



**Harrow Way**  
Community School  
Learning for life, success for all

# Work Experience Briefing

Thursday 9th October 2025





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# **Work Experience Week**

**Monday 6th July to Friday 10th July 2026**



# 10 Reasons Why Work Experience is Important

1. Experience of the workplace.
2. Sample options without having to commit to anything
3. Research - A chance to speak to people doing the job already
4. Shows passion and interest - this might open doors later
5. Get motivated
6. Experience 'work life' and learn some dos and don'ts
7. Identify skills, strengths and weaknesses.
8. Part time jobs, future jobs and apprenticeships
9. Future links and connections
10. CV and applications
11. All students are now required to do work experience



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# Finding a Work Experience Placement

**Start now.**  
**Be proactive:**

## **Employer Contact List**

Talk to family and friends

Use the internet to identify places

Consider your interests

Consider location and transport



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## Important Information

**Harrow Way Placement Coordinator:** Katie Thomas

**Harrow Way Careers Advisor:** Elizabeth Manning

Contact name

Address of company

Email address

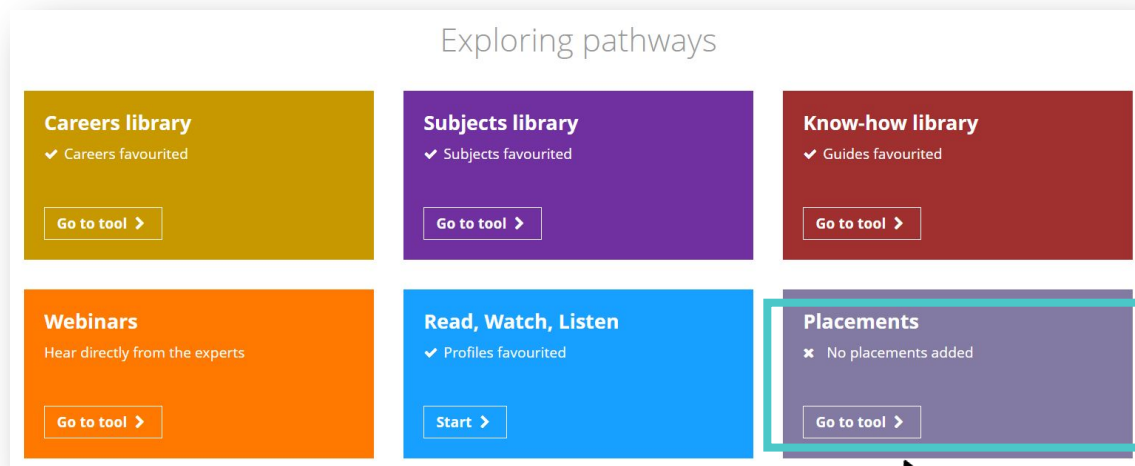
Contact Telephone Number

# Using the Unifrog Placements tool



The next few slides will show you how to use the Placements tool.

- After logging into your Unifrog account, scroll down to 'Exploring pathways.'
- Click 'Go to tool' on the 'Placements' tile.



# Using the Unifrog Placements tool

To get started, click 'Add new placement.'

## 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](#)



# Using the Unifrog Placements tool

You'll then see your  
**Student initial form.**

Here, you'll be able to  
enter important details  
about your placement.



## Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form.  
Afterwards we'll ask the placement lead at the employer to fill in the next form.

\* In person or Virtual

**Placements tool or Activities tool?** The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

**Virtual or In person?** If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

\* T-level

Is this placement part of a T-level you are studying?

\* Placement coordinator

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

\* Name of placement business / organisation

\* Placement start date



# Using the Unifrog Placements tool

\* In person or Virtual

In person

**Placements tool or Activities tool?** The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

**Virtual or In person?** If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

Select that your placement is **in person**.



The rest of the form will look different, depending on your selection.


\* T-level

---- select ----

Is this placement part of a T-level you are studying?

Your placement is not part of a **T level**.

# Using the Unifrog Placements tool: **in person** and **virtual**


\* Placement coordinator  

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

Select Mrs Katie Thomas who is the staff member at school who is coordinating your placement.

\* Name of placement business / organisation

\* Placement start date

Placement end date    

\* Describe the time commitment

Then enter the business name, placement dates, and time commitment.

# Using the Unifrog Placements tool:

\* What are your objectives for this placement?

During this placement, I'd like to observe...  
I'm really keen to learn about...  
I'd like to know...  
I'm looking forward to...

Words: 21. 25 minimum recommended.

**We will show this to the employer, to help them plan a really useful placement for you.**

Consider:

- What skills you want to develop
- What you'd like to observe and learn at the workplace
- Any questions you have about the employer's work

[See example ^](#)

Create some learning objectives for your placement.  
What skills do you want to develop? What do you want to learn?



**Remember that this text will be shown to the employer.**

# Using the Unifrog Placements tool: in person

* Employer placement lead: name	<input type="text" value="Alex Kelly"/>
* Employer placement lead: email	<input type="text" value="info@unifrog.org"/>
<b>Important:</b> this must be correct, or we won't be able to progress the placement.	
* Employer placement lead: email (again)	<input type="text" value="info@unifrog.org"/>

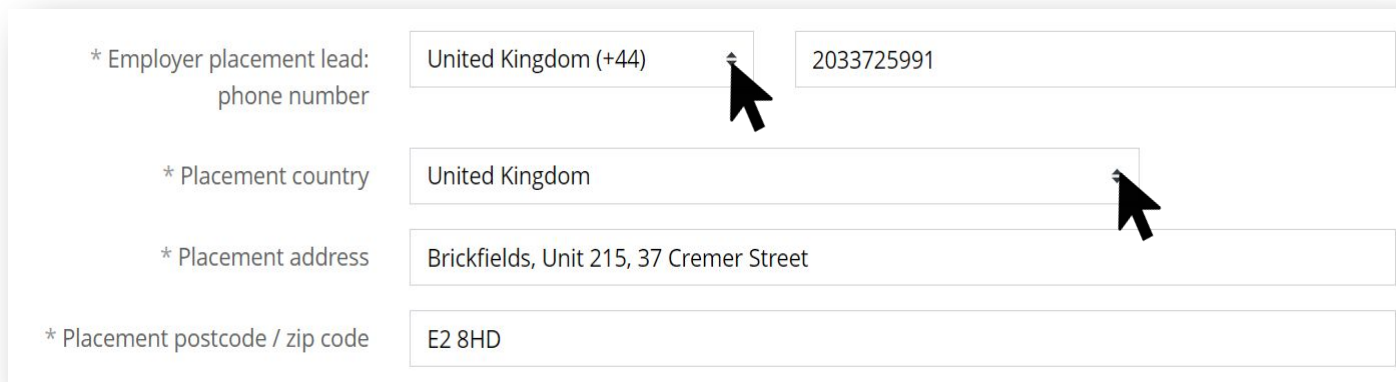
Enter the employer placement lead's name and email address.



**Double check that you've entered the email address correctly!**

# Using the Unifrog Placements tool: in person

You'll then enter some additional information:



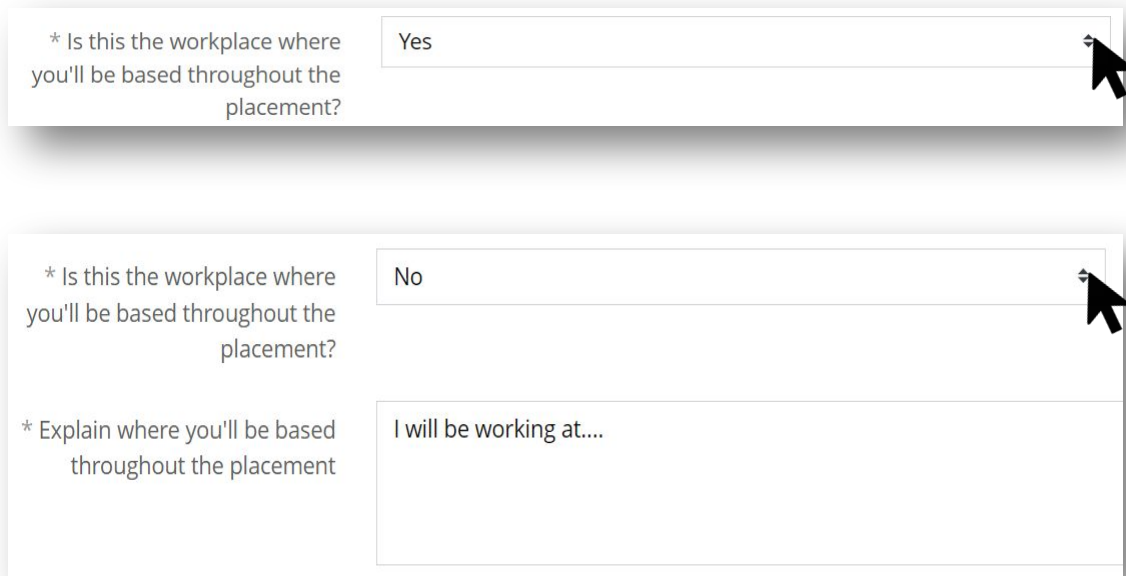
The screenshot shows a form with four rows of input fields. Each row has a label on the left and a text input box on the right. The first row is split into two input boxes. A mouse cursor is pointing at the first input box of the first row, and another mouse cursor is pointing at the second input box of the second row.

* Employer placement lead: phone number	United Kingdom (+44)	2033725991
* Placement country	United Kingdom	
* Placement address	Brickfields, Unit 215, 37 Cremer Street	
* Placement postcode / zip code	E2 8HD	

Enter the placement lead's phone number and the location of the placement.

# Using the Unifrog Placements tool: in person

Additional information (placement address):



The screenshot displays two sequential steps of a form. The first step asks, '\* Is this the workplace where you'll be based throughout the placement?' with a dropdown menu currently set to 'Yes'. A mouse cursor is hovering over the dropdown arrow. The second step asks, '\* Explain where you'll be based throughout the placement' and shows a dropdown menu set to 'No', also with a mouse cursor hovering over the arrow. Below the 'No' option is a text input field containing the placeholder text 'I will be working at...'. The form has a light gray background and rounded corners.

\* Is this the workplace where you'll be based throughout the placement?

Yes

\* Is this the workplace where you'll be based throughout the placement?

No

\* Explain where you'll be based throughout the placement

I will be working at....

Select whether or not the placement address is where you'll be based.

If you select 'no' then you'll need to explain where you'll be based.

# Using the Unifrog Placements tool: in person

Additional information (Where will you be staying?):

* Will you live at home as normal during the placement?	Yes
* How will you travel to and from the placement?	I'll take the train from Maidstone to London

* Will you live at home as normal during the placement?	No
* Explain where you'll live during the placement	I'll be staying with my Aunty in London.
* How will you travel to and from the placement?	I'll take the 21 bus

If you select 'no' then you'll need to explain where you'll live during the placement.

# Using the Unifrog Placements tool: in person

Additional information (your information):

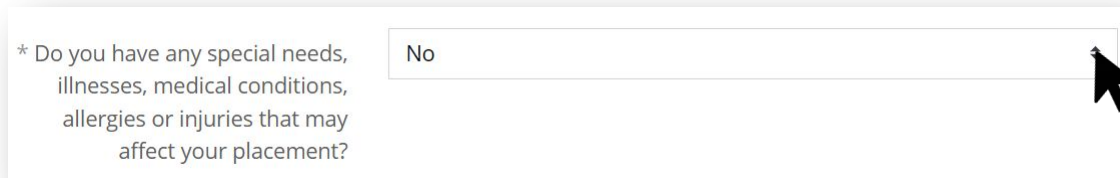
\* Your date of birth

1	January	2000
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\* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

No

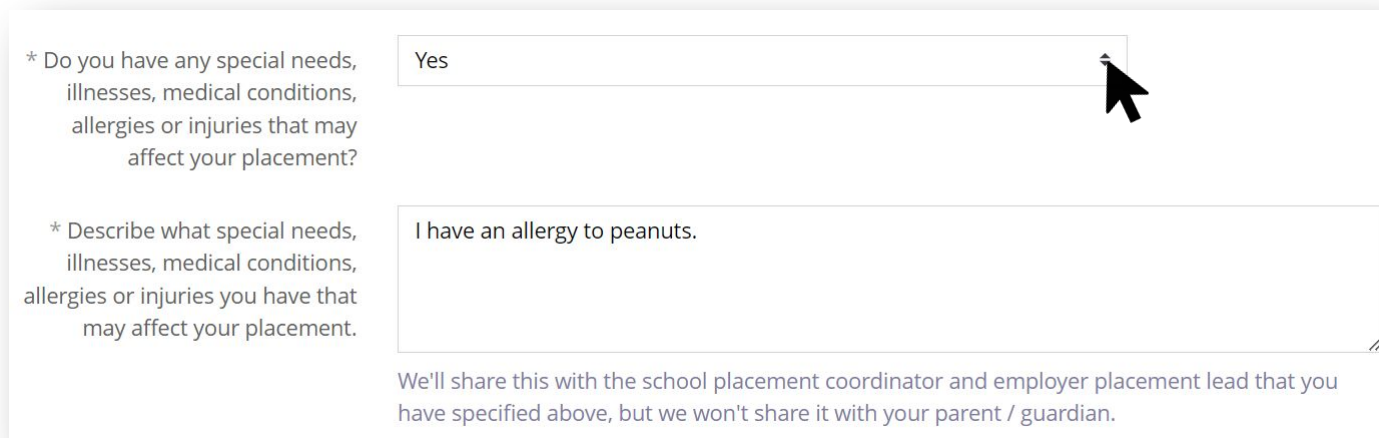


Enter your date of birth. Then select whether or not you have any special needs, illnesses, medical conditions, allergies, or injuries that may affect your placement.



# Using the Unifrog Placements tool: in person

Additional information (your medical information):



\* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

Yes

\* Describe what special needs, illnesses, medical conditions, allergies or injuries you have that may affect your placement.

I have an allergy to peanuts.

We'll share this with the school placement coordinator and employer placement lead that you have specified above, but we won't share it with your parent / guardian.

If you select 'yes' then you'll need to provide a description.

# Using the Unifrog Placements tool: in person

Additional information (parent/guardian information):

* Parent / guardian (who must also be your emergency contact)	<input type="text" value="Sally Cooper"/>
* Parent / guardian email	<input type="text" value="sallycooper@example.com"/>
	<b>Important:</b> this must be correct, or we won't be able to progress the placement.
* Parent / guardian email (again)	<input type="text" value="sallycooper@example.com"/>

Enter your parent / guardian's name and email address.



**Double check that you've entered the email address correctly!**

# Using the Unifrog Placements tool: in person

\* Share feedback with employer

☐ Yes, after the placement I'm happy to share my feedback with the employer, making it easier for them to contact me about future opportunities with their organisation

☐ No, I don't want to share my feedback with the employer

Decide whether you'd like to share feedback with the employer.

**Do you agree to:**

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

\* Agree

☒ Yes, I agree to **all four points** above.

Read the four points and tick 'Agree' to acknowledge your agreement.

Form finished?

☐ mark this form as finished and notify employer to fill in their initial form

You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

Add placement or cancel changes

Once you've checked your form, tick 'Form finished?' and then click 'Add placement.'

# Using the Unifrog Placements tool: **in person**

## Unifrog

Scheduled for: **01 May 23 - 12 May 23** Type: **In person**

① **Student initial form** Completed on 21 March 2023

② **Employer initial form**

③ Parent / Guardian agreement

④ School permission

⑤ School during-placement check-in

⑥ Employer review form

⑦ Student reflection form

more ▾

more ▾

more ▾

more ▾

more ▾

more ▾

more ▾

If you need to change anything, click 'more' next to 'Student initial form' and then 'Edit.'

You'll be able to keep track of the next steps by clicking 'more' next to the other forms.



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# Finding a Placement

Placements should be registered on Unifrog  
**by Friday 27th March 2026.**

Health & Safety check.  
Students receive a work experience briefing in school.



# Considerations

1. Students **can** find placements outside Andover but it is the responsibility of parents/carers to ensure that this is practical.
2. Unifrog checks with all placements to ensure they have statutory health and safety requirements and insurance cover in place.  
Employers Liability Insurance (**ELI**).
3. Specific employer instructions must be followed.
4. Placements requiring transport
5. Virtual Work Experience - Ways Forward



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# During Visit

Staff visit or phone check in  
Employer reports

<b>Student Name:</b>					
Please complete this report to support evidence of the student's key skills/competencies. Leave out any that are not relevant for this placement.					
E= Excellent      G=Good      A=Acceptable U=Unacceptable					
<b>Personal Skills</b>	1. Timekeeping	E	G	A	U
	2. Attendance				
	3. Appearance				
<b>Communication Skills</b>	1. Written				
	2. Oral				
<b>Relationships</b>	1. With manager				
	2. With colleagues				
	3. With customers				
<b>Problem Solving</b>	Accuracy				
<b>Team Work</b>	Ability to work in a Team/Group				
<b>Responsibility</b>	Initiative/cope with pressure				
<b>Comments</b> Any further comments are appreciated					
Employer Signature: ..... Date: .....					

**Register Placements by Friday 27th March 2026**

**Check out 'Ways Forward' Newsletter & Virtual Work Experience**

Harrow Way Placement Coordinator: Katie Thomas  
Harrow Way Careers Advisor: Elizabeth Manning

**Work Experience Week**

**Monday 6th July to Friday 10th July**