



The Bishop's Stortford High School

Year 10 Work Experience

8th – 12th June 2026

“Any Work Experience is invaluable. I look at a CV and the first thing I see is Work Experience. I will take someone on if they’ve had no experience in a kitchen. If they can prove they’ve got off their backside stacking shelves or being a paper boy - it’s a simple life skill even if it’s not your first choice of a job.”

Michael Roux, Michelin Chef

The Benefits Of Work Experience

- The opportunity to see what career you might or might not be interested in working towards
- The chance to experience an adult work environment
- Try out new tasks and opportunities – meet new people from different backgrounds with different experiences

- Great boost to confidence and self-esteem and helps attainment in the classroom on return to school
- Provides knowledge of the local job market and starts you on the road to building a network of contacts
- Gives you the opportunity to impress – there may be opportunities in the future to seek employment with the same employer

- Aids development of 'employability skills' – sometimes called 'soft skills'
- Helps you understand how the subjects you study in school link to certain jobs

And importantly ...

- Record for your CV; post-16 and post-18 applications eg college, university and jobs

Gatsby Benchmark 6

“In addition to school-based encounters with employers, pupils should have first-hand experience of the workplace. There is evidence that work experience gives pupils a more realistic idea of the expectations and realities of the workplace”

Placements

- Placements to be sourced by students, parents/carers through your own contacts
- Guarantees what your son does and avoids any disappointment
- Employers must have valid Employer & Public Liability Insurance and agree to supply detailed information

How To Find A Placement

- Follow your passions and interests – research your ideas online
- Create a really good CV & covering letter – it's essential for an employer – I suggest you write several letters to several employers ASAP
- Apply to work experience programmes – focus on companies which have taken students before

Placements That Work Well

Examples:

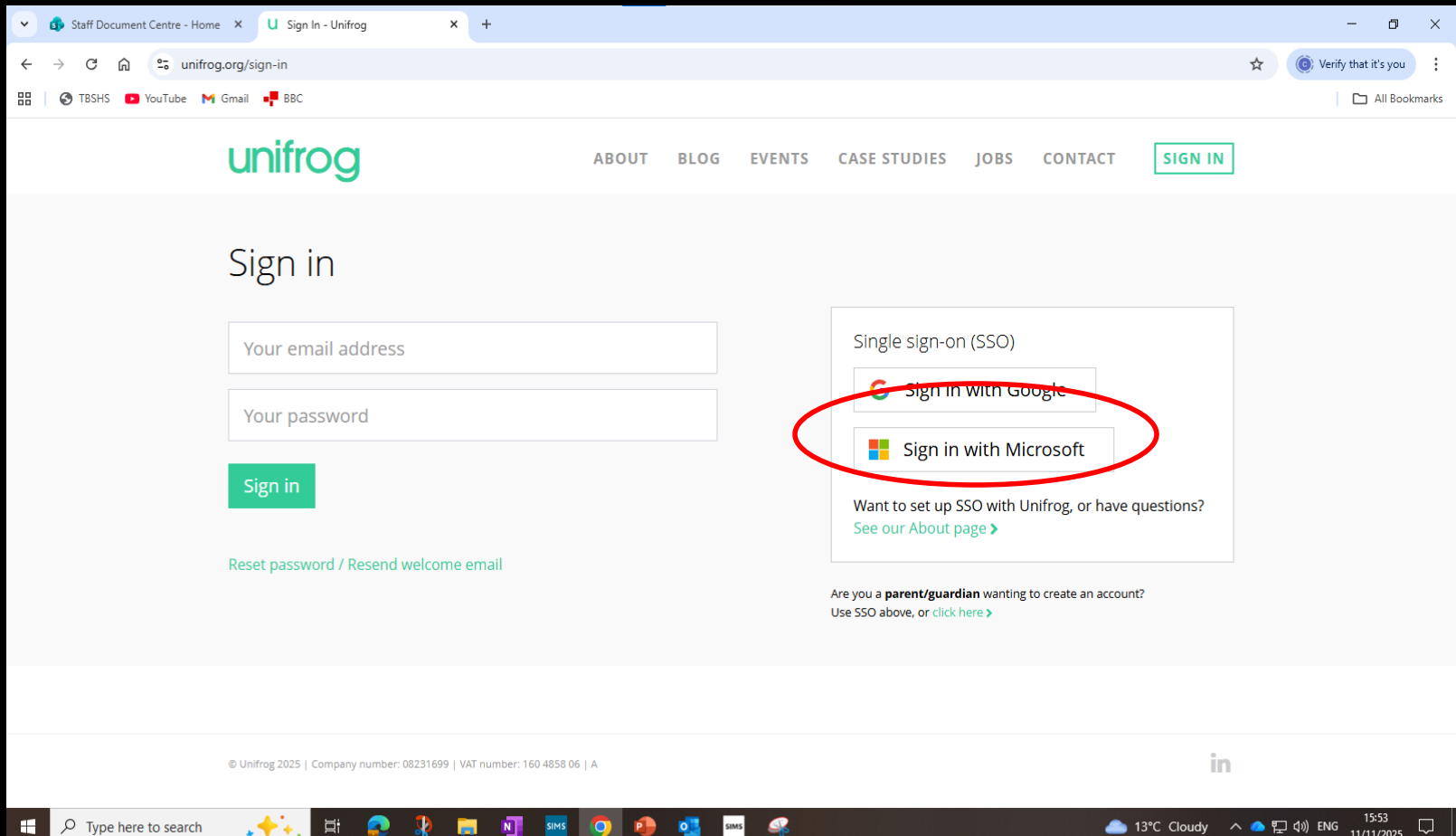
- Primary Schools
- Charity Shops
- Other Retail
- Sport/Leisure

Unauthorised Placements

- Sole Traders
- Placements with inadequate or no insurance
- Placements abroad

What to do next

You need to upload your employer info to Unifrog
To access your Unifrog account go to
www.unifrog.org/sign-in



The screenshot shows a web browser window with the URL unifrog.org/sign-in. The page features the Unifrog logo and a navigation menu with links for ABOUT, BLOG, EVENTS, CASE STUDIES, JOBS, CONTACT, and a SIGN IN button. The main heading is "Sign in". Below it are two input fields: "Your email address" and "Your password", followed by a green "Sign in" button. To the right, there is a section for "Single sign-on (SSO)" with two buttons: "Sign in with Google" and "Sign in with Microsoft". The "Sign in with Microsoft" button is circled in red. Below these buttons, there is a link to "See our About page" and a note for parents/guardians to create an account. The footer contains copyright information and a LinkedIn icon.

Staff Document Centre - Home x U Sign In - Unifrog x +

unifrog.org/sign-in

unifrog

ABOUT BLOG EVENTS CASE STUDIES JOBS CONTACT SIGN IN

Sign in

Your email address

Your password

Sign in

Reset password / Resend welcome email

Single sign-on (SSO)

Sign in with Google

Sign in with Microsoft

Want to set up SSO with Unifrog, or have questions?
[See our About page](#)

Are you a **parent/guardian** wanting to create an account?
Use SSO above, or [click here](#)

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Select the *Placements* box

The screenshot shows the Unifrog student homepage in a web browser. The browser's address bar displays 'unifrog.org/student/home'. The page features a navigation bar with year tabs (Y7 to Y13 and 'All tools'), where 'Y12' is currently selected. The main content area is organized into several categories, each with a set of colored boxes representing different features or resources. A red circle highlights the 'Placements' box, which is located under the 'Exploring' category. The 'Placements' box is purple and contains the text 'Placements' and 'x No placements added'. Other categories include 'Quizzes' (Skills profile, Quiz profile), 'Recording' (Activities, Skills, Interactions, Academics), 'Searching' (UK universities, Oxbridge, Apprenticeships), 'Connecting' (Unifrog events, Talent pool), and 'Applications' (UK personal statement). The Windows taskbar is visible at the bottom of the screen.

Staff Document Centre - Home x Home - Student - Unifrog x

unifrog.org/student/home

Y7 Y8 Y9 Y10 Y11 Y12 Y13 All tools

Quizzes

- Skills profile
x Quiz not taken
- Quiz profile
x 0 of 4 quizzes complete

Recording

- Activities
x Recorded at least 10
- Skills
x Completed all 9
- Interactions
x Missing 5 Interaction types
- Academics
x No Classes selected
- Placements**
x No placements added

Searching

- UK universities
2 shortlists
- Oxbridge
0 shortlists
- Apprenticeships
1 shortlist

Exploring

- Careers library
x Careers favourited
- Subjects library
x Subjects favourited
- Know-how library
x Guides favourited
- Courses
x No courses added

Connecting

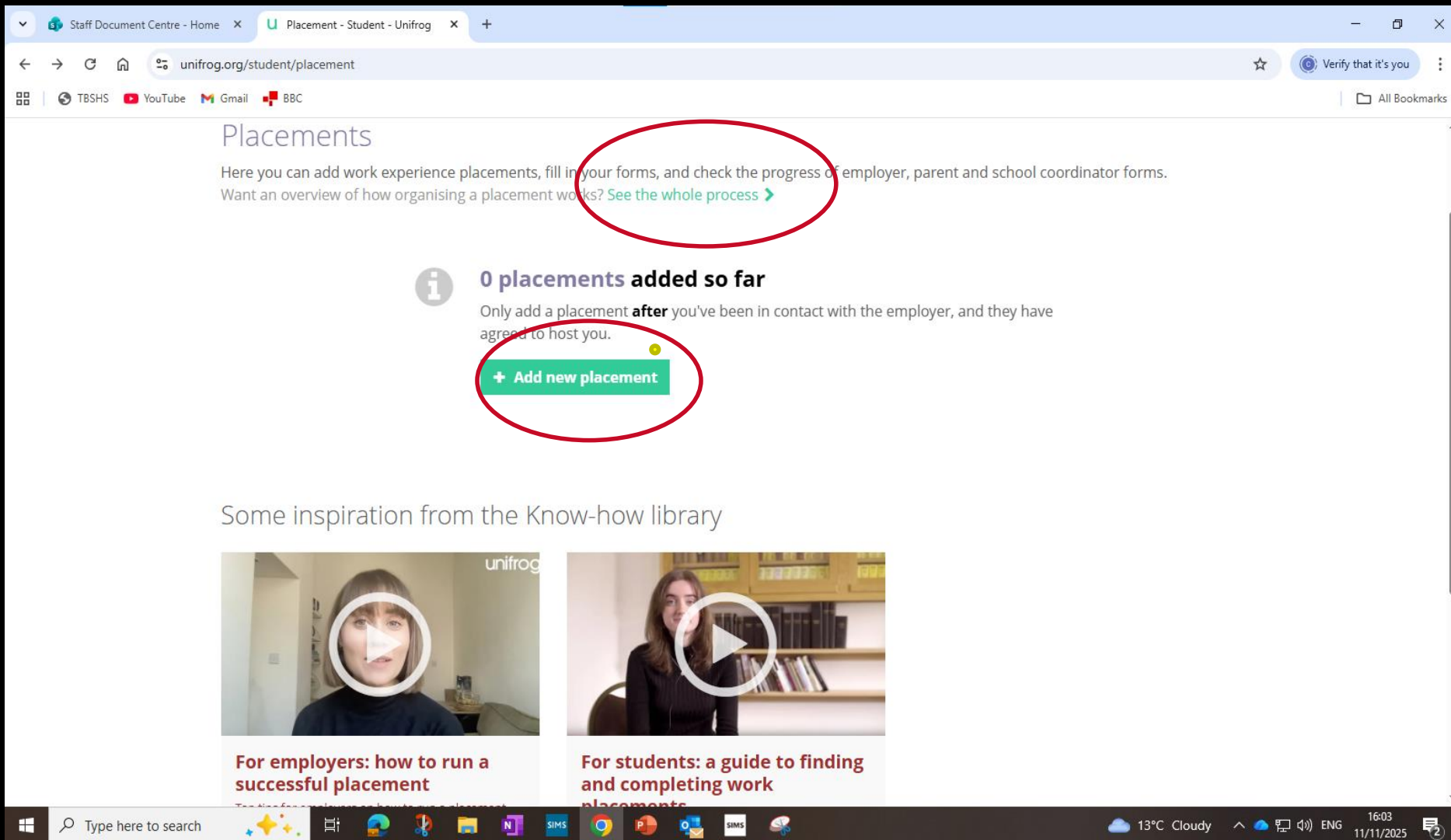
- Unifrog events
Interact directly with experts
- Talent pool
x Not joined

Applications

- UK personal statement
x Subject added

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Select '+ Add new placement'



The screenshot shows the 'Placements' section of the Unifrog website. The browser's address bar displays 'unifrog.org/student/placement'. The page content includes a heading 'Placements', a descriptive paragraph, a status indicator '0 placements added so far', and a green button labeled '+ Add new placement'. Two red circles are drawn on the page: one around the link 'See the whole process' and another around the '+ Add new placement' button. Below the main content, there is a section titled 'Some inspiration from the Know-how library' featuring two video thumbnails. The first video is titled 'For employers: how to run a successful placement' and the second is 'For students: a guide to finding and completing work placements'. The Windows taskbar at the bottom shows the search bar, various application icons, and system information including the date 11/11/2025 and time 16:03.

Staff Document Centre - Home x Placement - Student - Unifrog x +

unifrog.org/student/placement

★ Verify that it's you

All Bookmarks

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

Some inspiration from the Know-how library



For employers: how to run a successful placement



For students: a guide to finding and completing work placements

Type here to search

13°C Cloudy 16:03 11/11/2025

Select 'Yes, I have agreed it with the employer'

1 Student initial 2 Employer initial

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.

This form is only for organising a **placement** that is **in the future**.

*A placement is where you are hosted directly by an employer, you have direct individual contact, and you observe their work.
You must already have the employer's individual email address, and they must already have personally agreed to host you.*

Use the **Activities** tool instead to record:

Placement in the past > Work experience

* Already agreed with the employer?

---- select ----

Yes, I have agreed it with the employer

No, I have not yet agreed it with the employer

---- select ----

Add your employer information, tick the T & C's and hit 'Add Placement'

This screenshot shows the top portion of the Unifrog placement form. The browser address bar indicates the URL is `unifrog.org/student/placement/initial/0`. The form fields include:

- * 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'

This screenshot shows the bottom portion of the Unifrog placement form. The form fields include:

- * Employer placement lead: work email: `eg tcook@apple.com`
- Important:** this must be correct, or we won't be able to progress the placement.
- * Employer placement lead: work email (again): `eg tcook@apple.com`
- Do you agree to:**
 - Unifrog sending your details to the employer email address you've provided;
 - Abiding by the confidentiality, data protection and data security policies held by the employer;
 - Observing all safety, security and other policies laid down by the employer;
 - Informing the employer and school/college as soon as possible of any absences?
- * Agree ☐ Yes, I agree to all four points above.

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

You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

[Add placement](#) or [cancel changes](#)

Timeline

- 6th February 2026 – Deadline for Placement information to be complete and logged in with *Unifrog*
- February 2026 onwards – Employers complete *Unifrog* paperwork; supply insurance details etc
- April-May 2026 – Students to make contact with prospective employer in case interview is required or there any updates
- May-June 2026 – *Unifrog* job descriptions issued

8th -12th June 2026

Your Work Experience Week

- First day instructions
- Meeting your employer
- How to behave throughout
- What to do if there are problems
- Completion of work experience diary
- Visit from school by teacher

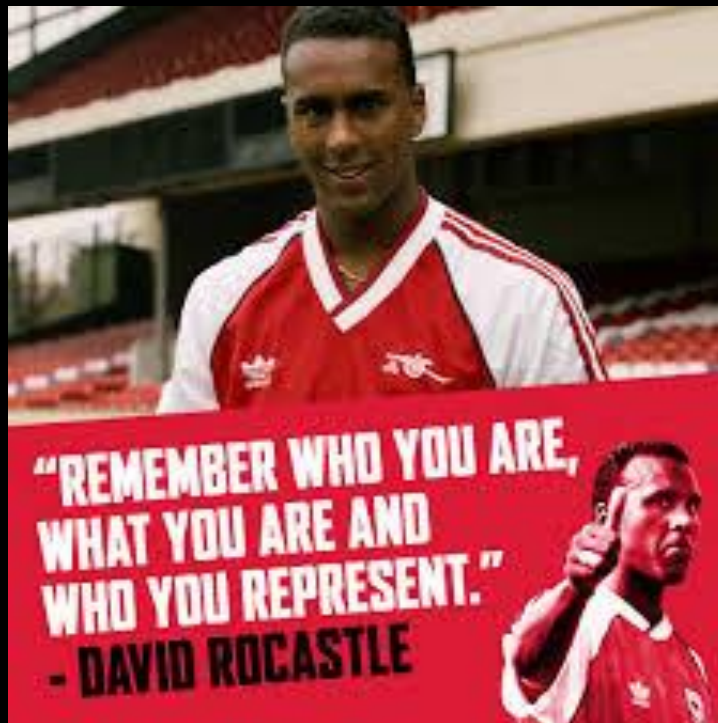
... will all be covered in good time during special assemblies leading up to the Work Experience

Students/Parents/Carers:

On The Last Day

- Ask the employer to complete the Review and Reference page in the diary
- Remember to say thank you to all those who have helped you – perhaps write a card
- If you can, it would be hugely appreciated if you could stretch to a thank you gift such as chocolates, nice biscuits – something that shows your gratitude

David 'Rocky' Roscastle
Arsenal Player
2 May 1967 – 31 March 2001



To see a 'Help' video on how to add a work experience placement to *Unifrog*, please open this [link](#)

Thank you for joining us

