

Student Guide for Work Experience (2026-27)

Did you know, you are already building your future now while you are at school?

As a student, you are already growing skills and interests that you will use in Further and Higher Education every day. Work Experience is a chance to apply your skills and interests to the employment sector. Your research will lead you to a Work Experience provider that will allow you to practise these skills and interests within the world of employment, as well as show you how large the employment sector truly is. There is a job for every interest, and your task will be to find a business that hosts Work Experience placements for your interest area. Remember that Unifrog is a great tool for exploring careers in particular sectors ([The Careers Library](#)), or researching careers linked to specific skills ([The Know-How Library](#)).

After you find a Work Experience provider that you are interested in, and that you can arrange transportation to, you must email or call that business to see if they accept Work Experience placements. When you email a company and ask if they can host you for a Work Experience placement, you will also be practising your professional communication skills. Communication skills are very important to practise now, as you will have to present yourself well to employers when you enter the workforce. This means, it is very important that you write the email in your own words. But to get you started, there is a template in this guide and your Tutor, or the Careers Centre, can look over a draft before you send it so you can be sure that you give your request for a placement the best chance.

This guide provides you with many “Helpful Tips” you can use to find Work Experience providers and how to communicate with them so read carefully and reference back to this often.

Year 12 Work Experience Week: 08 March – 12 March, 2027

Year 10 Work Experience Week: 28 June – 02 July, 2027

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1) Dates you need to know

Year 12 Work Experience Length – 1 week (5 days)

- **Sept 14th** – Launch Assembly with Year 12
- **Sept – Oct** – Assemblies to review the search and logging of Placements on Unifrog
- **Jan 4th** – Deadline for students to log placement on Unifrog for school review
- **March 8-12th – Work Experience Week**
- Don't forget March 11th (17:30) is the Year 12 Parents Information Evening for UCAS/Apprenticeship Information

Year 10 Work Experience Length – 1 week (5 days)

- **Sept 29th** – Launch Event at Year 10 Parent's Evening
- **Sept 30th** – Launch Assembly with Year 10
- **Oct 12th** – Careers Fair (where Work Experience Providers are highlighted to students)
- **Jan 25th** – Assembly with Year 10 to review How to Log a Placement on Unifrog
- **April 11th** – Deadline for students to log placement on Unifrog for school review
- **June 28th to July 2nd – Work Experience Week**

2) What is work experience and why do you want me to do it?

Work experience is when you learn about a particular role, organization or career path by spending time in a company or at a project managed by that company. It is protected time that our school has granted away from lesson time to allow you to experience a new environment. You will see first-hand what goes into the day-to-day running of a business. Work experience, also called a placement, is essential for your future career aspirations as it teaches you not only about yourself and the skills/knowledge you might need for a specific role, but also the practical life-skills. For example, through work experience you will be able to practice and add skills to your CV such as:

- **Organising / Time management** – as you will be making sure you get up in time to travel to work and arrange your travel to work on the days of your placement.
- **Responsibility** – as you attend each day and undertake the tasks you have agreed to do with your employer.
- **Communication** – the verbal and written communication skills of finding the placement and the skills you demonstrate during the placement.
- **Initiative** – if you work with a small business and are assigned more independent tasks
- **Teamwork** – if you work as part of team in your placement which demonstrates your ability to communicate and follow the advice of others
- **Digital Literacy** – if you work with office software, data, or social media marketing

As a student at King Alfred's, we want you to:

- Have the opportunity to develop knowledge and understanding of the structures and functions within a workplace;
- Prepare for the transition from education to adult working life;
- Develop a range of personal and social skills necessary for success in working life;
- Develop independent thinking, self-confidence and self-discipline;
- Broaden your career vision and planning so that you find a path that interests you after you finish education.

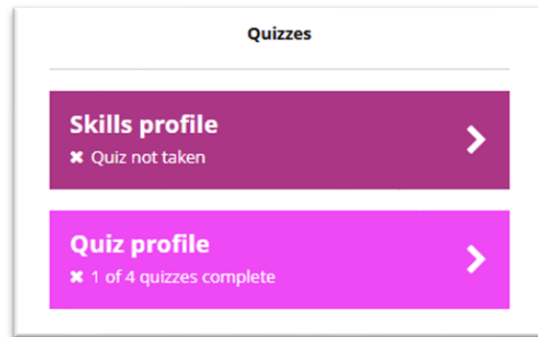
3) What are the benefits of work experience?

Work experience is a chance for you to:

- Gain a real-world experience in a workplace setting;
- Find out more about your strengths, values, motivations and interests;
- Develop and improve your interpersonal skills such as communication, team working and confidence;
- Learn new skills to add to your CV as described in the previous section;
- Discuss work experience in your personal statement to study Medicine, Veterinary Science, or Dentistry (as these require you to discuss your work experience when applying);
- Be introduced to an industry which you may wish to work in;
- Try out career ideas and interests;
- Meet new people and build contacts.

4) How do I find work experience opportunities?

- **Attend the Careers Fair on 12 October 2026** and continue to **use the Virtual Careers Fair resource online** to explore ([King Alfred's Academy-Virtual Careers Fair-link](#))
- **Complete the "Interests" and "Skills" quizzes on your UniFrog login page**– these will give you a suggestion of job roles which might spark your interest and can be found on your Unifrog Home page that appears as soon as you log in (the photo below will help direct you);



- **Research local employers** to find out what they offer. The easiest way to find out whether an organisation operates its own work experience programme is by searching for the name of the business online followed by the words 'work experience' or 'work placement'. You may also want to see if they have a 'Careers' page on the webpage itself. If a business does not advertise work experience opportunities, do not let this put you off from asking if you can go! If you're interested in what a business does, it's always worth asking them if they would support you with your work experience;
- **Check the "Work Experience" webpage on the school website** – follow this link: [King Alfred's Academy - Work Experience](#)
- **Talk to your family and friends** – they could have ideas, contacts, or may even have the rare opportunity of being able to arrange a placement at their work. Talk to them about their careers and how they got to where they are today as it might not be as conventional as you think! These conversations will help you start to get an idea of what different jobs are like so you can decide if you are interested in seeing the role first hand in work experience.
- **Look at the next section** - the list of industries in the "Work Experience ideas" is a list of ideas to check for places you might want to go to. It suggests businesses associated with key areas of work that relate to specific interests you may have.

5) Work experience ideas:

Medical/healthcare – local hospital, GP surgery, dentist surgery, pharmaceutical company/pharmacy, occupational therapist, research centre, optician, chiropractor, podiatrist, physiotherapist

Health and social care – residential care home, charity, shadow a professional working for the NHS, special school, social worker, childminder/nursery, youth worker, food bank

Teaching/working with children – primary school, youth club, nursery/day care centre, sports club, soft play centre, farm, zoo

Media/publishing – local radio station, local newspaper, TV studio, publishing company

English – library, local newspaper, shadow someone with a role in media, advertising agency

Architecture, building and construction - architecture firm, construction company, town planning, local council, estate agent

Geography – environmental charity, travel agent, nature reserve, local council, transport company, Met office

Science, Technology, Engineering and Maths (STEM) – accountancy firm, laboratory, research centre, vets, car manufacturer, electrician, mechanic, garage, IT department, software development, cybersecurity department, museum, observatory, Formula 1, Met office, electronics manufacturer, animal shelter, housing developer, plumber, hospitality, water works, research and development departments

Psychology – mental health specialist, charity, psychologist, psychiatrist, teaching assistant in a school, support groups

Art and creative industries – theatre, recording studio, museums, art galleries, auction houses, charities, community centre, hairdresser/barber, beauty salon, interior designer, painter, baker, graphic design company, landscape gardener, cinema

Sports – sports club, shadow a coach/PT, gym, sports shop, spa, golf club, physiotherapist

Business studies – marketing department, auditors, project management company, insurance firm, investment banking, social media company, bank, consultancy firm

Law – legal advice clinic, court, law firm, legal secretary, youth justice services, police, HR department, legal department within a company

History and classics – museum, heritage conservation, archaeologist, tour guide, National Trust site

Foreign Languages – embassy, translation agency, tourist information centre, airport

6) Things to consider when picking a Work Experience Placement

- **Transport and Distance** - Your parents have responsibility for your travel to a placement so make sure that you can get there.
- **Lunch** – Just like when you start work, you will need to ensure that you have planned what you will eat for lunchtime during your workday. Ask your employer if you should bring your lunch, or if there is a nearby shop where you can buy lunch.
- **Safety** - Not all job roles are suitable for work experience so you may need to be realistic in your choice and/or what you will be able to do when on the placement.
- **Application Deadlines** - Some organisations may have an application form to complete and you may also be invited for an informal interview. This is not unusual so please ask your tutor and parent/carer to support you with this.
- **Receiving a “no” to your placement request** – Work Placements are very competitive and you might not be offered a place, or other employers cannot provide placements every year. Do not be discouraged as this mirrors the same events as a job search. Keep looking and make sure you have a back-up plan. We recommend asking several employers when you are searching for a Work experience placement.
- **How this helps you research your future goals** - Don't worry if you're not sure what kind of career you want. Work experience is a great way of trying out a career to see if it's something you'd like to explore in the future. Before you start looking into specific careers, it can be helpful to think about what you like to do and where you feel your strengths lie. Ask yourself the following questions:
 - What are my favourite subjects at School?
 - Which subjects am I good at and which ones do I find more difficult?
 - What do I enjoy doing outside of School?
 - Could I turn my hobby into a career?
 - What jobs have I heard about or seen other people doing that I'm interested in?

7) Advice from employers

Be **PROFESSIONAL**

- Write your own application letter and ask your tutor/parent/carer to check it;
- Expect to be invited to an interview and/or a meeting before your placement;
- Remember to say thank you regularly;
- Remember you are representing the School. How you act may impact whether that company will work with us in the future.

Be **PREPARED**

- Make sure you plan how to get to your placement so that you're not late;
- Check with the company what you should wear and if in doubt, wear smart clothes for your first day;
- Make notes before and during the placement to get the most out of the experience.

Be **POLITE**

- Never swear or be rude about, or to, anyone you meet;
- Don't look at your phone or social media whilst in the workplace;
- Treat all information you hear as confidential.

PUT yourself out there

- Be as communicative as possible and ask lots of questions;
- Show initiative and make suggestions that might help employers;
- Be confident in the skills you have already;
- If you are unsure, be confident to ask questions and for help;
- Companies want you to approach them rather than your parent/carer/teacher.

Be **PRACTICAL**

- Going to work is hard;
- Don't expect to be running things on your first day – some tasks are boring and/or repetitive;
- Consider how you could build on what you learn after the placement.

Take time to **PONDER**

- Reflect on what you have learnt and tell your employer the impression it made on you;
- Ask if you can stay in touch and if the employer will give you a reference;
- If you enjoyed your work experience, find out what future careers they offer and what progression routes are available.

8) Things you should know when looking for a work experience placement

8.1 Hours of work

The Working Time Regulations apply for work experience, not child employment laws, so a student (young worker) will be expected to work the same sort of hours as the business they are in.

- There is a maximum of an 8-hour day, not including breaks or travel
- Students should not usually work before 7am or after 7pm
- Students are entitled to a rest break of at least 30 minutes after 4.5 hours worked
- Students should have a rest period of not less than 12 consecutive hours in each 24-hour period

Some jobs will require flexibility or may involve shift work, so your hours of work will need to be agreed in advance with the employer. Hours should be confirmed ahead of the start of the placement so parents can organise suitable travel arrangements.

8.2 Payment and Expenses

Work experience is part of the school curriculum and therefore students are not paid. Employers may give expenses for lunch or travel but this is not to be expected.

8.3 Travel

Parents/carers have the responsibility of getting their child to their work experience placement, just as they do for getting them to School. We therefore expect that the majority of work experience placements will take place in the local area/close to where students live.

- There may be some exceptions to the rule; if you are expecting to be going on a placement away from home, please ensure you contact the KAs Work Experience team as soon as possible to discuss it using workexperience@kas.cambrianlt.org.

8.4 Lunch arrangements

Students should follow the guidelines the employer sets and breaks will be factored in. Your employer may ask that the student brings a packed lunch if facilities are not available onsite. Students may also require money to purchase lunch if a canteen is available.

8.5 Confidentiality

You may be asked to sign a confidentiality agreement, particularly if you are working in a research or development environment, HR, Finance etc. Do not be put off by this - companies are putting a lot of

trust in you when allowing you to go into their workplace, and they will need to ensure that certain areas remain confidential to the outside world.

8.6 Limited Professions

Certain professions are not allowed to host work experience placements due to safety or data protection concerns. However, there are alternative options in related fields that work with these professions:

- **Medicine** – Placements using interpersonal skills, or Care Homes;
- **Professional Athlete** – Look at marketing, physiotherapy, finance, volunteer organizers for football clubs;
- **Law** – Placements using communication skills or critical thinking.

8.7 Health, Safety, Risks, and Insurance

All employers providing work experience placements will be checked to ensure that they hold appropriate insurances including Employers Liability Insurance. This insurance covers injury to students on work placement as they are deemed to be employees for insurance purposes. Therefore, it is essential that any employer offering a work placement has it.

Employers will be asked to provide the School with this information through Unifrog once the student has logged the placement on Unifrog. Secondary risk assessments may be required and these will be communicated to the students, parent/carer and employer if required.

8.8 Safeguarding

For most work experience placements, additional DBS checks are not required. However, the School may seek a DBS check in some circumstances, depending on the information supplied by Employers on their Unifrog form. Employers are provided with safeguarding guidance by Unifrog and asked to confirm that they will adhere to the statements.

9) I know where I want to go, what do I do next?

How do you organise work experience?

This is a four-step process using Unifrog's Placements tool:



9.1 Contacting the employer

Approaching new people can be daunting but if you are prepared, you are likely to feel more confident. Students can contact the organisation by letter or email, doing their best to look (and sound) professional, interested and polite. Remember that people in business are busy, so you may need to follow up several times to get an answer. If the answer is 'no', always be polite and thank them for their time. Likewise, you may need to try a few people to get a 'yes', just like you will need to apply for more than one training provider or employer in the future. **The key feedback received from employers last year was that they would have preferred the student to have contacted them rather than their parents as it shows an interest in the business and a certain level of maturity.** Bear this in mind when you are contacting companies.

You will need to include:

- Paragraph 1: introduce yourself and the School you go to
- Paragraph 2: politely ask about work experience opportunities on the dates of your work experience week noted in Section 1 of this document.
- Paragraph 3: say a little about why you are interested in the company/industry. A couple of sentences is enough.

9.2 Draft email

Below is a template email that you could edit to send (feel free to write your own version):

To: employers email address

Subject: King Alfred's Academy Work Experience request

Good **[morning or afternoon]**,

My name is **[your name]** and I am a Year **[10 or 12]** student studying at King Alfred's Academy in Wantage.

I would like to enquire about a potential work experience placement at **[company name]**, which I will be able to carry out for the week of **[List your work experience week]**. Do you have any spaces available?

I am particularly interested in gaining some practical work experience with your company because **[give reasoning for pursuing a placement with this specific company and field of work]**. In my spare time, I like to **[list relevant hobbies and interests]** which I enjoy because **[give reasoning]**.

I would be grateful to be considered for an opportunity at **[company name]** and I look forward to hearing from you soon.

King regards,

[Your name]

You must send the email from your school email address, as it confirms to the employer that you are a student at King Alfred's.

9.3 I have been offered a placement, what happens next ...

King Alfred's Academy uses [UniFrog](#) to check work experience information from students, employers and parents/carers. Make sure that the contact details you provide for the business and your parent/carer are correct. Any errors may result in a delay or your placement not being approved by the school. The following shows the process within the placements tool:

1. After a business has agreed to host your placement, you (the student) add a new "Placement" onto UniFrog by completing the **"Student Initial Form"** (**Step-by-step instructions are provided in point 10.2 below**). As the student, your actions for logging the placement are now complete.
2. As soon as you submit their Student Initial Form, the employer will be emailed that form, as well as the link for their **"Employer Initial Form"**. **If the email address provided by you for the Employer is not correct this could result in the WEX placement not being approved by the school, as it will delay or prevent the employer from completing their Employer Initial Form.**

- This is where the employer provides details vital for the school approval of a WEX placement, as well as where the employer is informed of their legal responsibilities and liability during a WEX placement.
- 3. As soon as the Employer Initial Form is submitted by the Employer, Unifrog will automatically email the Parent to review the information supplied and request that they complete their **“Parent/Guardian Agreement”**. **If the email address provided by you for the Parent is not correct this could result in the WEX placement not being approved by the school, as it will delay or prevent the parent from completing their Parent/Guardian Agreement.**
- 4. After the 3 forms noted above are completed, Unifrog notifies the school that a placement is ready for review and notes any concerns regarding the answers provided by the student, employer, or parent/carer.
 - The school will process these applications in the order the Parent/Guardian Agreements are received, checking for the health and safety as well as safeguarding requirements according to school policy.
 - If a student requires a specific risk assessment, or clarification of information, this will be communicated to the employer and parent/carer.
- 5. **Students** have an overview of the status of all the placements they have logged, as this will appear on the their Unifrog Homepage after they log the Student Initial Form. You should regularly check this status bar, so you can track when the Employer Form, or Parent Agreement, is submitted.
- 6. After the placement has finished, the **student** and **employer** will be sent an evaluation form to complete – the student’s will be sent to their School email address. Once the **employer** has completed their evaluation, it will be saved as a reference you can use in the CV section of Unifrog.

10) Inputting the placement details into Unifrog

10.1 Log into Unifrog using your School email address

1. Go to: [Sign In - Unifrog](#)
2. Put your school email address in and your password
3. If you have forgotten your password, please follow these steps:
 - a. Click “Reset password/Resend welcome email”
 - b. Enter your school email address
 - c. Hit “Send now”
 - d. Go to your school email account and follow the instructions that Unifrog send to you to reset your password

Sign in

Now you're registered, you'll sign in to Unifrog with your **school email address** and **password**.

If you **forget** your password, click the link to **reset** (remember to check your junk/spam folders just in case!)

unifrog

10.2 Follow these steps to add your placement:

Placements > ✕ No placements added	Scroll down "Exploring" and click on the purple placements button
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 > i 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	Click on "add new placement"
Student initial form You're adding a Student initial form for a placement	You will be taken to the Student initial form page
* Already agreed with the employer? ---- select ---- Agree the placement with the employer (eg by email) before adding it on this tool	You should only enter your placement on Unifrog when you have had confirmation from the employer that you have been accepted. Select Yes and continue

Basic details			Enter Company's name
* Name of placement business / organisation	eg Lottie's little bakery		
* Placement start date	-- day --	-- month --	-- year --
Placement end date	-- leave --	-- leave blank --	-- leave blank --
* Placement coordinator	---- pick one ----		Select "Mr WEX Manager"
This is the school / college staff member who will be coordinating the placement from your school's / college side.			
Logistics			The majority of you should be at the company full time and the hours you will be working, e.g. Full time 9am-5pm. If you are working shifts, you can put this information in this section.
* Describe the time commitment	eg Full time		
* Will you meet the employer in-person (not on a video call) at any point during the placement?	---- select ----		You are all doing "in person" work experience – please select this option.
* Placement country	--- select ---		The majority of students will undertake their work experience in the local area. If you have found a placement outside of the local area, please email workexperience@kas.cambrian.t.org to ensure this is approved by the school.
* Placement address	eg 100 Pudding Lane, London		Insert the company's address and postcode details.
* Placement postcode / zip code	eg EC3R 8AB		

* Is this the workplace where you'll be based throughout the placement?	Yes	Please choose either Yes or No. If your answer is no, please complete the additional question with details of where else you will be based whilst on work experience e.g. Wednesday at Head office. Address: 3 Park Road, London, N3 6RG.
* Is this the workplace where you'll be based throughout the placement? * Explain where you'll be based throughout the placement	No eg I'll be working at the office the whole time.	
* Will you live at home as normal during the placement?	Yes	Please choose either Yes or No. If your answer is no, please complete the additional question including the name of the person you will be staying with, their relationship to you e.g. grandparent/aunt/uncle etc. and their contact telephone number
* How will you travel to and from the placement?	eg I'll take the 21 bus	Enter how you will get to and from the placement, e.g. parents will drop me off in a car, bus, bus and train etc.

Your objectives

* What are your objectives for this placement?

Words: 0. 25 minimum recommended.

We will show this to the employer, to help them plan a really useful placement for you.

Consider:

- What skills you want to develop
- What you'd like to observe and learn at the workplace
- Any questions you have about the employer's work

[See example ^](#)

I want to work in the building trades, though I'm not sure what exactly and I'd like to eventually either be self-employed or run my own company. On this work experience I would like to see the day to day work of being a roofer - doing roofing work, and also how to manage clients and finances.

Please enter what you want to get out of the placement, and be aware the employer will read this when planning your activities. An example is available through the green "See example" link on Unifrog.

Employer contact details

* Employer placement lead: name

eg Tim Cook

* Employer placement lead: email

eg tcook@apple.com

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

* Employer placement lead: email (again)

eg tcook@apple.com

Enter the name of your contact at the business who has given you permission to undertake the work experience

Enter the email address of the person who has given you permission to undertake the work experience in both boxes – **double check that it is correct to avoid delays or rejected placements.**

* Employer placement lead: phone number

-- country code --

Phone number

Enter phone number of company
Country code: United Kingdom (+44)

Your details

* Your date of birth

-- day --

-- month --

-- year --

Insert your date of birth or if already inputted, check that it is correct

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement? * Describe what special needs, illnesses, medical conditions, allergies or injuries you have that may affect your placement.	Yes eg I injured my back last year and now have mobility problems.	Please choose yes or no. If your answer is yes, please enter anything you think might be relevant, such as if you struggle to focus in large busy spaces, need a fidget toy, or need to have a pacing space available during times of stress. This is what your employer will base their Health & Safety plans on so must be as accurate as possible.
We'll share this with the placement coordinator and employer placement lead that you have specified above, but we won't share it with your parent / guardian. * Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?	No	
* Parent / guardian (who must also be your emergency contact)	eg Salvador Dali	Enter the name of your parent/carer
* Parent / guardian email	eg s.dali@gmail.com Important: this must be correct, or we won't be able to progress the placement.	Enter the email address of your parent/carer in both boxes - double check that it is correct to avoid delays or rejected placements.
* Parent / guardian email (again)	eg s.dali@gmail.com	

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/college as soon as possible of any absences? * Agree ☐ Yes, I agree to all four points above.	Read the statements and tick the box to agree to the terms.
Form finished? ☐ mark this form as finished and notify employer to fill in the 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.	If you have completed all the details, you must tick the "form finished" box or the application will not be processed.
Add placement	Click add placement button or the application will not be processed.

11) Information for parents/carers

11.1 Key responsibilities

We would encourage all parents/carers to read this student guide in order to support your child with the process. In addition to this, we would ask that parents/carers support us with the following:

- Follow the advice and guidance given in this booklet;
- Support their child by having conversations with them about where they would like to go on work experience and suggest places they could approach;
- Read through their communication to the employer ahead of it being sent;
- Ensure that they are dressed appropriately – School may be able to assist if PPE is required and not provided by the employer;
- Ensure that the placement location is appropriate, and that their child is going to be able to get to and from the place of work, whether supported by the parent/carer or independently;
- Provide the School with any updated medical and SEN information when completing the parental permission via Unifrog. This will ensure that we carry out a secondary risk assessment if necessary;
- **Inform the School and employer of any absence from the placement within 30 minutes of the usual start time.** Parent/carers will be provided with the employer's information prior to the placement;
- **Inform the School of any issues during the placement** so they can be followed up directly with the employer;
- Encourage their child to complete their work experience student feedback section on Unifrog.

11.2 Issues or complaints

Parents/carers are requested to bring any issues or complaints to the attention of the Careers and Work Experience Manager in the first instance, so that we can action these as soon as possible and avoid delays to placements.

Please send any queries by email to workexperience@kas.cambrianlt.org