

Our ref: HBO/NIN

Date: 22.01.24

Year 10 Work Experience

Dear Parent/Carer

I am writing to let you know that your child will have the opportunity to participate in work experience for one week, week commencing Monday 1st July 2024.

Work Experience is an excellent opportunity for students to gain an understanding of the skills and qualities required by employers and can help with making informed decisions regarding their next steps when they leave the Academy.

It is advisable that students start trying to secure a placement as soon as possible as there are likely to be a high number of students in other schools and colleges also looking for work experience. Whilst we will offer support to students, we are encouraging them to arrange their own placements by contacting employers directly. This will help them to develop valuable job-hunting skills. Parents and carers are also asked to help support their child in securing a placement.

To manage the administration of our work experience programme we will be using the 'Unifrog' careers platform. Students will be asked to input their work placement details into the 'placement tool' on Unifrog so that it can assist with the collection of important information including employment liability insurance and health and safety requirements. These details need to be added by **Friday 31st May 2024**, at the latest, to ensure that all checks can be completed.

Your child will have received log-in information for their Unifrog account and will be sent a link to access the placement tool, please find below a link for further information. Unifrog have also created a set of guides and short videos to help support work experience and finding a placement.

[Unifrog placements tool - parents evening slides - Google Slides](#)

[Guides - Placement - Unifrog](#)

Please do look at the information provided in these links and if you have any further questions regarding any of the information, please do not hesitate to contact me.

Kind regards



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