

unifrog

Work Experience
12th – 16th July 2027



Kind

Ambitious

Determined

Why is work experience important?

- 1. Find out more about yourself**
- 2. Discover your strengths, values, motivations, and interests**
- 3. Meet new people and build your network of contacts**
- 4. Develop transferable skills**
- 5. Become more employable**
- 6. Test out career ideas**
- 7. Broaden your network**
- 8. FUN!**
- 9. And many more!**



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Secure your placement

Student email template

Subject: Work Experience Placement Enquiry – [Your Name]

Dear [Employer's Name / Hiring Manager],

My name is [Your Name] and I am a Year 10 student at [Your School]. I am writing to ask whether [Company Name] might be able to offer me a work experience placement during the summer.

I am particularly interested in [your area of interest – e.g., engineering, childcare, business, IT, etc.], and I would really appreciate the opportunity to learn more about the industry and develop new skills.

My available dates are [insert dates]. I am hardworking, keen to learn, and enthusiastic about gaining experience in a real working environment.

If you have any opportunities available, or if you need any further information from me, I would be happy to provide it.

Thank you very much for your time and consideration. I look forward to hearing from you.

Kind regards,

[Your Name]

[Your Phone Number – optional]

[Your Email]

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Complete Initial Form



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The different stages involved

Student initial form

The student completes the form in the Placements tool.



Employer initial form

The employer receives an email from Unifrog and completes their form.



Parent/guardian agreement form

The parent/guardian receives an email from Unifrog and gives their agreement.



Permission form

The placement coordinator or an editor approves the placement.



Placements tool



Have you completed your **Student initial form** on the Unifrog **Placements** tool? If not, complete this by **Friday 12th February 2027**.

Placements

✕ No placements added

[Go to tool >](#)

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

---- select ----

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'.

* Placement coordinator

---- pick one ----

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

eg Lottie's little bakery

* 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 Tim Cook

* Employer placement lead: email

eg tcook@apple.com

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

* Employer placement lead: email (again)

eg tcook@apple.com

Work experience

Be ambitious- choose a work placement that will challenge you,
excite you and benefit you!

Be kind- when speaking to potential employers be polite, show
your best self

Be determined- while on placement, get involved- something
amazing might just come of it!



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Sign in at:

unifrog.org/sign-in