

14<sup>th</sup> March 2024

Dear Parents / Carers

We are excited to be offering our Year 10 and 12 an opportunity to participate in work experience, from Monday 8<sup>th</sup> July to Thursday 11<sup>th</sup> July 2024.

Work experience plays a crucial role in helping students develop important skills and explore potential career paths. It allows them to apply the knowledge they have gained in the classroom to real-world situations, fostering their personal and professional growth. By participating in work experience, students can gain a better understanding of their interests, strengths, and areas for improvement. Additionally, it provides them with the chance to network and establish meaningful connections within industries they may wish to pursue in the future.

## UNIFROG

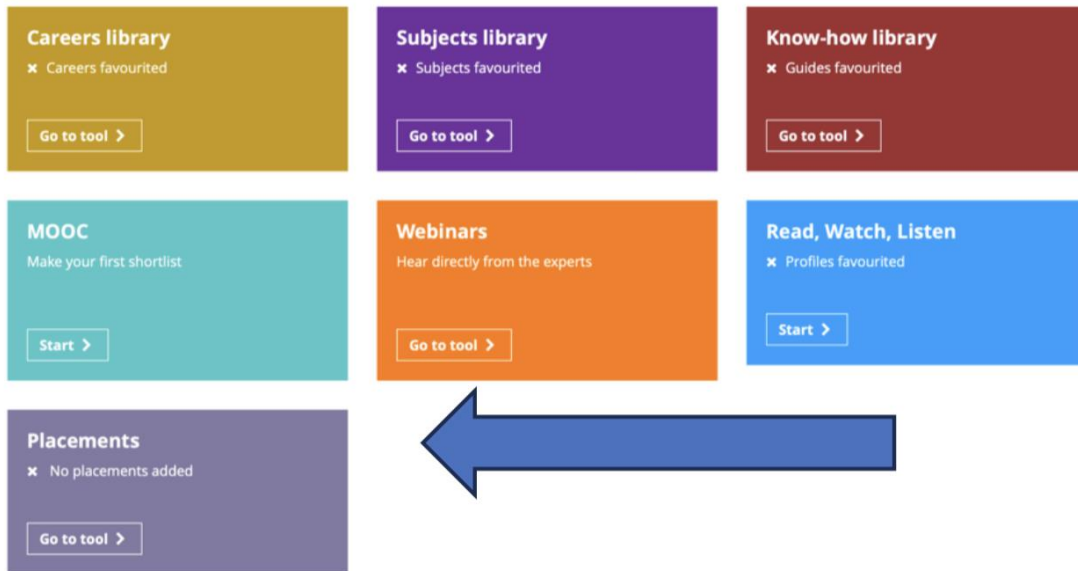
For the first time this year we are using the Placements tool on our new Unifrog careers platform to manage the work experience system. There are no longer any paper forms to be returned and all documents will now be completed online which means that students, employers, and school can follow the process in real time. Students will be given detailed instructions during their Personal Development lessons and with form tutors on how to complete the process; however, the relevant points to get started are summarised below.

For your child to participate in this program, **they must complete the work placement form on Uni Frog.** This form will provide us with essential information to ensure we get the right work experience for each student. The deadline for submitting the form is **Friday 14<sup>th</sup> June 2024.** **If they haven't met this deadline they will be expected in school**

## Timeline

- Launch assembly will take place on Friday 15<sup>th</sup> March where students were given details about the programme (see Important Documents below for a copy of the assembly slides and for the information letter for parents giving information about the process).
- Students can start researching a placement and approaching employers.
- Support will be given during Tutor sessions about how to contact employers.
- Once a placement has been agreed by an employer students should login to their Unifrog account and go to the Placements tool. Students should then start a new placement and complete the 'Student Initial Form'. This will then start the process to approving the Work Placement. Health & Safety checks need to be undertaken before students can start their placement. The earlier that the 'Student Initial Form' is completed, then this process can start immediately. The final deadline for creating a new placement on Unifrog to allow a student to take part in the Work Experience week is Friday 14 June 2024.
- More information will be given to students to help prepare for their placement in the lead up to the Work Experience week.

## Exploring pathways



1. When a student has confirmed a placement with an employer, the student must log on to their Unifrog account and go to the Placement tool. Then click on 'Start New Placement'.

2. Students must then complete the 'Student Initial Form'. The following details are important:

- The placement is 'in person'
- Placement Coordinator is 'Mrs Bishop'
- Placement start date is 8th July 2024
- Placement end date is 11th July 2024

\* In person or Virtual

**Placements tool or Activities tool?** The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

**Virtual or In person?** If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

\* T-level

Is this placement part of a T-level you are studying?

\* Placement coordinator

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

\* Name of placement business / organisation

\* Placement start date

Placement end date

\* Describe the time commitment

\* What are your objectives for this placement?

Words: 0. 25 minimum recommended.

- Describe time commitment – student will need to get this information from the employer. For most students it will be 'Full time'. The employer will need to give students this information. If students are not sure, they can enter TBC (to be confirmed).

- Employer placement lead: name and email address must be correct - Parent/guardian details: name and email address must be correct

\* Parent / guardian (who must also be your emergency contact)

\* Parent / guardian email

**Important:** this must be correct, or we won't be able to progress the placement.

\* Parent / guardian email (again)

\* Share feedback with employer  Yes, after the placement I'm happy to share my feedback with the employer, making it easier for them to contact me about future opportunities with their organisation

No, I don't want to share my feedback with the employer

**Do you agree to:**

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school/college as soon as possible of any absences?

\* Agree  Yes, I agree to **all four points** above.

Form finished?  mark this form as finished and notify employer to fill in their initial form

You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

or

Once students have completed the form (they can leave and come back later to the form if they need to get more information), you must click Form Finished? and Add Placement. Once they have clicked these buttons, the automated process starts.

4. Students will then see a screen which shows the progress of their Placement. It is possible to edit the 'Student Initial Form' at any time from this screen.

5. The employer will be sent an email with a form to complete for more information about the placement and for various documents to be uploaded. Students will be able to monitor the progress of this using the Placements tool.

6. Once the placement has been fully agreed by the employer, Parents/Carers will be sent an email which will ask for agreement. No login is needed for this – it will be completed using an online form.

7. The school will then check all the Health & Safety requirements and sign off the placement when completed. Again, students will be able to monitor the progress of this.

The final deadline to complete the 'Student Initial Form' is Friday 14th June 2024 to allow for all Health & Safety, Risk Assessment and Insurance checks to be completed before your child can take part in a placement. Without these checks being completed, your child will be unable to complete their placement. Students can start creating Placements at any time from now. Where placements are deemed unsuitable in terms of health and safety, the student will not be allowed to attend that placement.

If students are having any difficulty setting up their placement using the 'Student Initial Form', they can speak to Mrs Bishop, and we can support with this. If students have forgotten their Unifrog password at any time, they can reset themselves by going to <https://www.unifrog.org/sign-in> and clicking 'Reset password'.

If you have any questions or concerns regarding the work experience program, please do not hesitate to reach out to us directly at [careers@thecoleshillschool.org](mailto:careers@thecoleshillschool.org) We are here to support you and your child throughout this process.

Thank you for your continued support in helping us provide valuable opportunities for our students. We greatly appreciate your involvement in their educational journey.

Kind Regards

*E Bishop*

E Bishop  
Careers Lead and Work Experience Co-ordinator