



Harrow Way
Community School
Learning for life, success for all

Work Experience Briefing

Wednesday 14th October 2026





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Work Experience Week

Monday 5th July to Friday 9th July 2027

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

Employer Feedback

He was both interested and focused on the tasks we set for him and approached everything with maturity. He got on well with the other members of my team and showed me that he can work well as part of a team, while also focus on tasks he was set to do individually

(she) became more confident as the week went on, asking questions more often and stepping in to actively help

By the end of the placement, he was able to complete tasks with greater independence and a better understanding of how data is managed in a professional environment.

Throughout the week, he showed a genuine interest in our patient population, routine clinics, and how we help keep personnel medically fit for their roles. He was engaged, asked plenty of questions, and was able to discuss what he had learned at the end of the placement.

She approached tasks with confidence, showed good judgement, and displayed the kind of “can-do” attitude that is highly valued in any workplace. These qualities, combined with her maturity and enthusiasm, suggest she has the potential to develop into a strong and capable leader in whichever career path she chooses.

My team made me aware that (he) was a superstar and indeed could be a real asset to Stannah in the future if he decides that this is a path he is interested in following.

(He) grew more confident as the week went on which showed in his demeanour

As the week progressed, his confidence grew exponentially. He absorbed new skills quickly and demonstrated the ability to apply them effectively within a real working environment

Student Feedback

I think I made really good contacts within the river and estate managing team and I hope to return there soon for some work or even an apprenticeship.'

I learnt how to be patient with people... I'm considering volunteering at the school after year 11.

It was something I had not done before. The placement has given me a better understanding of careers in data management and information governance

This placement has strengthened my ambition to work in medicine. Seeing healthcare professionals caring for patients, making clinical decisions and working together confirmed that this is the type of career I would like to pursue. It has motivated me to work even harder towards achieving the GCSE and A-level grades I need to study medicine and, hopefully, become an Army Nurse in the future.

I formed strong connections and gained confidence while speaking to the patients. I was very proud of that as I was really nervous on the job at first. I'm now thinking about volunteering for them in the future as it's a very rewarding job



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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

Important Information

Harrow Way Placement Coordinator:

Kathryn Rennie

Harrow Way Careers Advisor:

Elizabeth Manning

Harrow Way Careers Lead:

Graeme Fluellen

You will need the following Information:

Contact name

Address of company

Email address

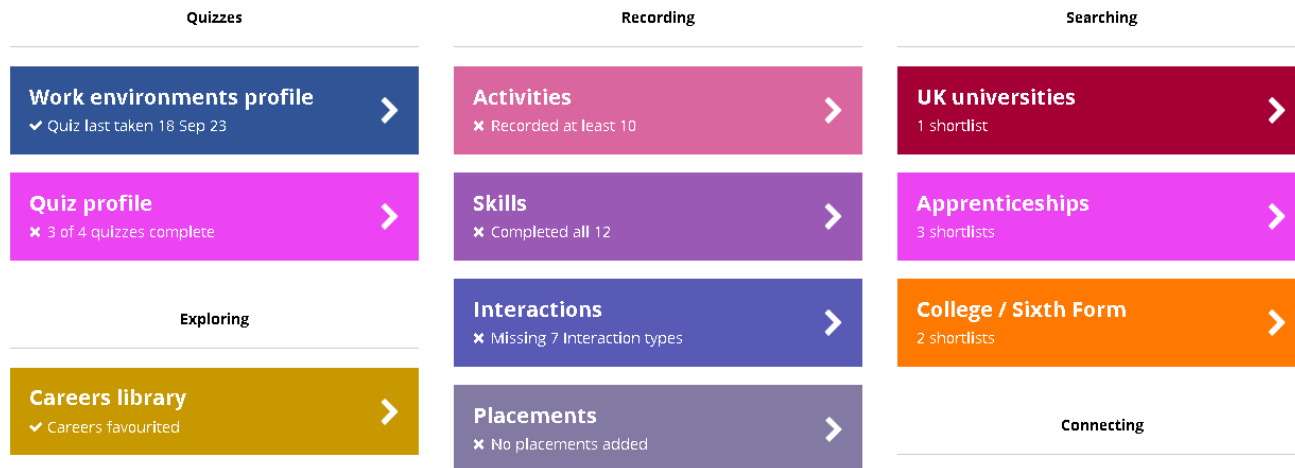
Contact Telephone Number

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 'Recording'
- Click on 'Placements'



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.

This form is only for organising a **placement** that is **in the future**.

A placement is where you are hosted directly by an employer, you have direct individual contact, and you observe their work. You must already have the employer's individual email address, and they must already have personally agreed to host you.

Use the **Activities** tool instead to record:

[Placement in the past >](#) [Work experience webinar / course / presentation >](#) [Job >](#) [Workplace visit >](#)

* 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.

Using the Unifrog Placements tool

Enter the business name, and placement dates



Basic details

* Name of placement business / organisation

eg Lottie's little bakery

* Placement start date

5



July



2027



Placement end date

9



July



2027



* Placement coordinator

Ms Rennie



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

Select Miss Rennie who is the staff member at school who is coordinating your placement.

Using the Unifrog Placements tool

Logistics

* Estimated total hours

eg '10'

Eg '10' if you think you'll spend 10 hours in total doing the placement. If you're not sure, add your best guess. The employer and your teacher can update the estimate later.

* Describe the time commitment

eg Full time

Eg 'Full time' or 'Tuesday and Thursday afternoons'.

* Will you meet the employer in-person (not on a video call) at any point during the placement?

Yes, it's all or part in-person

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

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

Using the Unifrog Placements tool

You'll then enter some additional information:

* Placement country	... select
* Placement address	eg 100 Pudding Lane, London
* Placement postcode / zip code	eg EC3R 8AB

Enter the location of the placement.

Using the Unifrog Placements tool

Additional information (placement address):

* 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

Additional information (where you'll live):

* Will you live at home as normal during the placement?	Yes
* How will you travel to and from the placement?	eg I'll take the 21 bus



Select 'yes' if you'll be living at home as usual

* Will you live at home as normal during the placement?	No
* Explain where you'll live during the placement, including the name of the person who you're staying with and their contact number	eg I'll be staying with my Aunt, Julia Smith. Her number is 07977 777777.
* How will you travel to and from the placement?	eg I'll take the 21 bus



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

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

Employer contact details

* Employer placement lead:
name

eg Tim Cook

* Employer placement lead:
work email

eg tcook@apple.com

Important: this must be correct, or we won't be able to progress the placement.

* Employer placement lead:
work email (again)

eg tcook@apple.com

* Employer placement lead:
phone number

-- country code --



Phone number

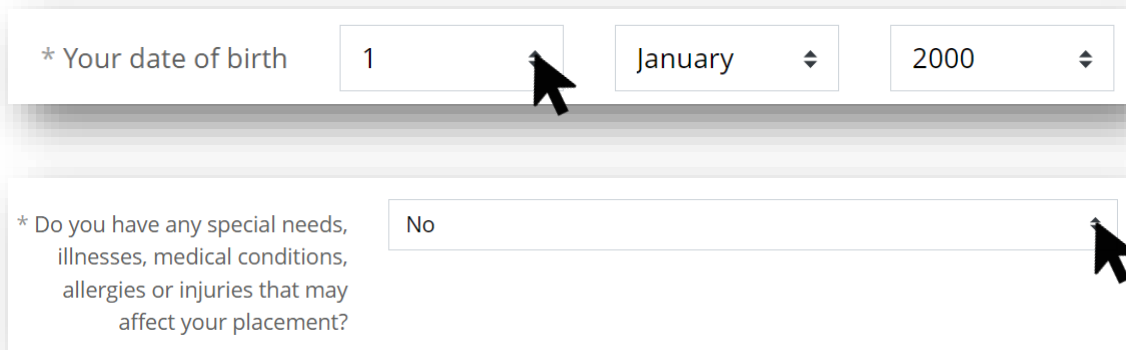
Enter the employer placement lead's name, work email address and
phone number.



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

Using the Unifrog Placements tool

Additional information (your information):



* Your date of birth

1 January 2000

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

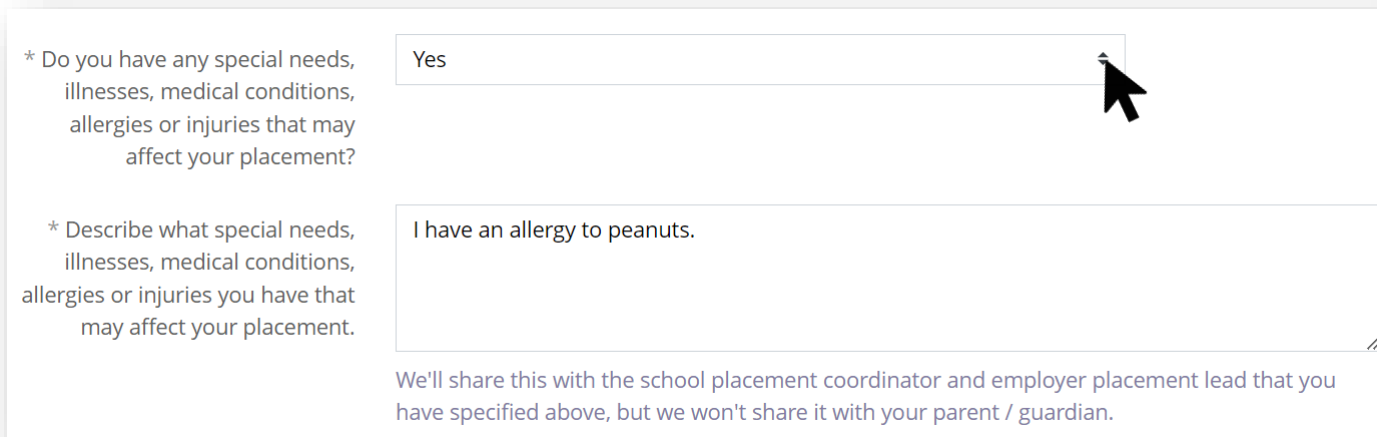
No

The image shows a screenshot of a web form. The first section is titled '* Your date of birth' and contains three input fields: a text box with the number '1', a dropdown menu showing 'January', and another dropdown menu showing '2000'. A mouse cursor is pointing at the first text box. The second section is titled '* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?' and contains a single text box with the word 'No'. A mouse cursor is pointing at the right side of this text box.

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

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.

The screenshot shows a web form with two main sections. The first section asks if the user has special needs, illnesses, medical conditions, allergies, or injuries that may affect their placement. A dropdown menu is open, showing the option 'Yes'. The second section asks the user to describe what special needs, illnesses, medical conditions, allergies, or injuries they have that may affect their placement. A text area contains the text 'I have an allergy to peanuts.' Below the text area, there is a privacy notice: '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

Additional information (parent/guardian information):

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

Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by the confidentiality, data protection and data security policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school/college 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

[Add placement](#) or [cancel changes](#)



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

Using the Unifrog Placements tool

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.

Finding a Placement

Placements should be registered on Unifrog
by Friday 26th March 2027.

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

Student Name:					
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					
		E	G	A	U
Personal Skills	1. Timekeeping				
	2. Attendance				
	3. Appearance				
Communication Skills	1. Written				
	2. Oral				
Relationships	1. With manager				
	2. With colleagues				
	3. With customers				
Problem Solving	Accuracy				
Team Work	Ability to work in a Team/Group				
Responsibility	Initiative/cope with pressure				
Comments Any further comments are appreciated					
Employer Signature: Date:					

Staff visit or phone check in
Employer reports



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Register Placements by Friday 26th March 2027

Check out 'Ways Forward' Newsletter & Virtual Work Experience

Harrow Way Placement Coordinator: Kathryn Rennie

Harrow Way Careers Advisor: Elizabeth Manning

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