

SLS/he/sfa

20 October 2023

Dear Parent

Sixth Form Work Experience: Monday 1 July 2024 to Friday 5 July 2024

I am pleased to announce that in the summer term all Year 12 students will have the opportunity to undertake work experience.

The objectives for this week are:

- To help students to see the relevance of school subjects to the world of work
- To allow students to understand how commerce and industry operate
- To help students gain greater self-confidence and maturity
- To enable students to find placements that are related to the career that they are considering
- To allow them to prepare for their UCAS personal statements and/or CVs

Relevant work experience is increasingly viewed as an essential part of any application for higher education and the world of work. Students who plan to go into vocational careers have already been advised to secure some form of regular work experience because of the importance given to this in university applications. The School feels that work experience carries a particular value for all students.

Year 12 work experience will take place from **Monday 1 July 2024 to Friday 5 July 2024**.

Students will be required to find their own placements and the school will give them guidance as to how to do so. Students have had a recent presentation which is available to view [here](#).

Students may wish to consider:

- Personal contacts - family / friends / neighbours / teachers
- www.yell.com. This has a search facility by area to narrow the categories of employers.
- Placements need not be locally based if they can arrange accommodation in another part of the country e.g. with a family member.

Our careers platform [Unifrog](#) provides a wealth of support materials for students who need guidance in writing letters of application and producing CVs. In addition, further help and guidance will be given during tutor time and by the Careers and UCAS Coordinator. Students should expect to send several letters and/or make numerous phone calls as demand for placements may be very high.

Placements need not link directly at this stage to your child's future career aspirations. We hope that they will apply for a placement as early as possible and we would ask for your support and encouragement with this.

You and your child must ensure that you are both happy with the working conditions of the placement especially with regard to Health and Safety. Employers used to accommodating work experience students will have health and safety procedures in place. If you are in any doubt about a particular placement then your child **MUST NOT** commence work experience there.

Important Information on the Administration Process for Work Experience

As you are aware we already use Unifrog software extensively throughout the school for students to research their options, record their achievements and prepare applications. In order to streamline the administration involved in coordinating work experience placements, we have acquired the 'Placement Tool' in Unifrog which aims to simplify the system by automatically generating the required forms for the student, employer and parent to complete prior to approval by the school. This three-part process can only begin once an employer has confirmed that they are able to offer a placement;

1. Your child will then need to complete the student form in the placement tool. This asks for details of the placement and the employer including email address. We have stressed to the students the importance of completing this form accurately; once completed this will automatically trigger the employer form to be generated and sent to the employer;
2. The employer form asks the employer to confirm details of the placement and also include questions relating to health and safety, insurance arrangements and risk assessments. Once completed this will then automatically trigger a parent form;
3. The parent consent form asks you to give your consent to your child attending the placement. Once all three parts have been completed, the school can then give permission for the placement to go ahead.

The process has been explained in the launch talk mentioned above:

All placements once confirmed must be logged on Unifrog so that these processes take place. Students who have not logged their placements on Unifrog will not be permitted to go on work experience.

The students have been given the deadline of **Friday 15 March 2024** to ensure all the above processes are complete. We sincerely hope that all students will take this opportunity to find meaningful work experience; they should not complete their work experience where they already have part-time employment unless they will be working in a different department or different role.

Organising their placement and taking ownership of the process will help students develop the skills that employers want to see; initiative, communication skills and self-reliance. They have been encouraged to think creatively and leave their comfort zone and we look forward to seeing the opportunities that they have secured.

Yours sincerely

A handwritten signature in black ink that reads "S. L. Shales".

Mrs S L Shales
Head of Sixth Form

A handwritten signature in black ink that reads "Helen Elliot".

Mrs H Elliot
Careers and UCAS coordinator