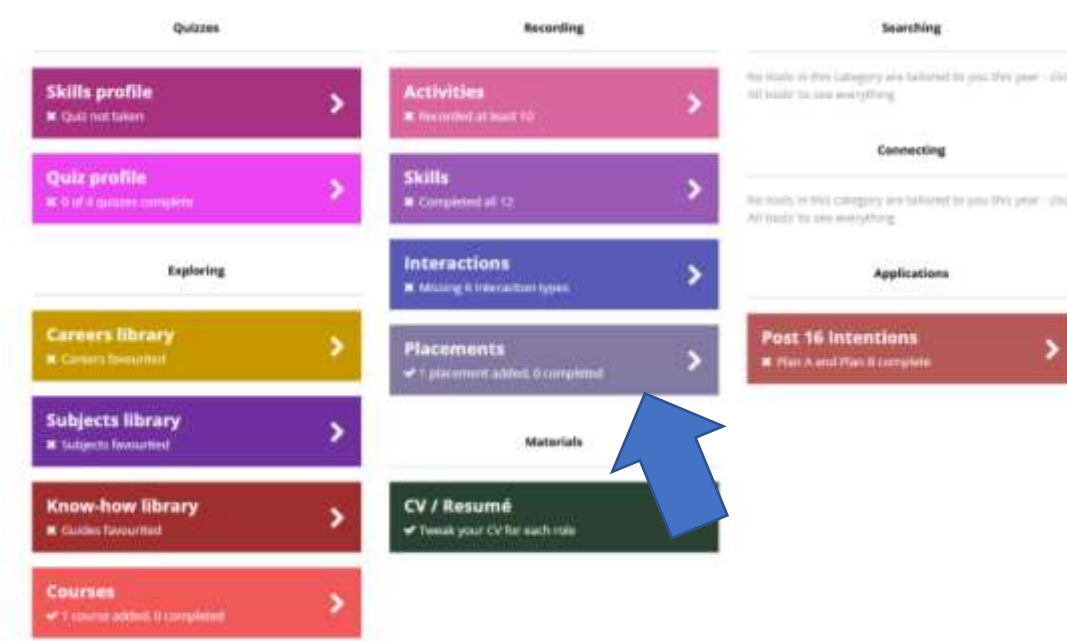


YEAR 10 WORK EXPERIENCE 13TH-17TH JULY 2026

UNIFROG – INTRODUCTION & STEP BY STEP PROCESS

- ❖ Students log into Unfrog from the email link they will receive from noreply@unifrog.org.
- ❖ Students click on the *Placement tool* to complete the Placement Form 'Student Initial Form'. On the home page scroll down until you see the table below.



UNIFROG PLACEMENT FORM:

You will need to gather ALL of the information on the Work Experience Placement Form including your date of birth to add a placement onto Unfrog (a copy is in the Work Experience Introduction Booklet).

You will need to put a parent name and parent email address to complete the Parent Agreement.

Please make sure you have the full and accurate information on the Work Experience Placement Form before trying to add the placement on to Unfrog. You cannot leave a question blank.

You will receive an email from Unifrog when you have added a placement.

YOU WILL NEED TO ADD YOUR OBJECTIVES FOR THE PLACEMENT – EXAMPLE BELOW:

A work experience placement will provide me with an insight into the world of work and career pathways.

It will also help me discover something about my abilities, skills and talent and to make better informed decisions about my future.

- ❖ Student receives an email from Unifrog - noreply@unifrog.org – ‘You’ve got the ball rolling for an In-person Placement’.
- ❖ Employer will receive an email from Unifrog ‘Work experience for [STUDENT] at Bedford High School your action needed’ and will complete the necessary paperwork.
- ❖ Parents/Guardians will receive an email to complete a Parent Agreement.
- ❖ Bedford High School will receive confirmation to sign off the placement.

SUPPORTING DOCUMENTS

(available on the Work Experience page of the school website)

- ❖ Parent Letter.
- ❖ Work experience placement form (*this is the information students need to obtain to enable them to input the Placement onto Unifrog*). This form should be completed and returned to school ONLY IF they cannot put a placement on to Unifrog.
- ❖ Work experience Introduction Booklet (includes letter to show to employers and the Placement Form).
- ❖ Letter to employers for students to show to employers (in the Work Experience Introduction Booklet and on the website).