

## **Experience of the Workplace Programme Trinity High School**

### **Year 10 Work Experience**

Our Year 10 Work Experience Programme will take place **6–10 July 2026**. This is an important opportunity for students to explore the world of work, develop essential skills, and gain insight into future career pathways.

#### **Using Unifrog for Work Experience**

We use **Unifrog** to manage all aspects of the Work Experience process. Every student already has a Unifrog account.

All students taking part in an Experience of the Workplace must:

- Record their placement details on the **Unifrog Placements Tool**
- Ensure their parent/carer and employer complete their sections
- Wait for school approval before attending the placement

If school permission has **not** been granted on Unifrog, students must attend school as normal.

#### **Securing a Placement**

Students are responsible for finding their own placement. This helps them:

- Explore their interests
- Understand different work environments
- Build independence and confidence
- Begin developing a professional network

Support is available throughout the process. Students can visit the Careers Room at break or lunchtime to discuss ideas and get guidance.

#### **Why Experience of the Workplace Matters**

Experiencing the workplace allows students to:

- Apply knowledge learned in school.

- Develop **work-ready competencies** such as communication, teamwork, and problem-solving.
- Gain insight into real organisations and job roles.
- Build confidence in future applications and interviews.
- Reflect on their strengths, interests, and career aspirations.

Students will also receive:

- A **digital work journal** on Unifrog
- Basic health and safety guidance
- Access to assemblies, workshops, and a dedicated Work Experience Teams channel

### **Information for Parents/Carers, Students and Employers**

These resources will help everyone involved prepare for a successful placement:

#### **Unifrog Guidance**

- **Overview of the Placements Tool**  
 Explainer: Unifrog's Placements Tool FAQs  
[cdn.unifrog.org/video/g6k0b9a2zb/720.mp4](https://cdn.unifrog.org/video/g6k0b9a2zb/720.mp4)
- **For Parents/Carers**  
 How to help your child find a work placement  
[Work experience | Worcestershire County Council](#)  
[Advice for parents and carers of young people on work experience - HSE](#)
- **For Employers** How to run a successful placement What employers need to know about the placement's forms  
[cdn.unifrog.org/video/b192da8dm1/720.mp4](https://cdn.unifrog.org/video/b192da8dm1/720.mp4)
- **For Students**  
 Unifrog Placement Tool  
[cdn.unifrog.org/video/g6k0b9a2zb/720.mp4](https://cdn.unifrog.org/video/g6k0b9a2zb/720.mp4)  
[How to get work experience | National Careers Service](#)

## Unifrog Placement Process – Quick Summary

- **Students** find a placement and complete the *Student Initial Form*
- **Unifrog** emails the employer to complete their section (including health & safety and risk assessments)
- **Parents/carers** receive an email to give consent – no Unifrog login is required
- **School** reviews and approves the placement
- **Students** receive a digital logbook to complete during the placement
- **Employers** complete an end-of-placement review
- **Students** complete a reflection on Unifrog

## Skills Developed Through Work Experience

Students build a wide range of transferable skills, including:

- **Independence**  
Finding and arranging their own placement builds confidence and ownership of their career journey.
- **Self-Awareness**  
Students explore roles and environments that match their interests and strengths. Unifrog quizzes can support this exploration.
- **Research & Networking**  
Students learn how to identify opportunities through family contacts, local businesses, online searches, and Unifrog's Apprenticeship Tool.
- **Application Skills**  
Students receive guidance on drafting emails, making phone calls, and following up with employers—building resilience and communication skills.
- **Transferable Skills**  
Teamwork, communication, organisation, time-management, and problem-solving all strengthen future employability.