

Dear Parent/Carers,

We are delighted to inform you that Year 10 Work Experience Week will be taking place 1<sup>st</sup>-5<sup>th</sup> July 2024. In this period there will be no lessons for Year 10 in school as, each day, all students will be at the workplace of their host employer. The programme aims to provide students with the opportunity to see for themselves what the 'world of work' is actually like. Students will be expected to work a normal working day, which is often a shock to their system, especially when they discover that it tends to be much longer than a typical school day. Work experience also gives students the chance to learn about what type of job they might enjoy, and to develop their CV.

Those students who will be attending the History and Geography residential trips will not be able to partake in work experience 1<sup>st</sup>-5<sup>th</sup> July, as both trips run during that same week. Despite this, there is the option for students to go out on work experience at some point during 8<sup>th</sup>-12<sup>th</sup> July if it's something that they desperately want to do (although, this is not compulsory).

Students should source their own work experience placements, as this in itself is a valuable exercise. If students are struggling and need help with ideas or contacts, Mrs Baker our Work Experience Coordinator will be available in the Careers Office at break and lunchtimes and can offer support, advising students of local companies who have offered placements in the past. It is advisable for students to secure their placements as soon as possible; July is a busy month for local schools carrying out their work experience and the best placements tend to get snapped up very quickly. Unfortunately, placements abroad can't be sanctioned by the school.

This year, we will be using Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the work experience programme. Unifrog is a comprehensive careers platform and manages the collection of 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. All students in Year 10 have already been introduced to the platform and have their own login details.

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.**
- For the vast majority of employers, it is essential that they hold **Employer Liability Insurance** in order to host a work experience student. Please check with the employer that they hold this insurance **before** arranging the placement. In a few

cases, there may be employers that are exempt from this insurance. For further guidance please visit [Placements: the legals explained : Unifrog Placement Guides](#) or contact Mrs Baker.

- We expect that most placements will be in low risk environments e.g. shops, offices. If a placement is in a high risk environment, it may need further checks by a professional Health & Safety Officer to determine if the placement is suitable for a young person. This will incur a charge. In these circumstances, we will liaise with the parents/ guardians of the students involved directly.

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.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible employers for the placement.
- **The deadline for agreeing placements and uploading placement details to Unifrog is Friday 23<sup>rd</sup> February 2024.**
- If you have any questions, please contact Mrs Baker [careers@keslichfield.org.uk](mailto:careers@keslichfield.org.uk)

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.

Kind regards,



Mr M Shaw  
(Assistant Headteacher)