Help with getting a Y10 Work Experience Placement 2024

Please see below for help with logging the placement and the various forms that need to be completed once the placement is secured.

Can't find a placement?
There is a list of employers who have previously taken a Meadowhead student on the school website - https://www.meadowhead.sheffield.sch.uk/page/?title=Work+Experience+2024&pid=599 – there is a link at the bottom of the page.

Getting ignored?
Persevere – if you've tried emailing a company, follow up with a phone call or an in-person visit at an appropriate time. Try to find the name of the person you might need to speak to.
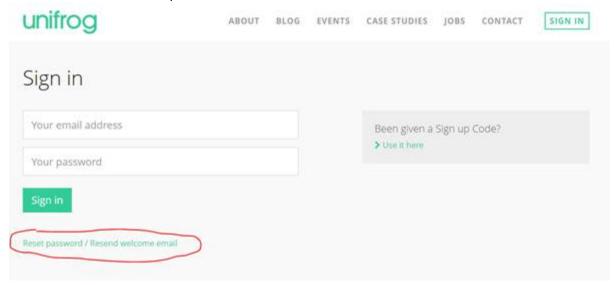
Nothing in my sector?
If there are limited/no placements available due to student age (eg prisons & probation industry!), then think about the core skills for that sector and where you could develop them in a different area. It's likely to be a sideways move into a sector that would still be enjoyable and would look good on your CV going forwards.
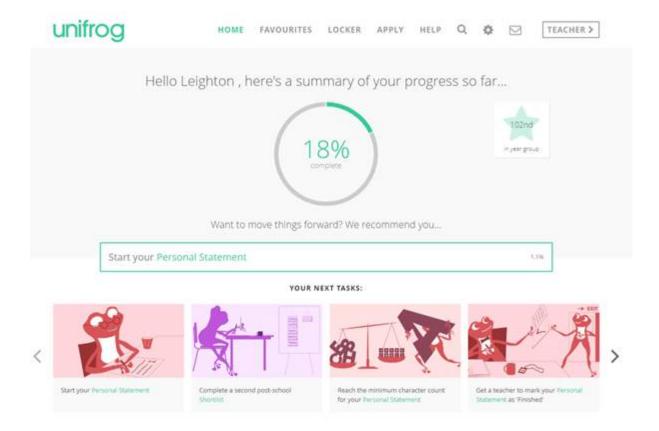
Logging a work experience placement on Unifrog
Once a placement has been secured with an employer, there are various arrangements that need to be made between school, employer and parents/guardians.
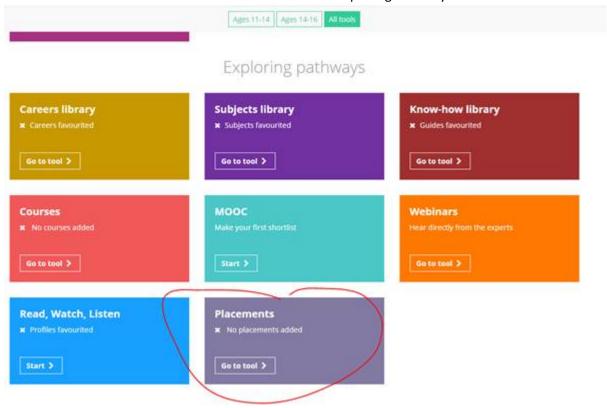This is all done through the online careers platform www.Unifrog.org (also used for wider Careers Education at Meadowhead).
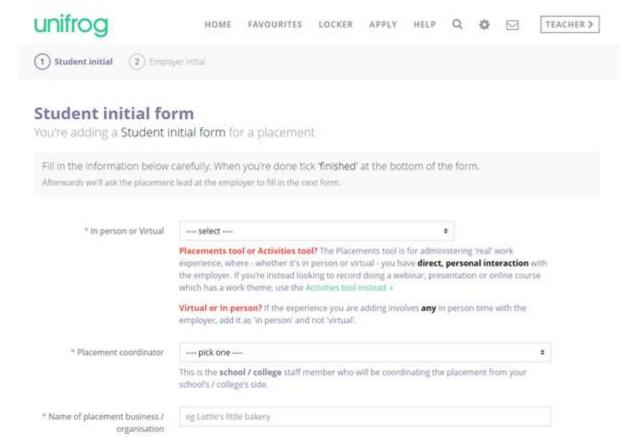

- The user name is the student school email address.
- If you have forgotten the password – click the reset password tool which will let you set it via a message to your school email address.

- Scroll down to the 'Placements' tool under the 'Exploring Pathways' section.

- Next click 'ADD NEW PLACEMENT'

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.

* In person or Virtual
---- select ----   ⇕

Placements tool or Activities tool? The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the Activities tool instead ›

Virtual or In person? If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'Virtual'.

* Placement coordinator
---- pick one ----   ⇕

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

* Name of placement business / organisation
eg Lottie's little bakery

- Follow this form through – completing the details for the 'In-person' placement, the name of the company, the contact details and email etc, the date of placement, any medical needs of the student, parent/guardian info.
- Once you've completed all the details, click the green ADD PLACEMENT button at the bottom of the form.

The platform will now issue an email to the employer requesting approval, as well as insurance details, risk assessments etc. An email will also go to parent/guardian for approval.

Once that is all completed, school will approve the placement and you are good to go!

More information will be issued closer to placement dates about how to conduct yourself and make the most of the opportunity out on your placement.

Any problems – come to the careers office for support or the Wednesday after-school careers drop-in.

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