**Year 12 Work Experience Information Form
& Instruction Sheet**

You will need to contact an employer and ask if they are willing to offer you a work experience placement. You can use the grid below to make sure you have all the information you need, ready to input this into the Unifrog Work Experience Placement tool.

Please make sure you are accurate or there could be a delay to processing your request for work experience. **You will also need to make sure you know your parent/carer’s email.**

The dates for Year 12 work experience are one week (5days) between 3rd – 14th July 2023

Login to your Unifrog account, scroll down and access the **purple** placement tool.

* Click on add new placement and enter all the details as requested
(as per the grid below)
* You need to select in-person
* The placement co-ordinator for Year 12 is Miss Fern Gibson
* You will need to click Full-Time in the time commitment section as you will be there for the full week (*although some organisations may ask you to work on a Saturday and have one day off in the week – hair salons for example*)
* After you have provided the information you need to, click agree, then finish, then
add placement

Information you need to gather before you get to this stage is detailed below:

**Employer Basic Details:**

|  |  |
| --- | --- |
|  Company Name: |  |
| Placement Lead Name: |  |
|  Placement Lead Email:  | (***unfortunately, a work* *placement cannot be processed without an email address*)** |

Please ask the organisation to look out for an email from Unifrog, as they will need to confirm everything via a short on-line form. Once the employer completes their details on the Unifrog platform your parent/carer will then receive an email asking them to confirm they are also happy for you to attend. They must respond to this email before your work placement can be agreed. Any questions, please see Miss Gibson, Mr Smith or your Tutor.