

Dear Parent / Guardian,

Work Experience Placement for Year 12 Students

Year 12 students are being offered the opportunity to arrange a work experience placement. They have two weeks during which these placements can take place.

1. The 29th June – 3rd July is the official work experience week for our Year 12 students. As this week coincides with Sixth Form Bridging Week for Year 11, any student who is unable to secure a physical placement this week will be set virtual tasks to complete at home on Frog, as Year 12 students are not on normal timetable.
2. The 13th -17th July – Also known as Progression Week, the last week of school can be used as either another opportunity for Year 12 to secure a work experience placement, or students will come into school to take part in prearranged activities that support progression into next steps.

These activities include mock interviews, visits to universities/training providers, information about apprenticeships/degree apprenticeships and time spent completing applications to UCAS and other progression routes.

You must choose whether you would like your child to complete work experience or activities during progression week. **We would strongly recommend that students take part in work experience (for both weeks) as we feel this will be more beneficial to their overall progression.**

Work experience will take the form of a personal placement organised by your son/daughter. They will arrange the placement with your support, then upload all relevant documents to Unifrog, which will record the progress of their placement. Students need to agree their placement with the employer **first**, and then they can add it to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).

Unifrog will help us track risk assessments, health and safety documents, insurance and any other documents deemed relevant by the employer. By agreeing to your son/daughter completing a work experience placement, you as their guardian confirm that you take responsibility for ensuring the documents uploaded are correct, and you are happy for the

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placement to go ahead. It is essential that students add the initial information about the placement accurately. In due course, we will set a deadline for uploading the placement(s) to Unifrog. If students do not do this for the second week, we will assume that they will be in school and we will plan accordingly for that eventuality.

Next Steps:

- January – Students have already received an assembly and tutorial on the importance of work experience and details on how to apply
- Students have already signed up to access their Unifrog account in tutorials
- Watch this video as an introduction and summary of the work experience process through Unifrog: <https://cdn.unifrog.org/video/hfxcu5f6a6/720.mp4>
- Please watch this video as it is a step-by-step guide on how to upload a placement to Unifrog: <cdn.unifrog.org/video/3ce70aacz1/720.mp4>

We understand that some parents may have questions. Please do not hesitate to contact us for additional support, if required.

Finally, we see this as a great opportunity for students to secure a placement that will support their future plans through direct professional engagement with an employer/provider. We see the students organising it themselves as an invaluable part of the process.

Good luck in finding and securing a placement.

Yours faithfully

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