

Our Ref: ERO/MBE

30th April 2026

Dear Parent/Carer

**YEAR 10 WORK EXPERIENCE
MONDAY 8TH – FRIDAY 12TH JUNE 2026**

WORK EXPERIENCE: NO PLACEMENT PROVIDED

I am writing to inform you that, as of today, we have not received placement information for your child's work experience due to take place from Monday 8th to Friday 12th June 2026.

Each student is expected to arrange their own placement, within daytime working hours. The placement does not have to be directly linked to their possible career path; the aim is to provide experience of a workplace and help develop their employability skills. We would be very grateful if your child could source their own placement and complete the form on their UNIFROG account.

Students will not be allowed to complete their work experience without a completed work experience form on UNIFROG and successful placement checks. Attached to this email a UNIFROG Student Guidance document, so that you can support your child with the process. This can also be found within your child's emails.

If you are having issues or need further support, can you please contact the school reception, or email Mrs Rollinson directly on e.rollinson@nclt.ac.uk and we will look to provide you with support.

If you know your child will not be taking part in Work Experience, could you please use the same contact information, providing us with a brief overview as to why your child will not be taking part.

Thank you for your support.

Yours sincerely

Mrs Rollinson
Teacher/Careers and Aspiration Lead

Att



Student Guidance

After sourcing your own work experience placement, you will need to log into UNIFROG to register your placement. **This cannot be completed without agreement of the employer first.**

If you do not have a UNIFROG log in, please see Mrs Rollinson.

If you have forgotten your password, you can use the password reset function on the UNIFROG log-in page, which send an email to your school email address.

Step 1

Log onto UNIFROG and locate the placement tool, at the bottom of the screen. The next screen should have a green box that says “+ Add new placement”

The screenshot shows the UNIFROG dashboard with various sections: Quizzes, Recording, Searching, Connecting, Exploring, and Materials. The 'Placements' button is highlighted with a red box. A separate window shows the 'Placements' page with a green box containing the text '0 placements added so far' and a '+ Add new placement' button.

Step 2

Complete the Student Initial Form by **Monday 18th May 2026.**

To complete this you will need to:

- Confirm it is agreed with the employer.
- Name of the business.
- Placement start and end date (Monday 8th - Friday 12th June 2026).
- Describe the time commitment: Please indicate the days you will be attending e.g. Tuesday - Friday if the shop is closed on a Monday. This needs to be accurate.
- Meeting the employer should be in person.
- Full address of the business.

- What are your objectives? A small overview of why you have chosen this business e.g. ***I want to work in the building trades, though I'm not sure which area and I'd like to eventually either be self-employed or run my own company. On this work experience I would like to see the day-to-day work of being a roofer - doing roofing work and how to manage clients and finances.***
- Employer Placement Lead and work email, please make sure this is accurate as all correspondence will be sent to this email account.
- Placement Co-ordinator should be Mrs Jones.

Step 3

UNIFROG will generate an email to the correspondence email entered in the above form. They do not need a UNIFROG account. They need to click on the link and enter the general information about the business. We will ask all placements to have responded to this email by **Friday 22nd May 2026.**

Step 4

Once the employer has completed the form, an email is sent to the Parent/Guardian. Again, the Parent/Guardian does not need a UNIFROG account, they just need to click the agreement form and provide permission for the placement to go ahead. We ask that all parents/guardians have authorised the placement by **Monday 1st June 2026.**

Until Step 1-4 has been actioned, you cannot attend placement.

Step 5

You will receive a "It's Going Ahead" email, as confirmation. Seven days before the placement begins, everyone will get a reminder.

Step 6

Throughout the placement, school will contact the employer every morning to check that students have arrived. It is, therefore, important that we have an accurate overview of the days you will be in attendance. After placement, the employer will receive a feedback email, where they can provide ratings on attitude, communication and skills developed during the placement.

There will be Work Experience drop-in support sessions available during every lunch time in Osborne 101 should students require further support or have any questions.