

WORK EXPERIENCE

@Bradfield School

7th – 11th July 2025



Key Dates 2025:

- Monday 7th July – Friday 11th July
- Friday 16th May – Deadline for finding placement (this allows us time to do final checks and prepare Y10 students for work experience in time for their placement).

SUPPORT

How can I support my child

If you already know what kind of job you want to do

You may already know what career you're interested in – if that's the case, good for you! The best thing to do is to look for work experience that's related to the job you want to do, or in the same sector or industry as your chosen career.

Here are some examples:

- If you know you want to be a chef, you could try to find a placement in a restaurant or canteen.
- If you're interested in a career in medicine, you could try to find a placement in a hospital or GP surgery.
- If you like travel, you could look for a placement with a travel agent or tour company.
- If you think a career in finance would suit you, you could try to get a placement in an accounts office or at a bank.



If you don't know what kind of job you want to do yet

Don't panic if you're not sure what career you want to go into just yet – lots of people aren't! You could use the career library on Unifrog. Or you could start by thinking about what subjects you are interested in.

- Here are some examples of how different subjects can help with different jobs:
- English – newspapers, magazines, publishing, writing, libraries, teaching
- Maths – accountancy, banking, engineering, computer programming, finance
- Geography – green charities, local borough town planning, environmental sciences
- Science – vets, pharmacies, zoos, laboratory work, hospitals, teaching
- Photography – local, news, fashion, portrait and nature photography, processing film.



If you're really stuck

If you really can't think of an area of work you want to find a placement in, or decide which subject you like best, try asking yourself these questions:

- What am I good at?
- What are my interests and hobbies?
- What jobs have I seen other people do that I think look interesting?
- Or, you could just go for something different, or for a job that you know little about. Work experience is all about giving you an insight into the world of work. It doesn't have to be in a career that you would choose in the future. Talk to your family, friends, teachers and careers adviser for some ideas.



Calling

Lots of young people find it a bit scary to call an employer. Even some adults get nervous phoning companies. What tips would you give to someone making the call?

1. Think about what you want to say before you make the call.
2. Write it down on a piece of paper and keep it in front of you.
3. Have a pen and paper ready to take down any names or notes.
4. Take a deep breath and relax before dialling the number.
5. Always be polite and try to speak clearly.
6. Start by introducing yourself – give your name, say which school you go to and explain that you're looking for work experience.
7. Be prepared to say why you are interested in a placement with that employer.
8. Say what interests you about that company or the kind of work they do.
9. Don't be discouraged by employers saying no – it's nothing personal.
10. Keep trying other employers – don't give up.
11. If you're really nervous, you could ask a parent or teacher to be with you when you make the first phone call.
12. Practice makes perfect!



Email

Name what you think should be included in an email to a potential work experience placement.

Dear Sir/Madam [or name],

I am a year 10 student from Bradfield School. I would like to enquire about a potential work experience placement at [company name], which I will be available to carry out for one week from **Monday 8th July 2024**.

I am keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

In my spare time, I like to [list relevant hobbies and interests], and I've also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in [name career area], I would be very grateful to be considered for an opportunity at [company name] .

I look forward to hearing from you soon.

Yours [sincerely/faithfully]

[Your name]

How to complete forms on Unifrog



Using Unifrog for placements



Students find a placement – work exp board/contacts



Students make initial contact with employers (consideration of SEND etc)



Once agreed, students complete form on Unifrog



Parents complete section for permission



Form is sent to employer to complete (Unifrog checks completed- monitored by FTs/HoY)

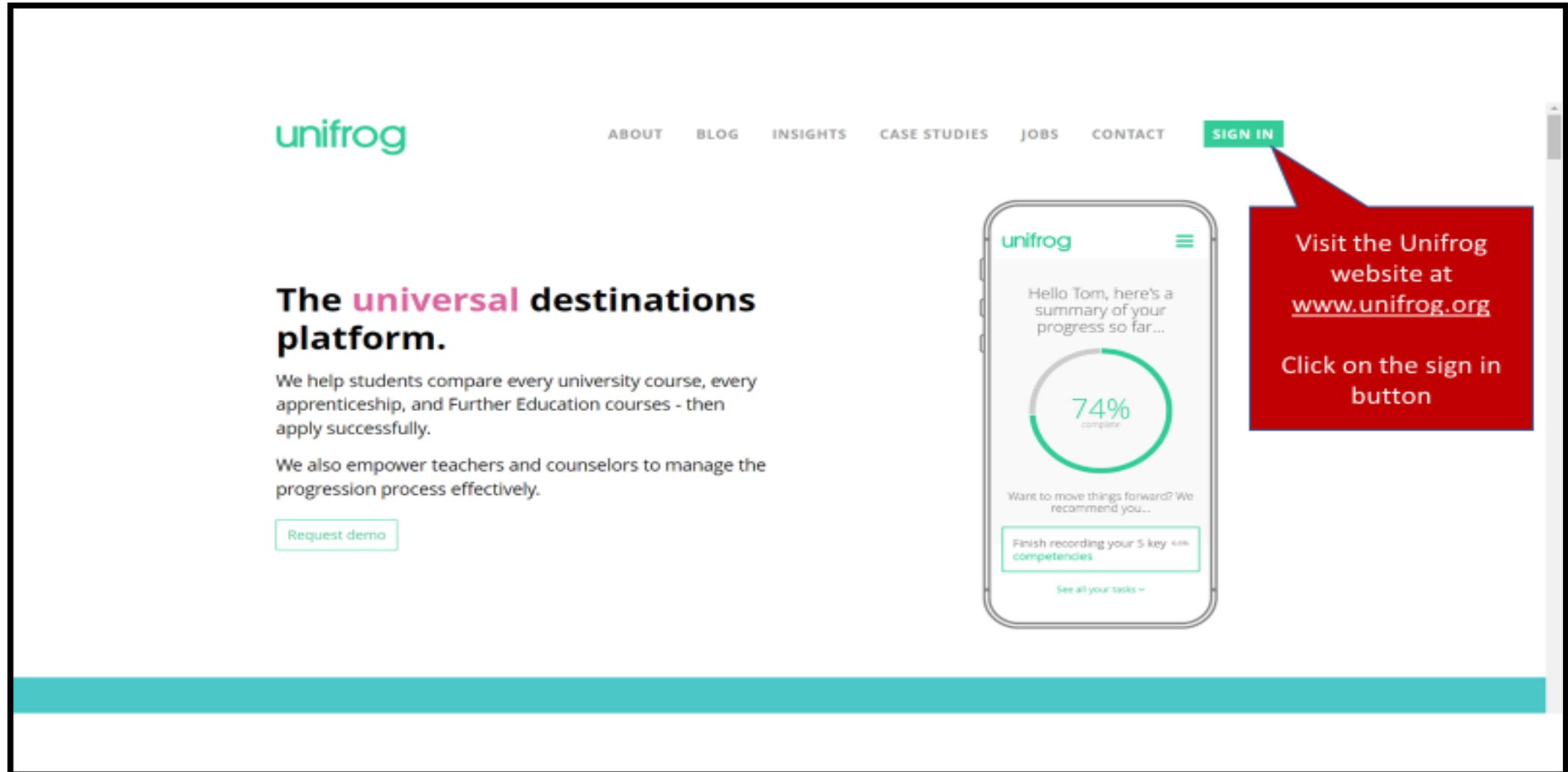


Form Tutors have log-ins and can check form group



School checks and approves

Completing the forms on Unifrog



The image shows a screenshot of the Unifrog website. At the top left is the 'unifrog' logo. To its right is a navigation menu with links for 'ABOUT', 'BLOG', 'INSIGHTS', 'CASE STUDIES', 'JOBS', and 'CONTACT'. A 'SIGN IN' button is highlighted in green. Below the navigation is a main heading: 'The **universal** destinations platform.' followed by two paragraphs of text and a 'Request demo' button. To the right of the text is a smartphone mockup displaying a user profile for 'Tom' with a '74% complete' progress indicator and a task to 'Finish recording your 5 key competencies'. A red callout box with a white border points to the 'SIGN IN' button, containing the text: 'Visit the Unifrog website at www.unifrog.org Click on the sign in button'. A teal horizontal bar is at the bottom of the page.

unifrog

ABOUT BLOG INSIGHTS CASE STUDIES JOBS CONTACT SIGN IN

The **universal** destinations platform.

We help students compare every university course, every apprenticeship, and Further Education courses - then apply successfully.

We also empower teachers and counselors to manage the progression process effectively.

Request demo

unifrog

Hello Tom, here's a summary of your progress so far...

74% complete

Want to move things forward? We recommend you...

Finish recording your 5 key **competencies**

See all your tasks -

Visit the Unifrog website at www.unifrog.org

Click on the sign in button

Completing the forms on Unifrog

The image shows a screenshot of the Unifrog website's sign-in page. At the top left is the Unifrog logo. To its right is a navigation menu with links for ABOUT, BLOG, INSIGHTS, CASE STUDIES, JOBS, and CONTACT. A 'SIGN IN' button is located in the top right corner. The main content area is titled 'Sign in' and contains two input fields: 'Your email address' and 'Your password'. Below these fields is a green 'Sign in' button. A link for 'Reset password / Resend welcome email' is positioned below the 'Sign in' button. To the right of the input fields is a grey box with the text 'Been given a Sign up Code?' and a green link '> Use it here'. Three red callout boxes provide instructions: one points to the 'Reset password / Resend welcome email' link, another points to the 'Your email address' field, and a third points to the 'Use it here' link. At the bottom left, there is a copyright notice: '© Unifrog 2022 | Company number: 06231699 | VAF number: 160 4858 06 | uk'. At the bottom right, there are social media icons for Instagram, Twitter, Facebook, and LinkedIn.

unifrog

ABOUT BLOG INSIGHTS CASE STUDIES JOBS CONTACT SIGN IN

Sign in

Your email address

Your password

Sign in

[Reset password / Resend welcome email](#)

Been given a Sign up Code?
[> Use it here](#)

If you have forgotten your password click reset password and enter your school email address to reset the password

Your email address is your school email address and your password was chosen by you when you signed up to Unifrog.

If you have never signed up to Unifrog before then check your school emails for a welcome email from Unifrog. This might be in your junk folder

© Unifrog 2022 | Company number: 06231699 | VAF number: 160 4858 06 | uk

Instagram Twitter Facebook LinkedIn

Completing the forms on Unifrog

unifrog

HOME FAVOURITES LOCKER APPLY HELP   TEACHER >

Hello David, here's a summary of your progress so far...

5% complete

227th in year group

When you have logged on to the system scroll down till you see exploring pathways

Want to move things forward? We recommend you...

Complete your first post-school [Shortlist](#) 5.6%

[See all your tasks](#) v

Check out our UK Clearing tool
Search for the best Clearing courses for you, then secure your place by getting in touch with universities directly.

Completing the forms on Unifrog

The screenshot displays a grid of tool cards on the Unifrog platform. Each card includes a title, a status indicator, and a call-to-action button. The 'Placements' card is highlighted with a red callout box.

Tool Name	Status	Action
Interests profile	Quiz not taken	Start >
Personality profile	Quiz not taken	Start >
Work environments profile	Quiz not taken	Start >
Careers library	Careers favourited	Go to tool >
Subjects library	Subjects favourited	Go to tool >
Know-how library	Guides favourited	Go to tool >
MOOC	Make your first shortlist	Start >
Webinars	Hear directly from the experts	Go to tool >
Read, Watch, Listen	Profiles favourited	Start >
Placements	No placements added	Go to tool >

Once you have found the exploring pathways section click on the 'Go to tool' in the grey box of placements

Completing the forms on Unifrog

The screenshot shows the Unifrog website interface. At the top, the Unifrog logo is on the left, and navigation links for HOME, FAVOURITES, LOCKER, APPLY, HELP, and a TEACHER button are on the right. Below the navigation is a 'Placements' section with a sub-header and a paragraph of text. A central card displays '0 placements added so far' with an information icon and a green '+ Add new placement' button. A red callout box with a white arrow points from the button to a red banner that says 'Click on the add placement button'. Below this is a 'Some inspiration from the Know-how library' section featuring three video thumbnails with titles and subtitles.

unifrog

HOME FAVOURITES LOCKER APPLY HELP TEACHER >

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](#)

Click on the add placement button

Some inspiration from the Know-how library

How to... use the Placements tool
Here's how our Placements tool works.

A guide to placements / work experience
Students: how to find it and how to be successful on it.

For employers: how to run a successful placement
Top tip for employers on how to run a placement that makes everyone happy.

Completing the forms on Unifrog

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

* 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

Placement end date

* Describe the time commitment

* Employer placement lead: name

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

* Employer placement lead: email (again)

The Placement coordinator is "prof work experience"

Complete the form filling in all your details and the details of the placement

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.

Completing the forms on Unifrog

* Placement start date -- day -- * -- month -- * -- year -- *

Placement end date -- leave blank if * -- leave blank if * -- leave blank if *

* Describe the time commitment
eg Full time

* Employer placement lead: name
eg Elon Musk

* Employer placement lead: email
eg emusk@gmail.com

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

* Employer placement lead: email (again)
eg emusk@gmail.com

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.

Finished? mark as finished and notify employer to fill in their initial form?

Add placement or cancel changes

Once all the information is completed click add placement