

## **Trinity High School and Sixth Form Experience of The Workplace Programme**

**We will be running Year 10 Work Experience between 6-10th July 2026**

We will be using Unifrog for administration of work experience and all Work Experience placements and students upload Unifrog. All students have a Unifrog account.

All students attending an experience of the workplace will need to ensure they record the details on Unifrog and Mrs Taman has given permission to be out of school.

If school permission has not given on Unifrog, students will need to attend school at the usual time.

**Students will be responsible for securing their own placement creating an opportunity to evaluate their interests and preferred work environment.**

Experiencing the workplace enables students to apply the knowledge they have learned in school and develop a range of work ready competencies which will support their future engagement the workforce.

By attending an experience of their chosen work place they will gain rich career learning information which will help them evaluate their future career decision making and develop a key understanding of organisations and roles within them.

Students receive a wide range of information to support them in applying and participating successfully in the workplace and develop their knowledge on applications, logging placement on the Unifrog Placements Tool including experience assemblies and workshops; have access to a focused work experience Teams channel.

Students can drop into the careers room at break and lunchtime to support their planning and explore their ideas.

Students will receive a digital work journal on Unifrog to record their learning and activities in addition to briefing them on basic health and safety and work protocol.

The following information will support parents' carers students and employers in successful encounters in the workplace.

For the student presentation on Year 10 Work Experience, please click here:

**[https://bordesley-my.sharepoint.com/personal/kenderdiner\\_trinity\\_bmat\\_co\\_uk/Documents/Work%20Experience/2025%2026/Unifrog%20Presentations%20Year%2010%202026.pptx?web=1](https://bordesley-my.sharepoint.com/personal/kenderdiner_trinity_bmat_co_uk/Documents/Work%20Experience/2025%2026/Unifrog%20Presentations%20Year%2010%202026.pptx?web=1)**

Experiencing the workplace develops work ready skills essential for securing work in the future. Development of these skills now will develop confidence in future job applications when students leave school.

Some skills include:

### **Independence**

Students secure their own placements and approach employers independently which develops your career planning and independence skills.

### **Self-awareness**

In identifying organisations, roles based on your interests and preference. Completing quizzes on Unifrog can support this further and develop awareness of environments they might like to work now and, in the future based on their skills and interests.

### **Research and Building a Network**

The most effective way to find is through networking family and friends/contacts; searching local businesses through google or the apprenticeship tool on Unifrog.

### **Application Skills**

Students will receive advice on how to apply for experiences of the workplace and in making applications they will develop approaches and skills in this area. Students will develop resilience making applications we encourage students to follow up on these.

### **Transferable skills**

Students will gain important skills, transferable in their future engagement in the world of work and applications.

For more information on completing the Placements Tool on Unifrog please click on the relevant link:

- For an overview of the Unifrog Placements process:

[Explainer: Unifrog's Placements tool FAQs : Unifrog Blog](#)

- For parents/carers

[How to help your child find a work placement : Unifrog Blog](#)

- For students:

[cdn.unifrog.org/video/g6k0b9a2zb/720.mp4](https://cdn.unifrog.org/video/g6k0b9a2zb/720.mp4)

[Work experience | Worcestershire County Council](#)

- For employers:

[For employers: how to run a successful placement : Unifrog Blog](#)

[Explainer: What employers need to know about the placements forms : Unifrog Blog](#)

#### **Unifrog Quick Guide:**

- **Students find placement and complete the student initial form.**
- **Unifrog then emails the employer who completes their relevant information including health, safety, and risk assessments**
- **Parents/carers will receive an email from Unifrog employers and DO NOT need a Unifrog log in to complete the process**
- **School gives permission for students to attend work experience**
- **Students receive a logbook to complete**
- **At the end of the placement the employer completes a review**
- **Students complete the reflection form on Unifrog**