



May 2023

Dear Parent/Carer,

During the week of **2<sup>nd</sup> – 6<sup>th</sup> October 2023** students in Year 11 will have the opportunity to complete a **5-day work experience** placement with a local organisation. The key aim of work experience is to give students a broader view of the world of work and of the skills and attitudes involved, so that they might be better prepared to face the transition to an adult work environment.

**Please ensure you read this information carefully** so you are able to support your child to obtain a suitable work experience placement.

Students in Year 10 are currently learning about how to apply for a placement in their PSHE lessons and have been introduced to the application process. The application process is an important learning journey for students; how to make phone calls and letters of application will all be covered in these lessons. Students do need a lot of support from home to ensure they find a suitable placement and to work through the application process well ahead of the placement taking place.

This year, we are using the Placement Tool on [Unifrog](#). This is an online platform which all students are familiar with and have a log-in for. The Placement Tool enables students, employers and parents/carers to complete forms to provide information about placement arrangements and give consent. This is required in order for school to confirm the placement can go ahead.

The placements tool makes it easy:

- For students to get the ball rolling, then reflect on the placement afterwards
- For the employer to follow and confirm that they follow best practices in:
  - Safeguarding
  - Health and safety
  - Covid safety guidelines
  - Risk Assessment
  - Insurance
  - GDPR
- For the parent / guardian to stay informed of what's happening and to be able to chase employers for completion of form and supporting documents.
- For teachers to have an overview of the whole process, including knowing at any time the status of each student's placement.

Essentially the tool is a series of forms which need to be completed by specific people at specific times. Unifrog have woven through it explanations of technical terms, plus best practice guidance. As soon as one person fills in a form, the next person gets notified, so the whole process runs smoothly and automatically.

It is important to check your e-mails regularly for updates and reminders – please also check your junk mail box as the e-mails may get diverted to that instead.

Students will only be able to attend a placement on completion of the Placement Tool process and the Placement Co-ordinator at school has confirmed the placement can go ahead.

I strongly advise that placements are arranged as soon as possible and follows the process below in order to give us the best chance of confirming the placement.

*Please see below for the timeline and deadlines for each part of the application process to be completed.*

Date	Activity required
17 <sup>th</sup> May	Work Experience applications start
30 <sup>th</sup> June	<b>Deadline for students to complete initial form on Unifrog.</b> School will notify parents of students who have <b>NOT</b> met this deadline
1 <sup>st</sup> July – 19 <sup>th</sup> July	Encourage your child to check the status of their placement in Unifrog – they are able to send reminders to employers to complete forms in this tool but a phone call may also be a helpful reminder to employers.
20 <sup>th</sup> July	School will notify parents of students whose placements have <b>NOT</b> been confirmed by this date.
21 <sup>st</sup> July – 3 <sup>th</sup> September	Encourage your child to check the status of their placement in Unifrog – they are able to send reminders to employers to complete forms in this tool but a phone call may also be a helpful reminder to employers.
3 <sup>rd</sup> September	<b>Deadline for employers &amp; parents to complete forms on Unifrog.</b> If forms are completed after this date we cannot guarantee that there will be time for the placement to be confirmed by school.
4 <sup>th</sup> September – 10 <sup>th</sup> September	School placement coordinator will review & confirm placement details.
11 <sup>th</sup> September	<b>Deadline for school to confirm placement can take place.</b> School placement coordinator will confirm placements and make plans in school for students who have not secured a placement.

We will send out regular reminders about Work Experience through parent pay and our social media channels to ensure students are given the best chance at securing a placement but please be aware that a placement will not be able to go ahead if we have not been able to check and confirm this in good time.

Where this is the case, students will remain in school during the work experience week.

This year, we believe that students will be more successful in securing work experience placements using personal contacts including friends and family. We know that many local employers will be restricted in taking on students from local schools, due to changes in their working environments and practises. The Careers Team are available at lunchtime on Tuesdays and Wednesdays in the Careers Library (S16) to help support students in their applications.

Supporting documents, links and additional information for work experience applications can be found on the school website under the Parent / Carer section (<https://www.littleover.derby.sch.uk>). Please watch the information video which explains the process fully and supporting videos for how to use the Placement Tool on Unifrog.

If you have any enquiries about the Work Experience programme then please do not hesitate to contact the careers team by emailing [careers.ed@littleover.derby.sch.uk](mailto:careers.ed@littleover.derby.sch.uk).

Yours sincerely,

*Jenni Oversby*

Co-ordinator of PSHE and Citizenship