



March 2023

Dear Parent/Carer,

**Re: Year 12 Work Experience**

Following from the launch back in November, I would like to remind parents and carers that this year, as part of our commitment to providing students with an outstanding Careers Education that will empower and inspire, we will be offering all Year 10 students the opportunity to participate in work experience from Monday 17<sup>th</sup> to Friday 21<sup>st</sup> July. Students are able to extend it for a second week, should they wish to. According to a recent survey, 80% of employers think that work experience is essential.

To support with the administration of the work experience programme, we are introducing the Unifrog Placement Tool ([www.unifrog.org](http://www.unifrog.org)). This will help with 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:

- Students need to agree the placement with the employer first, and then students will start the process 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.**

Where paperwork has already been completed, students do not need to complete the information on Unifrog. Paper forms can still be used if this is the preferred method and these can be found on the Park Academy website ([www.park-aspirations.org/our-curriculum/career-education/](http://www.park-aspirations.org/our-curriculum/career-education/)).

Students need to source placements themselves, however we will support students with this. Students who are in need of some guidance should contact Ms Sehdev, Careers Lead, who is based at the back of the library. Ms Sehdev will then work with the students to research and contact possible placements.

All paperwork must be completed by Friday 28<sup>th</sup> April, however please do not let me know if an extension to this deadline is needed or if you have any queries.

This is an exciting opportunity for our students and we hope that they will enjoy the opportunity to experience the world of work.

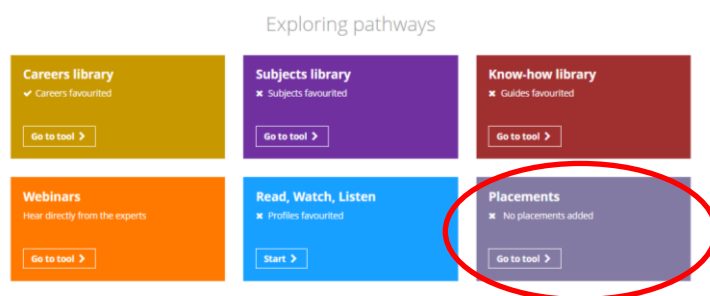
Yours sincerely,

Ms B Reynolds  
Senior Vice Principal

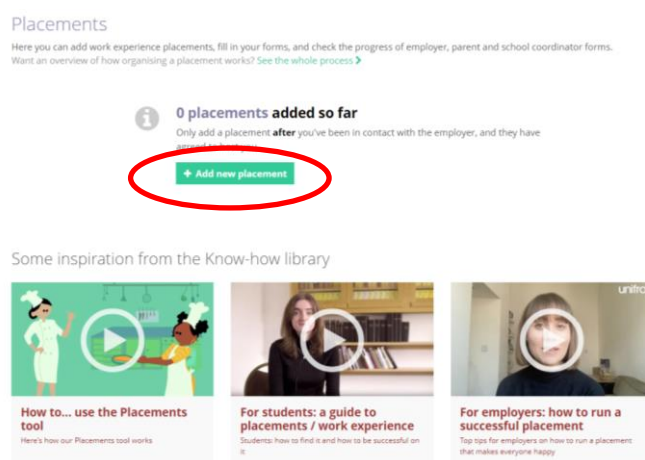
**Perseverance ♦ Aspiration ♦ Respect ♦ Kindness**

## Unifrog Placement Tool

1. Students need to log into their Unifrog account by visiting [www.unifrog.org](http://www.unifrog.org).
2. Find the Placement Tool on their home page



3. Students need to click on 'add new placement'



4. Students complete the initial contact form. It is crucial that details are inputted accurately so that contact can be made. Once the form has been completed and submitted, Unifrog will email the placement and start the process of collecting information.

**Student initial form**  
You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form.  
Afterwards we'll ask the placement lead to fill in the next form.

\* In person or Virtual

**Placements tool or Activities tool?** The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the **Activities tool instead**.

**Virtual or in person?** If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'Virtual'.

\* Placement coordinator

This is the school / college staff member who will be coordinating the placement from your school's / college's side.

\* Name of placement business / organisation

\* Placement start date

Placement end date

\* Describe the time commitment

\* Employer placement lead: name

\* Employer placement lead: email

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