TV series have you recently watched and loved (or not!) and why?
 - What skills do you have that would make you a good candidate for this placement? Give examples and explain why.
- 400 words- by 10th December

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Work Experience:
How to contact employers

Approaching employers

It can be nerve-wracking contacting employers to ask them for work experience. But it doesn't have to be that way!

Let's explore how to be prepared when contacting employers.

Can you think of at least 2 ways of researching employers and approaching them?

Emailing an employer

You might have to contact an employer by email when you ask for a placement.

Read the example on the right. Discuss with the person next to you:

- What's good and bad about the email?
- How would you improve it?

To: hello@StarkIndustries.com

From: imthebest@gmail.com

Subject: Please can I join The Avengers for work experience

Hi Mr Stark,

My school has said that I have to do work experience. Do you think The Avengers would let me join?

If that would be cool to with you, just email back soon.

Cheers,
Loki

Emailing an employer- What about this one?

To: hello@StarkIndustries.com

From: peterparker@gmail.com

Subject: Work experience

Dear Mr Stark,

My name is Peter Parker and I am a student at Deptford Green School.

My interest in work experience with the Avengers was sparked when I visited your laboratory in Malibu, where I got to see your inventions. I have worked very hard to develop my teamwork skills and spider sense. I feel that with some guidance, I would be a great addition to the Avengers team.

I am looking to do some work experience between from 18th to 22nd May 2026 to help develop my competencies and start to learn how to protect Earth. Do you have any spaces for work experience students at that time? I have attached a copy of my CV for your records.

Yours sincerely,
Peter Parker

Contacting employers by phone or face to face

You may have to contact an employer over the phone when you're arranging work experience.

It's important to still have a pre-organised plan, as you would when sending an email.

- Can you think of any top tips you would give a friend if they were calling an employer about work experience?

Contacting employers by phone or face to face- Top tips

Top tips for speaking to employers over the phone or face to face:

- Be polite and cheerful
- Speak clearly and not too fast (so you're easily understood!)
- Do not go in a big group or call when you have a lot of background noise
- Make some notes before the call or before walking in about what you want to talk about, so you don't forget anything
- Remember to introduce yourself, the school you go to, and the dates for work experience
- Explain a little about why you're interested in the company and what you'd like to learn and what you can bring to the team. It will show that you've done research and have thought carefully about where you'd like to do work experience and why.
- While you're on the phone, or talking face to face, make a note of anything important said that you'd need to remember- particularly their name and contact details
- If you don't feel very confident, that is ok, take a deep breath before you talk, and give yourself time to think when asked a question
- If the employer is unable to offer you a placement, try not to be disheartened. Thank them for their time!

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Sign in at:

unifrog.org/sign-in