



11th October 2023

Dear Parents / Carers

Re: Year 12 in-person Work Experience - 1st to 5th July 2024

Work Experience is an invaluable opportunity for your child to gain practical insights into the world of work and develop essential skills that will benefit them in their future careers.

Participating in Work Experience offers numerous benefits for our Year 12 students:

- ★ Career Exploration: Work experience allows students to explore various career paths and industries. It helps them make informed decisions about their future studies and careers.
- ★ Skill Development: Students will have the chance to develop and enhance crucial employability skills such as communication, teamwork, problem-solving, and time management.
- ★ Networking: Building relationships with professionals in their chosen field can provide valuable connections and potential mentors for future career guidance.
- ★ CV Enhancement: Including work experience on a CV can significantly improve a student's chances of securing part-time jobs, Apprenticeships, or University admissions.
- ★ Confidence Building: Experiencing the workplace environment fosters self-confidence and a sense of responsibility.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting 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.

Your child will research and find their own work placement relevant to their career interests. Support will be provided to students to find their placement if they require it.

Some important logistics:

- Students need to agree to 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.**

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 hosts for the placement.
- Our placements coordinator, Ben Hawthorne, will conduct the final checks, ready for your child to participate in the placement.
- While on Work Experience your child's tutor will check in, ensuring they are enjoying the experience, and supporting them with any issues should they occur. After the placement the employer gives personalised feedback, and students can give their own reflections too.

To cover administrative costs associated with organising the Health and Safety, risk assessments, GDPR and insurance details, there will be a nominal fee of £10. This fee should be paid through Arbor school shop by 21st December. We want to ensure that all students have the opportunity to participate, so if you have any concerns about the fee, please don't hesitate to contact us, and we will explore options to assist you.

Here is a timeline leading up to the placement:



We understand that you may have questions or require further information about the Work Experience. Please feel free to reach out to us if you have any inquiries or require assistance. We believe that this experience will be a valuable step in your child's educational journey and preparation for their future. We are committed to providing them with the best opportunities for growth and development.

Thank you for your continued support and involvement in your child's education.

Yours sincerely

Vicki Varney
Assistant Headteacher - Post 16

Ben Hawthorne
Careers Advisor

FREQUENTLY ASKED QUESTIONS:

What is a placement?

We consider a placement to be where a student has work experience with an employer. They need to be in direct contact with the employer, and they'll likely be doing a bit of work shadowing, and their own project work that relates to what the employer does.

I'm concerned about Insurance, Health & Safety, Risk Assessment, and Safeguarding!

We are too, and in fact this is the main reason why we are using the Unifrog Placements tool. The tool is designed to make it easy for the placement host to get all the relevant paperwork together, and - on the other side of the table - for the campus to be satisfied that everything is in place.

The tool is very thorough in asking the student, employer and parent/carer for information about the student, the employer and the placement itself, so that all the risks can be discovered, and so that appropriate risk mitigation can be put in place. This includes the employer uploading their Employers' Liability Insurance certificate, Health & Safety policy, and Risk Assessment into the tool, so that all the other parties can view them. The tool also gives all parties best practice guidance to do with having a safe and successful placement.

When (and how) should a student add a placement?

Before adding a placement to the placements tool on Unifrog (which they can find just like any other student tool, via a tile on their homepage), students should **first** agree with an employer that the employer is up for hosting them, for example by email or over the phone.

After the student fills in the '*Student initial form*' to get the ball rolling, the system automatically emails the employer inviting them to fill in the '*Employer initial form*'. If the employer isn't expecting this email they probably won't be best pleased.

What about a student's special needs, illnesses or injuries that might affect a placement?

- On the '*Student initial form*' which kicks off the process of organising a placement, the student selects whether they have any special needs, illnesses or injuries that might affect the placement. If they say 'Yes', they are given space to provide details.
- If a student has said 'Yes', the employer has to show that their Health & Safety policy and Risk Assessment provides for the student's particular situation.
- In the '*Parent / guardian agreement*' the parent / guardian is asked if the student has any special needs, illnesses or injuries that are relevant to the placement, that the student has not yet divulged. Their answer is kept confidential from the student. Any details they give are flagged to the school/college placement coordinator, plus the employer.