



The Ongar Academy

Resilience, Respect, Integrity, Community.

Parent Guide to Year 10 Work Experience

Supporting Your Child Through Their Work Experience Journey.



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What is work experience?

Work experience is a short-term placement (usually 1 week) where students gain insight into the world of work. It helps them:

- Develop key employability skills
- Explore career interests
- Build confidence and independence
- Strengthen future college, apprenticeship, or job applications

Who Takes Part?

All Year 10 students at The Ongar Academy are expected to complete a work experience placement, typically in the summer term.

This year the dates are 12th – 21st July 2027



Finding a Placement

Students are encouraged to:

- Think about their interests and career aspirations
- Speak to family, friends, and local contacts
- Explore opportunities in sectors like education, healthcare, retail, trades, IT, and more

Things to Consider:

- Location and travel arrangements
- Working hours and dress code
- Health and safety requirements
- DBS checks (if applicable)



Using the Unifrog Placement Tool

Unifrog is our digital platform for managing work experience placements.

It allows students to:

- Search for placements
- Record placement details
- Upload employer information
- Complete pre- and post-placement reflections

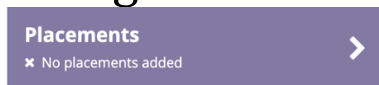


Step-by-Step: How to Use Unifrog for Work Experience.

- Log In: Go to www.unifrog.org and log in with your school email.



- Navigate to 'Placements':



- From the dashboard, click on the 'Placements' tool.
- Add a Placement:



Click 'Add a new placement' and fill in:

Employer name and contact

Dates of placement

Job role and description



Next steps:

- **Employer Agreement:** The employer will receive an email to confirm the placement and complete a short form.
- **Parent/Carer Consent:** You will receive an email to give your consent digitally.
- **School Approval:** Once the employer and parent have completed their sections, the school will review and approve the placement.
- **Pre-Placement Preparation:** Students complete a short reflection and risk assessment on Unifrog before starting.
- **Post-Placement Reflection:** After the placement, students reflect on what they learned and how it helped their future planning.



How Parents Can Help

- Talk to your child about their interests and goals
- Help them research and contact potential employers
- Support them in completing the Unifrog steps
- Encourage punctuality, professionalism, and a positive attitude during the placement

Need Help?

If you have any questions, please contact the Careers Lead at The Ongar Academy.

nfoster@theongaracademy.org

or visit www.unifrog.org for more information.

