

# Welcome to our Year 10 Information Evening

## Main School Hall

| <u>Session</u>                           | <u>Time</u>   |
|------------------------------------------|---------------|
| <b>1. GCSE Core Subject Focus</b>        | 4.30 – 5.00pm |
| <b>2. Year 10 Work Experience Launch</b> | 5.00 – 5.30pm |
| <b>1. GCSE Core Subject Focus</b>        | 5.30 – 6.00pm |
| <b>2. Year 10 Work Experience Launch</b> | 6.00 – 6.30pm |

# Work Experience (WEX)

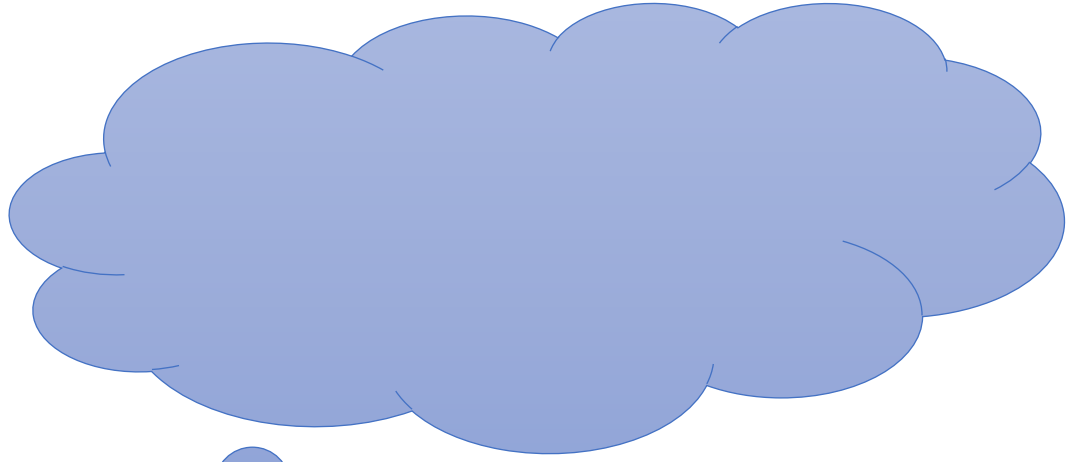


## Who:

The whole of Year 10

## When:

Monday 8<sup>th</sup> – Friday 12<sup>th</sup> June 2026 (5 days)



Thoughts about Work Experience

# Work Experience (WEX)



**WEX aims** to provide all young people with an opportunity to:

- ✓ Obtain a **wider awareness of the world** of work as part of their general education.
- ✓ **Learn outside the classroom.**
- ✓ **Increase their economic understanding.**
- ✓ Get a taste of growing up and **developing independence.**

WEX can be one of the most transformational experiences young people have during their education.

# The Student Experience



Work Experience –

2025 cohort (current Year 11)

2024 cohort (Year 12 alumna)

# The WEX Process



1. Read through the Millais WEX Student Booklet.
2. Login to Unifrog (and parent contribution of £10 for this platform – Parentpay). PD lessons to help with Login.
3. Secure a placement.
4. Gather details from the host.
5. Upload placement information to Unifrog.
6. Unifrog will then do the rest! The employer / parent / school will be contacted one after the other to agree to the placement. Essential information and insurance documentation is gathered to inform / cover each student whilst on placement.

# 1. Read through the Millais WEX Student Booklet.



## Millais Work Experience

Mon. 8<sup>th</sup> – Fri. 12<sup>th</sup>  
June 2026

A Guide for Students on  
Work Experience



If in doubt:

- Ask a fellow student
- Ask a parent
- Contact Mrs Jones: caroline.jones@millais.org.uk

### How this booklet will help you:

This booklet will contain (hopefully) all the information you will need regarding Unifrog AND Work Experience.

### Contents of the booklet:

- What is Unifrog and how do I login?
- Work Experience Summary Timeline
- How you I find a placement?
- How do I use Unifrog?
- Placement Journal - Helpful preparation before starting Work Experience.

### What is Unifrog and how do I login?

#### Every Year 10 student has access to Unifrog

Unifrog is basically a careers and post 16 / post 18 platform designed to support learners in making informed decisions about their futures. Each student has their own personal account that provides a wide range of information related to their interests and aspirations. Key features of the platform include:

- Exploring Pathways – personality quizzes, career and subject profiles and webinars
- Recording – self-reflection about extracurricular activities and key employability skills
- Opportunities – search tools showing live vacancies/courses/placements for apprenticeships, universities (in the UK and abroad), FE, virtual work experience etc.
- Applications – tools to help students build applications for a range of pathways (e.g., CVs, Personal Statements, Common App Essays)

**As of Friday 14th November, each Year 10 student will be sent a Unifrog Welcome email to their school email account.**

Students access the platform by clicking the link in their welcome email (sent to their school email account – search Unifrog if you can't find it / check spam), where they click on the link to set up their user account.

- **Use your school email address / create a password.**

Students will then be able to login to Unifrog using **their school email address** and the password they have selected (we advise you use an easily remembered password!). Students can login from any computer, tablet or smartphone.

Activ  
Go to

## 2. Login to Unifrog (and parent contribution of £10 for this platform – Parentpay).

Year 10 student will receive a welcome email on Monday 17th November 2025).

Year 10 will have a PD lesson where they will complete the FSQ and login to Unifrog.

Students access the platform by clicking the link in their welcome email. They select a password and can then begin using the platform.

Students will be able to login to Unifrog using **their school email address** and the **password they have selected. Please choose a memorable password!**

Student can login from any computer, tablet or smartphone.

There is also a parent login where you can give Unifrog a go. I will send this once I have been given a new parent code.

### 3. Secure a placement.

The expectation is that students (with parental support) will organise their own placements.

As long as you can get there – anywhere goes in the UK!

Do start with your interests – but do not worry if you can't find a match. Any work placement is valuable for the experience of work!

Try....

- Friends and family.
- Your own place of work.
- Local businesses / organisations.

If you don't ask  
– you definitely  
don't get!

# Some placements we had last year.....

Primary schools

Nurseries

Hairdressers

Cafes and restaurants

Local Retail

Optometrists

NHS placements

Veterinary surgeries

Network Rail

Estate Agencies

Stables

Pharmacies

Companies  
e.g. Ceres

Hotels & clubs

Airlines

Kennels

Leisure Centres

# How to secure a placement.....

**This will depend on your connection with the place of work.**

If 'cold calling' - the best approach is to telephone and then follow up with an email.

Parents are allowed to make contact.

Hosts may desire an interview / speak to the student before agreeing.

#### **4. Gather details from the placement host.**

**The information needed is:**

- 1. Name of placement (e.g. Lottie's Bakery)**
- 2. Placement start date and end date (8<sup>th</sup> June – 12<sup>th</sup> June 2026)**
- 3. Describe the time commitment (e.g. 8am – 5pm)**
- 4. Employer placement lead name**
- 5. Employer placement lead email**
- 6. Employer phone / address**
- 7. Parent email**

## 5. Upload placement information to Unifrog.

### Exploring pathways

#### Careers library

✕ Careers favouredited

Go to tool >

#### Subjects library

✕ Subjects favouredited

Go to tool >

#### Know-how library

✕ Guides favouredited

Go to tool >

#### Webinars

Hear directly from the experts

Go to tool >

#### Read, Watch, Listen

✕ Profiles favouredited

Start >

#### Placements

✕ No placements added

Go to tool >

The student booklet gives step by step details about how to upload

<https://www.unifrog.org/student/home>

\* Already agreed with the employer?

Yes, I have agreed it with the employer

Agree the placement with the employer (eg by email) **before** adding it on this tool.

## Basic details

\* 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

\* Placement coordinator

---- pick one ----

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

## Logistics

\* Describe the time commitment

eg Full time

Eg 'Full time' or 'Tuesday and Thursday afternoons'.

\* Will you meet the employer in-person (not on a video call) at any point during the placement?

---- select ----

**Important:** If the experience you are adding involves **any** in person time with the employer, select 'Yes, it's all or part in-person'

YOU WILL THEN BE TAKEN THROUGH TO YOUR STUDENT INITIAL FORM:

### How to fill in your Student Initial Form

## 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

In person

Only fill in a form if it is In Person (as in you are in an establishment with an employer) at this [stage](#)

**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

Ms Jones

You will only be able to choose [me](#)

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

Lottie's Bakery

\* Placement start date

17

July

2023

These are our [dates](#)

Placement end date

19

July

2023

\* Describe the time commitment

Full Time (9am - 5pm)

\* Employer placement lead: name

Tim Cook

\* Employer placement lead: email

tcook@lbakery.com

Please make sure that the email is accurate!

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

\* Employer placement lead: email

tcook@lbakery.com

Please check you have ticked the bottom two boxes!

\* Employer placement lead: phone number

United Kingdom (+44)

88888888

\* Placement country

United Kingdom

\* Placement address

100 Pudding Lane

\* Placement postcode / zip code

EC34 RHB

\* Is this the workplace where you'll be based throughout the placement?

Yes

\* Will you live at home as normal during the placement?

Yes

\* How will you travel to and from the placement?

I will take the train to London

\* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

No

Only fill in any special needs if it will affect your placement.

\* Parent / guardian (who must also be your emergency contact)

Ms Smith

\* Parent / guardian email

csmith@yahoo.co.uk

**Important:** this must be correct, or we won't be able to

Again - please check that this is accurate! Otherwise, the email will not be sent to your parent to get permission for the [placement](#)

\* Parent / guardian email (again)

csmith@yahoo.co.uk

#### 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.

Make sure that you tick this AND CLICK THE ADD PLACEMENT BUTTON!

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

Add placement or cancel changes

## 6. Unifrog will then do the rest!

**Kingslea Primary School** Added 17 May 23  
Scheduled for: **17 July 23 - 19 July 23** Type: **In person**

Comment +

Delete

Convert to interaction ➔

- 1 **Student initial form** Completed on 17 May 2023
- 2 **Employer initial form** Completed on 19 May 2023
- 3 **Parent / Guardian agreement** Completed on 19 May 2023
- 4 **School permission** Completed on 22 May 2023
- 5 **School during-placement check-in** Completed on 16 January 2024
- 6 **Employer review form** Completed on 21 July 2023
- 7 **Student reflection form**

Is this placement over? When it is, Neha will complete this Student reflection form!

Email sent: 20 July 2023 09:27:23

Reflection form due 19 July 2023

Each stage of completion triggers an email to the person in the process

The beauty of Unifrog is.....

|                                                                                                                                                                               |                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dress code                                                                                                                                                                    | Smart - no jeans. PE kit on PE days. We'll let you know which days they are.                                                                                                                       |
| Is PPE or other special safety equipment required?                                                                                                                            | No                                                                                                                                                                                                 |
| Working hours                                                                                                                                                                 | 8:20-4:15                                                                                                                                                                                          |
| Eating and refreshment arrangements                                                                                                                                           | Please bring your own lunch and water bottle. Water provided.                                                                                                                                      |
| Confirm that your Employers' Liability insurance policy covers work placements                                                                                                | Yes, it covers work placements                                                                                                                                                                     |
| Insurance provider, policy number, expiry                                                                                                                                     | QBE, YO83462QBE0122A, 28 Sep 2023                                                                                                                                                                  |
| Employers' Liability Insurance certificate                                                                                                                                    |  <a href="mailto:scanner@kingslea.org.uk_20230421_102728">scanner@kingslea.org.uk_20230421_102728</a> 19 May 23 |
| Confirm you have Risk Assessment that is written down, up to date and appropriate (including taking into account having a young person working at the organisation).          | Yes, I confirm that the statement is correct                                                                                                                                                       |
| Risk Assessment last reviewed                                                                                                                                                 | Autumn 22                                                                                                                                                                                          |
| Confirm you have a Health & Safety policy that is written down, up to date and appropriate (including taking into account having a young person working at the organisation). | Yes, I confirm that the statement is correct                                                                                                                                                       |
| Health & Safety policy last reviewed                                                                                                                                          | Autumn 23                                                                                                                                                                                          |
| Confirm that your company will abide by data protection and privacy law                                                                                                       | Yes, the company will abide by the data protection and privacy law in the placement country                                                                                                        |
| Confirm you will follow the safeguarding policy                                                                                                                               | Your organisation will abide by the safeguarding policy:<br><br>The Employer placement lead (and whoever else is directly                                                                          |

## KEY POINTS

Check Unifrog for progress

Read through the employer submission

Parents – check emails from Unifrog

If concerned – contact me!

[Caroline.jones@millais.org.uk](mailto:Caroline.jones@millais.org.uk) / [careers@millais.org.uk](mailto:careers@millais.org.uk)

WEX help – offered after Xmas break. Every other Friday  
lunchtime – A127. THIS WILL BE ADVERTISED TO STUDENTS!

And then  
enjoy!

A photograph of a chalkboard with the words "ANY QUESTIONS?" written in white chalk. The text is centered and occupies most of the board's surface. The chalkboard is set against a light-colored wall, and the entire image is framed by a white border.

ANY  
QUESTIONS?

ANY  
QUESTIONS  
?

# YEAR 10 INFORMATION EVENING

Please use the Fire Doors to enter  
the Main School Hall

