

Year 10 Work Experience Information Form & Instruction Sheet

You will need to contact an employer and ask if they are willing to offer you a work experience placement. You can use the grid below to make sure you have all the information you need, ready to input this into the Unifrog Work Experience Placement tool.

Please make sure you are accurate or there could be a delay to processing your request for work experience. **You will also need to make sure you know your family/parent/carer's email.**

The dates for Year 10 work experience are **Monday 13th – Friday 17th May 2024.**

Login to your Unifrog account, scroll down and access the **purple** placement tool.

- Click on **add new placement** and enter all the details as requested (as per the grid below)
- You need to select **in-person**
- The placement co-ordinator for Year 10 is **Mrs Mylrea**
- You will need to click **Full-Time** in the time commitment section as you will be there for the full 4 days.
- After you have provided the information you need to, click **agree**, then **finish**, then **add placement**

Information you need to gather before you get to this stage is detailed below:

Employer Basic Details:

Company Name:	
Placement Lead Name:	
Placement Lead Email:	<i>(unfortunately, a work placement cannot be processed without a correct email address)</i>

Please ask the organisation to look out for an email from Unifrog, as they will need to confirm everything via a short on-line form. Once the employer completes their details on the Unifrog platform your family will then receive an email asking them to confirm they are also happy for you to attend. They must respond to this email before your work placement can be agreed. **Any questions, please see your Placement Coordinator Mrs Mylrea in the Inspirational Futures Centre on the 2nd Floor – opposite the LRC.**

Application Deadline – 30th March 2024