

Work Placement information Sheet

Year 10 are going to be on work experience from **Monday 23rd March** to **Friday 27th March 2026**.

Year 11 are on work placement from **Monday June 22nd** to **Friday 26th**

Pupils (and their families) should source their own work experience placements. Our Careers Team and I will do our best to find placements for any pupils who have been unable to find their own, but because we have limited resources. We expect to only be able to help a few pupils.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important logistics:

- Pupils need to agree the placement with the employer **first**, and then pupils will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent / carer, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that pupils add the initial information about the placement accurately.**

Finding out more:

- You can find guidance about placements [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement

If you have any questions, contact Mr Hurley, at phurley@westgate.hants.sch.uk. We wish you the best of luck with supporting your child to find a placement.