



Work Experience 2025

Mrs Jackson
Assistant Head,
Belonging and
Engagement

7 July 2025 - 11 July 2025



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Assistant Head,
Belonging and
Engagement

| Date | Event |
|---------------------------------|--|
| w/c 13 January 2025 | Launch WEXP Assembly including using Unifrog Letters to parents/carers sent out |
| Mon 27 January 6pm - 7pm | Parent/carers information event |
| HT3 and HT4 | Student form time preparation sessions |
| 18 March 2025 | Futures Day – including mock employer interviews |
| January - July | Finding of placements Placement information inputted into Unifrog |
| January - July | Checking and administrative management of placements Reminders sent out for H&S information |
| Friday 6 June 2025 | Deadline of placement information |

unifrog

Introduction to Unifrog and
WEXP system

What is Unifrog?

- Unifrog believe that destinations - where students end up after school - is even more important than their academic performance. They partner with schools to support students to progress into the best opportunity for them.
- Unifrog do this by providing a one-stop-shop where students can explore their interests, then find and successfully apply for their best next-step after school.

Finding placements

Our big tip is around finding high quality placements. Many schools consider that this the hardest part of running a placement programme.

It would be great if all schools had an enormous address book of fantastic local employers delighted to host work experience, and also an amazingly well-connected parent body who easily find their children's placements and even pass on keen employers for other children.

It's what not where

What you do on a placement is more important than **where** you do it. For example, every employer now has to deal with cybersecurity (so you can get first hand experience of this sector almost anywhere), and you can learn about healthcare when work shadowing in lots of non-hospital environments, e.g. at a care home.

In an ideal world: students should think carefully and laterally about what they want to learn on their placement, and they should also communicate it in advance to the employer.

Students being proactive

Proactive students can generally secure work placements for themselves. They need to think carefully about what sort of employer they are interested in, do some research online to find contacts, then send emails and make phone calls.

Some schools make time in the school day for students to learn how to write a good cold email, and find employer contact details online. This is probably one of the most transferable skills these students will ever learn at school!

Communicating with parents

Most parents will be able to find good placements you if they are motivated to do so. If they are employed, they can contact their own employer, or they can ask a friend's employer.

Many schools now start the process by sending a letter or email to the parents, inviting them to a virtual information evening about placements.

You can maximise the chances of being successful by:

- Communicating with parents early;
- The parents being clear on the benefits to their child of doing a placement;
- The parents being clear on the parameters (mainly when the placements should happen and for how long they should last);
- The parents being clear on the next steps (i.e., their child needs to iron out the placement details with the employer, and then use the Unifrog placements tool to get things started).

Dealing with the legals 1

Essentially: in most countries, a student on a placement is considered the same as a normal employee, and the employer's normal policies (i.e. Risk Assessment, Health & Safety, insurance, and data protection) should cover them. The employer should check their documentation to make sure that it is appropriate for having a young person at the workplace.

In terms of who is responsible for what: it's the employer's job to make sure that they have the right policies in place, and the school needs to take **reasonable steps** to satisfy themselves that the employer is acting responsibly. On the Unifrog placements tool, we explain to the employer exactly what policies are required, and the employer has to confirm that they meet all these requirements.

Out of an abundance of caution, the system instructs the employer placement lead to email to the school / college placement coordinator a copy of their Risk Assessment and Health & Safety policy if any of these apply: the student has special needs, illnesses or injuries that might affect the placement, it's the employer's first time hosting a placement, or the workplace is above low risk.

Dealing with the legals 2

- The placement provider (ie the employer) has primary responsibility for the health and safety of the student;
- The school's/college's role is solely to take reasonable steps to satisfy themselves that the employer is acting responsibly;
- Young people on placements are considered like normal employees of the host, so a company's normal Risk Assessment (RA), Health & Safety (HS) and insurance policies are sufficient. The employer just needs to make sure that what they have in place is appropriate for the age of the people hosted on the placement. For example, the RA and H&S policies need to take into account young people who might not be familiar with workplaces.
- Parents / guardians of students under 18 need to agree to the student going on a placement.

Safeguarding

- The Employer placement lead (and whoever else is directly interacting with the young person on the placement) should be mature in their attitudes and able to establish good professional relationships with young people;
- Physical contact should be avoided where possible, with the understanding that sometimes it is unavoidable, for example when it is necessary to show someone how to operate machinery;
- If a student doesn't show up to their placement, or they have an accident during the placement, or the student commits a significant act of indiscipline, you must let the School placement coordinator know right away;
- If a young person confides to an adult personal information that gives rise to concern for the young person's safety or the safety of others, the adult should:
 - Be open to listening and be non-judgemental;
 - Not promise to keep anything secret;
 - Write down what the young person said in as much detail as they can and as soon as possible pass on the information to the School placement coordinator.

Safeguarding – visits from staff

The short answer is that in-person checks are only necessary in unusual cases. Unfortunately, there is some confusion about this - with incorrect information sometimes being shared!

The school/college's responsibility is to take reasonable steps to assure themselves that the employer is acting responsibly, and that the student will therefore be safe during the placement. If you follow the standard steps on the Unifrog placements tool (doing things like finding out from the employer what the workplace is like, what the overview of the placement is, and asking them about their RA), then for most employers and their workplaces, and for most students, it is **not necessary** for someone to do an in-person check ahead of a placement happening, or during the placement.

Also, you do not need specific training in Health & Safety to make this judgement.

Someone coordinating placements at a school/college might decide that an in-person check is necessary if the specific workplace, or the specific student, make them think that this would be a good idea (for example, the workplace might involve heavy machinery, or the student might have special needs).

Safeguarding – DBS checks

- Schools / colleges should decide whether to check if an adult is barred from working with children based on the specifics of a particular placement.
- Normally checking means having the relevant adult do a standard or enhanced DBS check, including the children's barred list.
- A check might be necessary if all 3 of these apply:
 - The student is likely to ever be on their own with an adult, without a second adult present, and
 - The student is pre-16 at the end date of the placement, and
 - The placement will last more than 3 days or runs overnight.
- For placements where the student is 16+, the school cannot request a DBS check of the employer

Safeguarding – DBS checks

On the Unifrog Placements tool:

- We strongly advise the employer that it's not a good idea for the person working with the young person to be alone with the young person.
- If the student is likely to ever be on their own with an adult, without a second adult present, AND the student is pre-16 at the end date of the placement, AND the placement will last more than 3 days, we:
 - Ask the employer if they can ensure that relevant adults are not barred from working with children, and explain that this normally means that they have had a DBS check
 - If the employer says 'no' to the above, we flag this fact extremely clearly to the school/college placement coordinator, explaining that they should likely refuse permission

Insurance

When people talk about the insurance that is required for placements, they are (or should be!) talking about **Employer's Liability Insurance (ELI)**. This financially safeguards an employer against allegations of injury or illness to employees arising out of their employment, and in so doing it also safeguards employees, because it means that there will be money available should the employee make a successful claim. With a few edge-case exceptions (detailed below), it is a legal requirement for any employer.

In the UK and in many other countries, students on a placement are treated as employees of the employer for the purposes of insurance - so it's important that the employer has ELI in place.

Insurance

On the Unifrog Placements tool, for an in-person placement:

- If the employer fits into one of the special categories , the tool asks the Employer placement lead what insurance, if any, the employer does have in place
- Otherwise the tool asks employers to give details for their Employers' Liability Insurance, including sharing with the school / college a copy of their insurance certificate (even for a normal low risk placement, the UK's Health & Safety Executive recommends that schools / colleges see a copy of the employer's insurance certificate).
- Employers upload their insurance certificate straight into the form. If they are blocked from doing this (a rare occurrence normally caused by an employer's firewall) then the form allows for them to email it to the placement coordinator instead.
- If the Employers' Liability Insurance will have expired before the end date of the placement (or a day after the start date if the placement is marked as 'ongoing'), then the Employer placement lead must commit to updating the insurance details before the start of the placement. The system also sends the employer a reminder email to update their insurance details on the day after they've said that their insurance will expire.

Other legalities

Risk Assessment

**GDPR and related data
protection law**

Fire Risk Assessment

Health & Safety policy

10 Huge Benefits of In-Person Work Experience

1. You'll enter the job market
2. You get to apply your skills in a new context
3. You'll gain new skills
4. You'll begin to understand the industry
5. You get to learn about a new employer
6. You'll become familiar with a new industry
7. You'll build your professional network
8. You might find a career mentor
9. You'll identify your strengths
10. You might land your dream job

Other Types of Placement

Virtual placements

- **Unifrog** –
 - log in and search through the 'Courses' Tool
- **Springpod**
 - [Gain Virtual Work Experience. Earn certificates - 100% free! | Springpod](#)
- **Speakers4school**
 - [Unlock Exciting School Work Experience Opportunities!](#)

cdn.unifrog.org/video/n193u79dee/720.mp4

The Unifrog tools

Access all tools on Unifrog to learn what options are available, access good quality information, and search for opportunities to support your child.

| Quizzes | Exploring pathways | Recording what you've done | Searching for opportunities | Drafting application materials | Making applications |
|---------------------------|---------------------|----------------------------|-----------------------------|--------------------------------|---------------------|
| Interests profile | Careers library | Activities | UK universities | UK Personal Statement | Post 18 Intentions |
| Personality profile | Subjects library | Skills | US universities | Classes | Locker |
| Work environments profile | Know-how library | Interactions | European universities | Subject References | Applications list |
| Skills profile | MOOC | | Oxbridge | CV / Resumé | |
| | Webinars | | Canadian universities | Writing tool | |
| | Read, Watch, Listen | | Asian universities | Common App Essay | |
| | | | Australasian universities | US recommenders | |
| | | | MidEast and Africa unis | Notes for Reference writers | |
| | | | Irish universities | | |
| | | | Special Opportunities | | |
| | | | Events | | |

Careers library

- Over 1000 career profiles
- Presents information from a range of sources, including local and national LMI
- Includes qualifications and skills needed, interviews with industry professionals and labour market information
- Explores progression opportunities and what a working week really looks like

Architect

Architects design new buildings and the spaces around them, and work on the restoration and conservation of existing buildings.



UK Universities

Geography - 3FT BSc (Hons)
UCL (University College London)
London, England

Website | Open Day | Course page | Finance page | Disabilities
Contextual offers | Scholarships

Main Contact: study@ucl.ac.uk | +44 (0)20 3370 1214
Undergraduate Admissions Office: +44 (0)20 8059 0939
Main Site, Admissions, Gower Street, London WC1E 6BT

Course facts

2024 course description
This is an integrated geography programme which combines physical and human geography as well as offering opportunities for specialisation. Those choosing the BSc will usually have studied some science at A level or equivalent, but it is possible to transfer to the BA if your interests develop differently.

UCAS course code: F800

| | | | |
|---|--|--|--------------------------------------|
| Uni sessions per week Social studies: 12 hours | Independent study per week Social studies: 20 hours | Placements / field trips etc per week Social studies: 0 hours | Graduate jobs 92% after 15 months |
|---|--|--|--------------------------------------|

2024 years of study
3 years full-time

2024 annual fees
£9,250

Getting in

2024 A Level entry requirements
AAA
Full-time 3 Years: No specific subjects.
Contextual Offers: please visit the course webpage for further details about our Access UCL scheme.

Last year's successful applicants for physical geographical sciences
The average UCAS tariff for last year's successful applicants was 169, and you fall in the 0-10th percentile. This means that 0-10% of the students who were on this course last year achieved lower grades at school than the ones you entered.

77.8% of successful applicants did the same qualification types as you, and of these a typical result was:
A Level: A*AA

| | |
|---|--|
| Overall acceptance rate for geography, earth and environmental studies 24% | UK acceptance rate for geography, earth and environmental studies 21% |
|---|--|

University facts

| | |
|--|---|
| Guardian overall rank 8th | Complete University overall rank 9th |
| QS world rank 9th | THE Impact rank - |
| People and Planet rank 7th | Student welfare rank 102nd |
| Guardian subject rank Geography: 7th | International undergrads 53% |
| Full-time undergrads 23,020 | UCAS uni code U80 |
| Difficulty Aspirational - Out of your predicted range | |
| Avg starting salary £31,228 | |

- Students can enter subject of interest and projected grades to see all relevant university courses available in the UK
- Rank and filter opportunities by factors like hours of lectures, price of accommodation and graduate job rates
- Get direct links to university information pages, with impartial information on courses and institutions
- Save unlimited shortlists to refer back to later

Apprenticeships

- Students can find live apprenticeship vacancies
- Vacancies are updated daily
- Rank and filter opportunities by factors like distance from home, weekly wage and application deadlines
- Direct link to the 'apply' page
- Each apprenticeship vacancy includes practical information about the opportunity, employer and training
- Save unlimited shortlists to refer back to later

Social Care Worker Apprentice - Intermediate
Employer: Choice Care Group - Haronsmede - Old Windsor
Training Provider: LIFETIME TRAINING GROUP LIMITED

[+ Apply](#)

88-90 Straight Road SL4 2RX

Do you enjoy helping people and making a positive impact in their lives? Are you caring, reliable and passionate? If you feel you have these unique qualities, we would love you to join our team. You will deliver high quality personal care following the care plan and individual resident wishes to ensure the comfort and dignity of each resident.

At Choice Care Group, you will be working towards an Adult Care Worker Level 2 Apprenticeship standard over the course of 15 months!

An apprenticeship with Choice Care Group will be not only a meaningful, active and rewarding job, but a possible new career as well and the opportunity to work with a fun, dedicated team.

Choice Care Group is looking to appoint a Health and Social Care Apprentice to work in one of our homes. The successful candidate will work towards achieving a Level 2 Adult Care Worker Apprenticeship Applicants should be at least 16 years old and not in full time education.

By the end of your Apprenticeship you'll have gained new skills and experience. If you're new to adult social care, then an Apprenticeship is one of the best ways to get into the sector and start your career.

You'll work alongside experienced staff and learn the skills and knowledge required for you to be a skilled and confident worker.

As an Apprentice you will be supporting adults with learning disabilities, mental health disorders and complex needs in a residential care environment, providing a high standard of care and support.

Key Responsibilities

- Deliver high quality personal care following the care plan and individual resident wishes to ensure the comfort and dignity of each resident
- Delivery of care that is of high quality and maintains the dignity and well-being of residents
- Understand the importance of privacy, dignity, choice and consent and uphold these basic rights at all times
- Contribute to the individualised person centered care planning process of each resident and recording appropriate interactions and observations
- Complete all regulatory and statutory training requirements and comply with all company policy and procedures whilst at work
- Carry out responsibilities for residents ensuring that residents receive one-to-one quality time when on duty

| Apprenticeship facts | | Employer & Training facts |
|----------------------|--------------------|--|
| Deadline | Applications open | Employer description |
| 24 October 2023 | July | We provide specialist care and support for people with learning disabilities, autism, mental health conditions and associated complex needs. Our purpose is to help everyone in our care to live safe, happy, meaningful and fulfilled lives, regardless of their challenges, where they're valued, respected, listened to and supported, living as independently as possible. |
| Start date | Weekly wage | Training provider Ofsted rating |
| 30 October 2023 | £296 | Requires improvement |
| Hours per week | Duration | Read report |
| 40 | 15 Months | |
| Number of vacancies | Distance from home | |
| 1 | 19 miles | |


































Special Opportunities

- Includes £5 million-worth of grants, bursaries, scholarships, contextual offers and extracurricular activities
- These can be filtered by circumstances or characteristics, depending on the access requirements of the opportunity
- Includes direct links for applying
- Unlimited shortlists can be created and referred back to

Select special opportunities below

Pick the best opportunities for you by ranking, filtering and searching. Click next when you're done.
Stuck on a strange term? Check out the [glossary](#) ▾

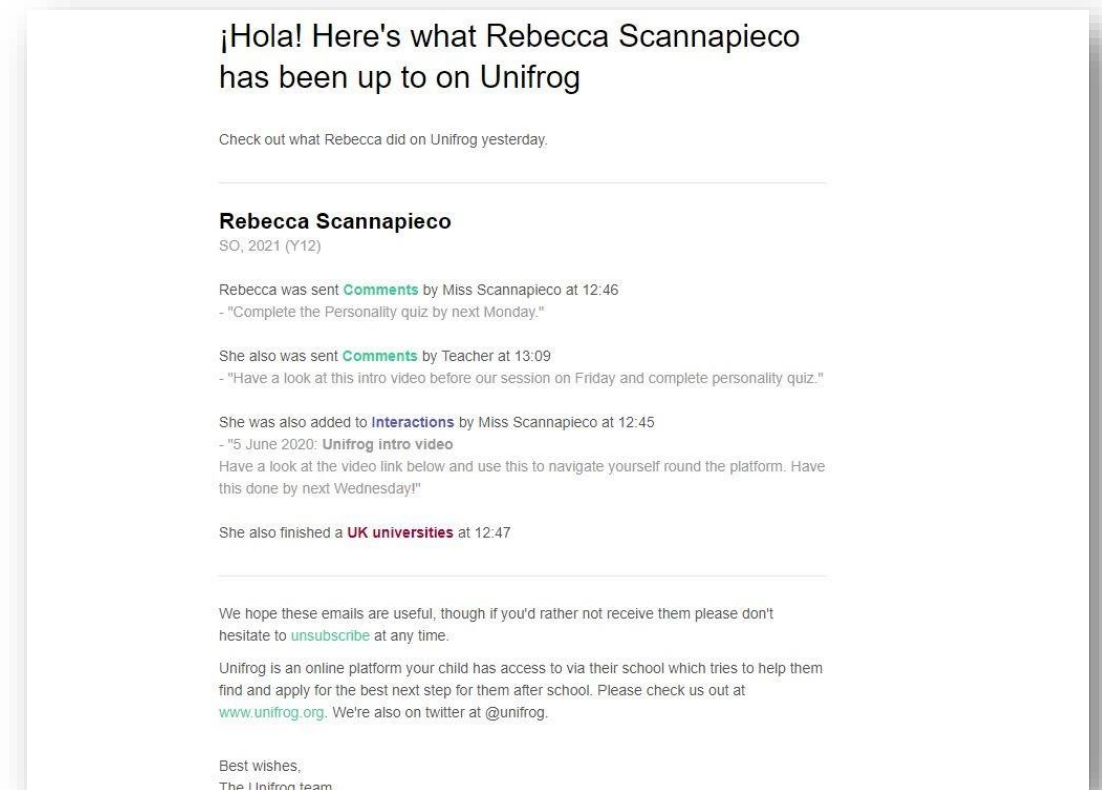
Rank ▾ Filter ▾

| Activities (130) <small>Virtual work experience, contextual offers, gap years...</small> | One-off scholarships (215) <small>Money all in one go</small> | Renewable scholarships (427) <small>Money every year</small> |
|---|---|---|
|  Aberystwyth University Contextual Offers  Aberystwyth University Aberystwyth University Contextual Offers |  The Bruce Watt Memorial Scholarship  No specific university Up to £10,000 |  Uggle Family Scholarship  London School of Economics and Political Science, University of London £21,200 a year |
|  Access Sheffield  University of Sheffield Access Sheffield Contextual offers |  Mature Student Scholarship  Goldsmiths, University of London £3,000 a year |  Stormzy Scholarship for Black UK Students  University of Cambridge £20,000 a year |
|  Access to Bath  University of Bath University of Bath Widening Participation |  International Scholarship  University of Gloucestershire Up to £7,350 fee reduction |  Sanctuary Scholarship  University of Sheffield Full tuition fees plus £9840 a year |
|  Access to Harper  Harper Adams University Access to Harper contextualised offer scheme |  BeArt Presets Scholarship  No specific university \$5,000 |  Brian Cooper Scholarship  Durham University £13,000 a year |
|  Access to Leeds  University of Leeds University of Leeds Contextual Offers |  Charles Beeson Scholarship  Royal Central School of Speech and Drama, University of London £5,000 |  Access Opportunity Scholarship  UCL (University College London) Tuition fees plus £12,000 a year |
| |  Gotranscript Scholarship  No specific university £5,000 |  Sanctuary Scholarship and Friendly Fund Bursary |

[next](#) ▶ or [go back](#)

Weekly summary emails

- Parents can sign up to receive weekly summary emails
- This summary will show you any shortlists your child may have made on the Unifrog platform
- It will also detail any interactions logged against your child, such as Careers Fairs taking place or careers interviews coming up



GDPR

GDPR is a regulation in EU law on data protection and privacy for everyone within the European Union and the European Economic Area.

Unifrog takes data security very seriously, and as such, has several features in place to protect school and student data.

We only use EU data centres, have multiple firewalls, layered-access security and more. Information on this can be found at unifrog.org/about#security

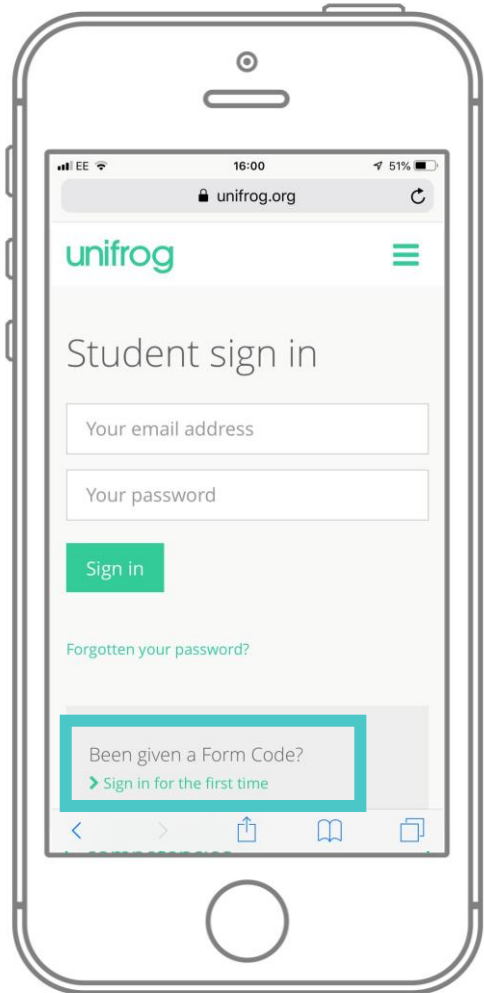
Other cool stuff

The Unifrog platform contains so much more than what we can show you today, that was just four of their many tools.

So why not see for yourself? Sign up as a student and access the tools in exactly the same way that the students do.

You never know, there might be a new career just around the corner!

Parents & guardians, get signed up!



Scan this QR code or go to

www.unifrog.org/student and click 'Sign in

for the first time'

You'll be asked for some details and a Sign up Code. This is what you need:

<<SBHSPARENTS>>

After signing up, log into Unifrog using your email address and password via the student sign-in page!