



26th March 2024

Dear Parents, Carers, and Year 12 Students,

Year 12 Work Experience - Monday 17th and Tuesday 18th June 2024

In accordance with our Careers Programme, this summer term every Year 12 student will be participating in compulsory work experience on Monday 17th and Tuesday 18th June.

Work experience is a fantastic opportunity for students to develop their employability skills, increase their awareness of the working world and give them crucial shadowing of the workplace.

In order to prepare for work experience, please find attached an [information guide](#) for parents. This information guide explains the aims and learning outcomes of work experience, details the regulations and procedure for work experience placements and clarifies the steps students need to take next.

Students must find their own work experience placement and contact employers directly to find and secure their placement. They can do this by telephone or by email. We would strongly encourage students to contact employers in a sector/field that interests them, ideally an industry that they may wish to work in moving forward. It is expected that every student finds a work placement.

Once students have secured their placement, they must enter the information on to their Unifrog account under the 'Placements' tab.

The process is outlined below:

- Students complete research into companies and employers in the sector they are interested in.
- Students contact the companies/employers that interest them most from their research to ask if they would be able to complete work experience with them on the 17th and 18th June.
- Once a student has secured a work experience placement, they log in to Unifrog, click on 'Placements' and click to 'add placement' - students will need to pre-warn their work experience placement contact that they will be contacted by Unifrog and asked to answer a series of questions regarding risk assessments and safeguarding themselves once students have filled in their part.
 - Note: students will need the email address of their work experience placement contact ready to add the placement to Unifrog; students should put 17.6.24 as the start date and 18.6.24 as the end date; students should put Miss Turner or Mrs Gray as

their placement coordinator.

- Once the student and employer have filled in their part of the Unifrog placement form, parents/carers will be emailed by Unifrog and asked to give their consent to the work experience placement going ahead. You will be required to review the placement information, any risk assessments and ultimately have the overall decision on the placement going ahead. If you do not give your consent, your child will not participate in work experience and will spend the days in school.
- Following the placement, the employer will be contacted by Unifrog again and asked to evaluate the student - students should make their work experience placement contact aware that they will receive this request.
- Students will then be asked by Unifrog to evaluate their own experience.

To support with preparing for this work experience, we encourage every student to log into Unifrog at home and watch this [‘For students: a guide to placements/work experience’ video](#). It can be found under the ‘Know-how Library’ tab.

Please feel free to contact us if you have any queries or if your child has any questions about finding a work placement (oturner@presdales.herts.sch.uk or careers@presdales.herts.sch.uk).

Kind regards,

Miss O Turner and Mrs D Gray
Head of Sixth Form and Careers Coordinator