



September 2023

Y10 Work Experience 2024: June 24th-28th inclusive

Dear Parents/Carers

As a re-cap of our work experience launch last term, here is a reminder of the procedure for all students.

Work experience is a vital part of our Year 10 learning journey and requires the students to be proactive and organised. The process begins with the students identifying a potential placement, with your guidance.

When choosing a work experience placement, students should consider their future career aspirations. They can use their Unifrog account to revisit their Personality and Work Environment profiles, or search the Subject and Careers library tools if they are unsure. Unifrog can be accessed using their school email.

The students should make contact with their potential workplace and request a week's placement from **24th June to 28th June 2024 inclusive**.

Students (and their families) should source their own work experience placements. We will do our best to find placements for any students who have been unable to find their own, but because we have limited resources, we expect to only be able to help a few students in this way.

We are using the Unifrog Placement Tool (www.unifrog.org) to manage the administration of the work experience programme for the first time this year – 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.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that students add the initial information about the placement accurately**.

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.
- A detailed video link is also accessible on our website and in the Y10 Careers Google Classroom.

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Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides to help you

Yours sincerely

Mrs A Tranter (Careers Leader)

Mr R McLean (Head of Y10)

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