

23 October 2026

Dear families

Year 10 Work Experience

Our Year 10 students will be undertaking their Work Experience placement from Monday 19 April to Friday 23 April 2027. In this week there will be no lessons – each day students will be at the workplace of their host employer. We have taken the decision to move our Work Experience week to increase the availability of opportunities for our students as no other schools in the area will be competing for places at this time.

Work experience is an exciting opportunity for students to gain valuable insight into the world of work, develop new skills, and explore potential future career paths. To help manage the process as smoothly as possible, we will be using Unifrog (<https://www.unifrog.org>), a careers platform that enables us to manage all aspects of work experience in one place.

Through Unifrog, we can securely collect the necessary information from employers, including details of their health and safety arrangements and risk assessments, as well as obtaining parental consent for placements.

What students need to do

Students should first approach and secure a placement with an employer. Once this has been agreed, they will need to log into their Unifrog account and add the placement details using the Placements tool on their homepage.

After the placement has been submitted, Unifrog will automatically contact the employer, parent/carer, and school to gather the required information and permissions. To ensure this process runs smoothly, it is important that students enter the placement details accurately.

Students already have already accessed Unifrog, however if they have forgotten their details they will need to reset password. We encourage students to take ownership of this process by logging their placements themselves, but please be reassured that support will be available in school for anyone who needs assistance.

Important changes this year

Please note that we will no longer be issuing paper work experience forms. All administration will now be completed through Unifrog.

Parents and carers will still play an important role in the process, as you will be asked to review and authorise the placement through an email link sent by the platform. Your support in completing

this promptly is greatly appreciated and will help us ensure all placements can be approved in good time.

To help students and families become familiar with the system, please find the following resources below:

- Guide to logging a placement on Unifrog:
<https://cdn.unifrog.org/video/n193u79dee/480.mp4>
- Advice on finding a work experience placement:
<https://www.unifrog.org/placement/guides/for-students-a-guide-to-placements-work-experience>

Deadline

To allow sufficient time for all health and safety checks, risk assessments, and approvals to be completed, we ask that all students have secured and logged their placement by **11th December 2026**.

We are looking forward to supporting students through this valuable experience and thank you in advance for your support. By working together, we can help ensure every student has the opportunity to make the most of their work experience placement.

If you have any questions or require any assistance, please do not hesitate to the school at careers@tiverton.bep.ac

Kind regards,

Mrs V Parkinson
Head of Year 10