

Work Experience – Important Information

Once the placement has been agreed by the Employer / Business / Organisation, complete this form to record the information required.

1. The placement details need to be logged on Unifrog. We will show you how to do this after half term.
2. The information you will need to obtain is detailed below: (Use the table as a reference)

Business / Organisation name	
Business / Organisation address	
Business / Organisation contact name	
Business / Organisation contact email address	
Placement start date	
Placement end date	
Working days / times	

Please contact Mrs Edgill – Work Experience Co-Ordinator if you have any queries.

eedgill@reephamhigh.org.uk

Thank you