



Work experience 2027 and placements using Unifrog

Dear parent/carers,

All students in Year 10 during the next academic year are going to be on work experience from 10th May - 14th May 2027. In this period there will be no classes – each day all students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) should now begin to research and source their own work experience placements over this coming summer. This is an exciting opportunity to meet with employers in the local community and begin to take steps in experiencing the world of work. Please be rest assured that Blackpool Aspire Academy will support you and your child through every step of this process. It is also important to note that your work experience placement won't necessary mean that is the career you will be working towards - just having experience within a work place setting is valuable enough!

From September 2026, we are also proud to announce that we will be Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment, Insurance and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Key information:

- Students need to agree their placement with the employer **first**, and then they can add it to their Unifrog account (they'll find the Placements tool on their Unifrog homepage). The specific information needed from the employer can be found at the end of this letter. Ideally, this will be sourced over the summer months and early September/October.

- All students have been set up with a Unifrog account – a welcome email was sent on 18th June entitled 'Welcome to Unifrog'. The instructions in this email should be acted on in the first instance. Should they need any further support on this, they will need to see Mr. Ewart
- The Unifrog system will then email the employer, the parent/carer, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that students add the initial information about the placement accurately – such as email addresses and contact numbers.**

Extra help and guidance:

- Unifrog have created a set of guides about placements which you can find on their online help page or [here](#) if viewing this letter digitally.
- To find out more about how we'll be using Unifrog to set up placements, take a look at the guide '[Unifrog's Placements tool FAQs](#)', where you'll find a short animation that explains the process.
- For advice on how to help your child find a placement, take a look at the online guide '[How to help your child find a work placement](#)'.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- Once your host has confirmed the placement, your child should log it on their Unifrog account - support on this can be found on the Unifrog website, [here](#) (if viewing this letter digitally), or via the students messages on their Unifrog homepage.

If you have any questions, please contact Mr. Ewart at the school, who will be more than happy to help. To support our families further, there will also be a 'Work Experience Parents Evening' during the autumn term, with dates to be confirmed.

We wish you the best of luck with supporting your child to find a placement.

Kind regards,

Mr. Ewart

Deputy Headteacher and Careers Lead

Your placements checklist – use this to collect your employers information and then transfer this online under the ‘Placements Tool’ within your Unifrog Account!

Instructions for Students:

Please complete this form once an employer has agreed to host you for work experience. You will need all of this information to hand when you log into Unifrog to register your placement. **Double-check all email addresses**, as Unifrog will use them to send automated consent forms to your employer and parents.

Part 1: Employer & Placement Details

This section is about the business and the person looking after you.

- **Has the employer explicitly agreed to host you?** ☐ Yes ☐ No (Must be 'Yes' before adding to Unifrog)
- **Placement Type:** ☒ In-Person ☐ Virtual (All placements are 'in person')
- **Name of Business / Organisation:**
- **Employer Placement Lead Name:**
(This is the manager or contact person responsible for your placement)
- **Employer Lead Email Address:**
(Check this carefully! Unifrog will email them a form to complete)
- **Employer Lead Phone Number:**
- **Placement Start Date:** //: 10th May 2027
- **Placement End Date:** //: 14th May 2027
- **Time Commitment:** ☒ Full Time ☐ Part Time (All placements are 'full time')

Part 2: Location & Logistics (For In-Person Placements)

- **Placement Full Address:**
- **Postcode:**
- **Will you be based at this address for the whole placement?** ☐ Yes ☐ No
If No, please explain where else you will be based:
- **Will you live at home as normal during the placement?** ☐ Yes ☐ No
If No, please state where you will live:
- **How will you travel to the placement each day?**
(e.g., Bus, walking, getting a lift)

Part 3: Student Details

Information about you.

- **Your Date of Birth:** //
- **Do you have any special needs, illnesses, medical conditions, allergies, or injuries that the employer should know about?** ☐ Yes ☐ No
If Yes, please provide details: _____

Part 4: Parent / Guardian Consent

Unifrog needs to email your parent/guardian to get their official permission.

- **Parent/Guardian Full Name:** _____
- **Parent/Guardian Email Address:** _____
(Check this carefully! Unifrog will email them a form to complete)