

Work Experience at Sweyne Park



The importance of Work Experience:



- Provides pupils with the chance to get an insight into the types of job they might enjoy after school, to develop their CV and to get a real taste of life in the work place.
- Enables young people to learn new skills in a different and exciting environment, including teamwork and collaborative working, time management, communication and problem solving.
- Can be one of the most transformational and beneficial experiences our pupils can have during their school career.

Work Experience: Key Information



- Monday 24th – Friday 28th May 2027.
- Pupils need to find their own placements.
- All placements need to be logged on Unifrog.
- Ms Steadman is the placement coordinator (you will need to enter this on Unifrog when adding a placement).

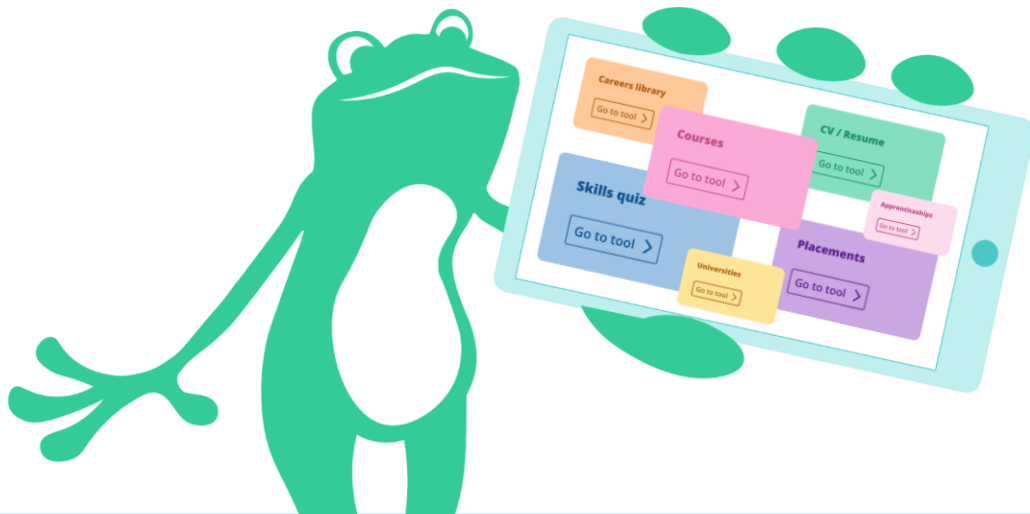
unifrog

Unifrog and The
Placements tool

What is Unifrog?

Unifrog is an **online careers platform** used by over half of the secondary schools and colleges in the UK. The platform has various tools to help students research careers and future pathways, draft CVs and personal statements, and manage work experience.

[2 min overview of Unifrog as a whole](#)



Using the Unifrog Placements tool

Unifrog's Placements tool **helps schools, students, parents and employers with the admin behind work experience.**

More than 1900 schools use this tool to organise work experience, and 345,000+ placements have been processed through the tool!

[2 min overview of the Placements tool](#)

Placements

Go to tool >

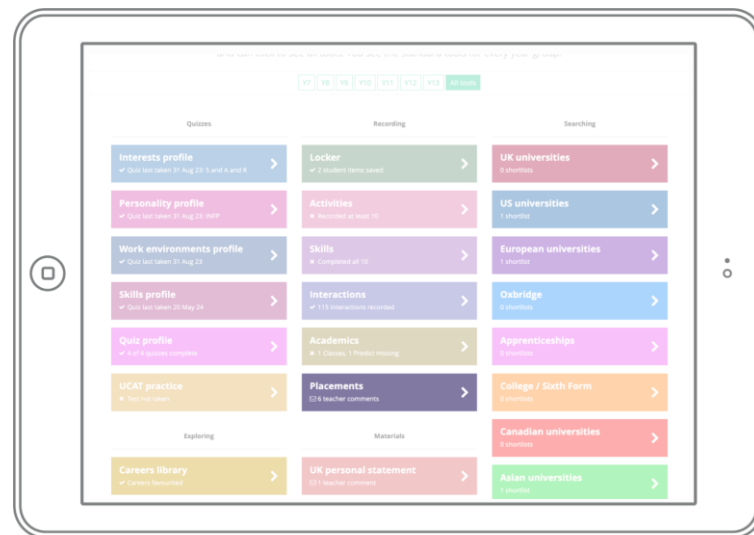
Using the Unifrog Placements tool

After the student has agreed a placement with an employer, they need to log into their Unifrog account to log the Placement.

This starts off a chain of forms - after the student completes the first form:

- The system emails the employer to complete their form
- The parent/guardian form comes next
- The school/college completes their permission form

[Here's](#) everything parents/guardians need to know about placements forms.



Quizzes

Skills profile

✕ Quiz not taken



Quiz profile

✕ 2 of 4 quizzes complete



Exploring

Careers library

✕ Careers favouredited



Subjects library

✕ Subjects favouredited



Know-how library

✕ Guides favouredited



Recording

Activities

✕ Recorded at least 10



Skills

✕ Completed all 12



Interactions

✕ Missing 5 Interaction types



Placements

✕ No placements added



Materials

CV / Resumé

✕ Write CVs tailored for each roles



Searching

No tools in this category are tailored to you this year - click 'All tools' to see everything

Connecting

No tools in this category are tailored to you this year - click 'All tools' to see everything

Applications

Post 16 Intentions

✕ Plan A and Plan B complete



Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms. Want an overview of how organising a placement works? [See the whole process >](#)



0 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

[+ Add new placement](#)

Some inspiration from the Know-how library



^ Already agreed with the employer?

yes, I have agreed it with the employer

Agree the placement with the employer (eg by email) **before** adding it on this tool.

Basic details

* Name of placement business / organisation

eg Lottie's little bakery

* Placement start date

-- day --

-- month --

-- year --

Placement end date

-- leave blank if

-- leave blank if

-- leave blank if

* Placement coordinator

---- pick one ----

---- pick one ----

Mrs Smith

Ms Steadman

Pick Ms Steadman here

Logistics

* Describe the time commitment

eg Full time

Employer's Liability Insurance

It is **vital** that the business/organisation you intend to carry out a placement with has **Employer's Liability Insurance (ELI)**.

Some businesses only have Public Liability Insurance (PLI), which will not cover the child or business if an accident happens in the workplace.

The only exception to this is if the business is a sole trader taking on a close family member (parent/sibling/grandparent including step relations).

It is possible for employers to buy short term ELI policies to cover the placement.

Public sector organisations (schools, NHS, police, local councils etc.) are exempt from ELI and do not need to provide a certificate.

Next steps

Students

- ✓ Agree a placement with an employer.
- ✓ Log the information on the Unifrog placements tool.

Parents/Carers

- ✓ Support your child to source a placement. Encourage them to log it on Unifrog.
- ✓ Look out for an email from Unifrog once the student and the employer have completed their forms.

Top Tips for Finding a Placement:



Choose somewhere that relates to a career path you are interested in.

When enquiring, go in person or call on the phone. Emails are more likely to get ignored!

If an employer cannot offer work experience, ask them if they know of anyone else in the industry who does.

Once an employer has agreed to the placement, remind them to check their emails so that they do not miss one from Unifrog.

More info

- 1 Unifrog have created **a set of guides about placements** [here](#).
- 2 [This](#) is the best guide to start with
(it includes **a short animation of how the whole process works**).
- 3 Next, we recommend looking at [this guide](#)
(it includes **advice on how to find a placement**).



*Scan the QR to
see all guides*

Pro tip: check out the apprenticeships tool on Unifrog to research local employers who may be open to hosting a placement.

Apprenticeships

You have 10 shortlists

[Go to tool >](#)