



October 2023

Dear Parents/Carers

## **Year 10 Work Experience : 24 to 28 June 2024**

As mentioned during the Parents' Information Evening presentation, students in Year 10 will be completing compulsory work experience this academic year. We believe work experience can be very beneficial for young people; it is a chance for them to investigate the world of work generally or to deepen their understanding of a specific career path in which they are particularly interested. Furthermore, it is an excellent opportunity for them to develop their transferable skills and to expand their CV.

During the week students will work for the full five days (Monday to Friday) within a work-based setting and in a placement that they have organised. In this period there will be no classes – each day every student will be at the workplace of their host employer. Students (and their families) should source their own work experience placements. The careers guidance and pastoral team will do their best to help students who may face significant challenge finding placements, but we do have limited capacity for this. Students have been given guidance in an assembly on how to find work experience and can access this presentation via the Careers site on the homepage of FROG.

This year we are using our online Careers platform, Unifrog ([www.unifrog.org](http://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.

Some important logistics:

- **Firstly**, the student needs to agree the placement with the employer, and then 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/carer, 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.**
- Please ensure that when selecting the placement coordinator on the initial form, the student selects Mrs L Robinson, who is the placement coordinator for Year 10 at Backwell School.
- Placements cannot go ahead until they have been approved by the school and students will receive a confirmation email from Unifrog when their placement has been approved.

Finding work experience placements:

- Students can find employers in their local area by looking on [www.yell.com](http://www.yell.com) or [www.thomsonlocal.com](http://www.thomsonlocal.com). They just need to type in a postcode and the kind of company they're looking for.

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- Students can also use the Apprenticeship Tool on Unifrog to find out which businesses offer apprenticeships in their local area – if they are actively recruiting, then they may well offer work experience. This tool allows students to search using a number of different filters, including location and job sector.
- We encourage students to use their networks of family and friends and to be open to placements in any kind of setting – not just their dream job.
- Please note that students cannot complete placements abroad and that a placement may be refused if the employer does not meet the insurance and Health & Safety requirements.

Further sources of support:

- Unifrog have created a really useful set of know-how guides about work experience placements, which are aimed at students and parents/carers. Please see [this link](#) to access them.

Next steps:

- Please access the placement guides on Unifrog – there is a lot of information that is useful to students and also to parents and carers. You can create your own Unifrog account using the form code BACKparentscarers (visit [www.unifrog.org](http://www.unifrog.org) )
- Please encourage your child to start contacting possible hosts for the placement as soon as possible. We strongly encourage students to secure their placement before the Christmas holidays as they may be in competition with students from other schools.
- The deadline to complete the initial student application on Unifrog is 26 April 2024, so that there is sufficient time to complete the required checks.
- If you have any questions, please contact Mrs L Robinson via the school mailbox.

We wish you the best of luck with supporting your child to find a placement.

Yours faithfully



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Careers Leader