

Ref: VC/CXJ

October 2023

Dear Parents/Carers,

Work Experience
Monday 15th July – Friday 19th July 2024

Following our launch to students at the end of the last academic year, Year 10 students should now be in a position to begin confirming their placements in preparation for their work experience in July 2024.

This we have introduced the students to the Unifrog placement tool during their tutorial time. This should only be used after students have been in contact with the employer and the employer has agreed to take them on for the placement.

Students need to access their account on Unifrog.org (an invitation email has been sent to them via their school email address if they have not yet accessed this). They should then scroll about halfway down the page to the 'Exploring Pathways' section, and click 'Go to Tool' in the 'Placements' box. They should then see the option to 'Add a New Placement'.

The form will ask them for their placement details, and an email address for a parent/carer. Once they tick 'Form Finished' and submit, this will automatically email the employer, who will complete a similar form to include risk assessment details, their employer liability insurance and DBS check information if relevant.

Once Unifrog receives the information and confirmation from the employer, this will automatically email the parent/carer to advise the student has entered their form. You will then need to read through the information supplied by your child and the employer, and click to confirm if you are happy for the placement to go ahead, based on the information provided.

Once the student, employer and parent sections are completed, this notifies the school. We can then authorise the placement, and during work experience there will be sections available for the visiting teacher, the employer's feedback and the students' daily log.

You can view a 'how-to' video here: <https://www.unifrog.org/teacher/resources/shared/know-how-how-to-use-the-placements-tool> This video has also been shared with the students via their Unifrog account.

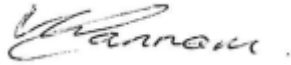
This process should be completed as soon as possible – ideally we hope to have the majority of students with confirmed placements before Christmas. There are some companies who do not notify students until the new year, such as Renishaw, Gloucestershire Wildlife Trust or WWT Slimbridge, who all have specific application processes and deadlines. If students are applying for these placements, as they are so competitive, we recommend trying to source a 'plan B' placement in case their applications are unsuccessful.

As a reminder, students are expected to source their own placements, with support, to develop their skills, independence and confidence, vital when they are searching and applying for their first jobs, apprenticeships, college or university places. This also gives them ownership over the decision of where to go. However, if your child is in need of direction, please do not hesitate to contact me and I can either advise or refer them to our careers adviser, to help them to decide where to ask.

We hope many students will find a placement reflecting their career interests, however, where this is not possible it is useful to remember the main purpose is to experience the world of work, and this can happen in almost any working environment. They can benefit just as much from experiencing a workplace where they may later be able to get a part-time job whilst at college as they would from experiencing an industry they hope to have a career in, and in some cases work experience is an opportunity to find out that an industry isn't for them, or find a new interest in a career they hadn't considered before. We therefore encourage all of our students to go into this experience with an open mind.

If you have any questions, please do not hesitate to contact me.

With many thanks in advance for your help,

A handwritten signature in black ink, appearing to read 'V Cannam'.

Miss V Cannam
Careers Lead
vcannam@thomaskeble.gloucs.sch.uk