

April 2026



Dear Parent / Carer,

Year 11 Work Experience Programme – 01.09.2026 to 04.09.2026

Work Experience gives students valuable insight into the world of work, encourages them to develop their enterprise and employability skills and helps them explore potential careers. The Department for Education's careers strategy requires students to have had two experiences of a workplace by the age of 18, additional to any part-time job they may have. The work experience placement enables the student to experience the rigours of the workplace and offers an opportunity for them to sample different working environments, which in turn may help them to select a career path, subject options or university course.

This year, all Year 11 students will participate in a work experience programme scheduled from **Tuesday 1st September 2026** to **Friday 4th September 2026**. The responsibility of securing a **4-day** experience rests with the students and their families. 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.

Unifrog has created a set of guides about placements which you can find [here](#).

7 Key Steps to securing Work Experience:

Step 01: Log in & access the Placements Tool

Use your school credentials to sign in and find the "Placements" tile (you may also see it under "Exploring Pathways". Click "Go to Placements" or "My Placements".



Step 02: Speak to the employer first

Only after the employer confirms they're happy should you proceed to add the placement online.



Step 03: Complete the Student initial Form

You will need to provide:

1. School coordinator's name
2. Employer / Organisation details and contact info
3. Placement dates, location, travel arrangements
4. Any special needs/health considerations, and parental consent details

Executive Principal: Mr A. Crofts BA (Hons), PGCE, NPQH, NPQEL

The Quest Academy, Farnborough Avenue, South Croydon, Surrey CR2 8HD

020 8657 8935 office@thequestacademy.org.uk www.thequestacademy.org.uk





Step 04: Submit the form

Click “add placement” when finished

This triggers UniFrog to email the **Employer Placement Lead** with a request to complete their form Unifrog



Step 05: Employer & Parental Approval

1. The employer must confirm placement details and fulfil insurance, H&S, and Risk Assessment requirements.
2. A parent or guardian may receive an email to provide consent, typically for in-person placements.



Step 06: Final School Approval

After employer and parent approval, the school placement coordinator gives the final sign-off.



Step 07: Confirmation of Evidence

Once all parties have signed off, the placement is confirmed in UniFrog. We shall then ask students to upload a confirmation screenshot or letter as proof.

To support you further with this process, the following has been attached to this letter:

- How to PowerPoint: Adding Work Experience to Unifrog
- Sample letter and/or email: Example email/Letter you can use to send to prospective employers
- Where can I find Work Experience: Suggested employers you could approach

Deadlines:

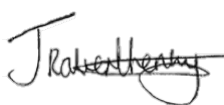
To give us time to process information from employers, and to best support students, we require each student to have secured their placement by **Friday 3rd July 2026**. At this stage, we will then be able to assess who may need additional support – and if we have a database of companies / individuals able to offer WEX, we may be able to help with placements. N.B. The database must be viewed as a last resort for those students unable to source their own placement. Unfortunately, The Quest Academy cannot guarantee that there will be any placements available through this potential database. Therefore, please work on the assumption that you will have to help your child to source their own placement.

What happens if we cannot secure a placement?

Any student unable to secure an in person WEX placement will have access to an online employability skills programme and virtual WEX course to complete during this time instead. Students will be expected to complete this course at school unless you are informed otherwise.

We wish you the best of luck with supporting your child to find a placement.

Yours sincerely,



Mr J R Henry

Assistant Principal – Careers Lead