

Work Experience Process 2023/24



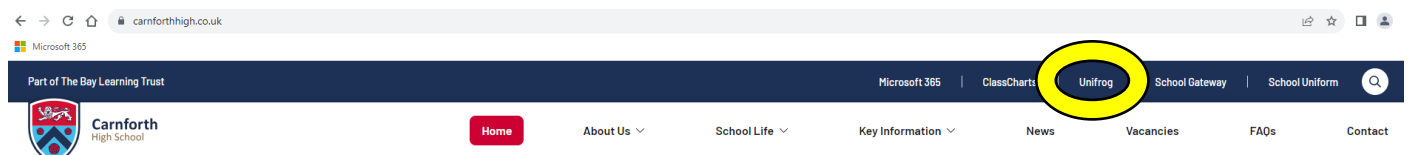
November 2023

Dear parent/guardian,

We are using 'Unifrog' for the administration of Year 10 Work Experience this year. **Placements must be organised by the student and yourself.** Through Enrichment Days, assemblies, form times, our newsletter, information on our website and other events in school, we will also support the students with this process. Students can also find me in my office across from T2 or email me on emcgauran@carnforthhigh.co.uk.

All students need to be out on work experience during the work experience week. The student must identify and make contact with employers that they would like to have a placement with for the week, which is **Monday 24th – Friday 28th June 2024**. If the employer initially agrees to the placement, the student will need to make note of their contact details, including name and email address.

On Enrichment Day 1 on Wednesday 22nd November, all Year 10 students in school had a lesson on using Unifrog and thinking about how to identify potential work experience placements. **They can sign in at any time on any device to Unifrog at: www.unifrog.org/sign-in** or via the link on the homepage of our school website:



Welcome to Carnforth High School

If they forget their password, they can reset it from the login page and will receive an email to their school email address.

Once the student is logged in, they can see the following options. They need to click on the 'Placements' tool to enter the details of the work experience placement they are hoping to go on.

Exploring pathways

Careers library ✓ Careers favoured Go to tool >	Subjects library ✓ Subjects favoured Go to tool >	Know-how library ✗ Guides favoured Go to tool >
Webinars Hear directly from the experts Go to tool >	Read, Watch, Listen ✗ Profiles favoured Start >	Placements ✓ 1 placement added, 1 completed Go to tool >



Once they click on 'Placements' they will see this screen.

Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms. Want an overview of how organising a placement works? [See the whole process >](#)

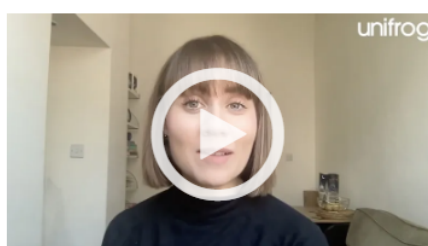


0 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

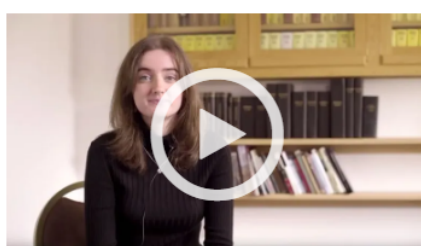
[+ Add new placement](#)

Some inspiration from the Know-how library



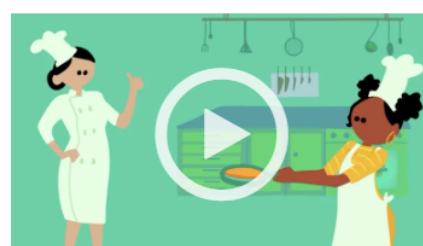
For employers: how to run a successful placement

Top tips for employers on how to run a placement that makes everyone happy



For students: a guide to placements / work experience

Students: how to find it and how to be successful on it



How to... use the Placements tool

Here's how our Placements tool works

Here there are videos aimed at employers, students and parents/guardians explaining the process. **As a parent/guardian, you can also view without having to sign into Unifrog here:**

<https://www.unifrog.org/placement/parent-guides>

By clicking on '+ Add new placement' you can add all the key details of the employer that has agreed to the placement:

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 at the employer to fill in the next form.

* In person or 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

The first two boxes should be completed as follows:

* In person or Virtual

* Placement coordinator

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

And the dates are as follows (unless a different arrangement is being proposed, in which case school should be consulted first):

* Placement start date

Placement end date

After this there are more areas to fill in, including questions around how the student will get to the placement, whether the student has any needs/illnesses/injuries that the placement should be aware of, etc. The student will also need to add *your* email address as parent/guardian.

They then must confirm the following:

Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

* Agree Yes, I agree to **all four points** above.

After this, Unifrog will contact the employer, you as parent/guardian and the school to gather key details. This will include the employer's insurance details (which are a legal requirement) and your permission for your child to go on the placement. If everything is completed satisfactorily after this, the placement will be confirmed.

We have aimed to launch Work Experience early this year to give our students an advantage in identifying and arranging the best placements for them. **Please do let us know as soon as possible if you need any help or advice finding placements**, as places will be competitive and other schools may opt to have their work experience at the same time.

Work Experience is a vital part of the school experience, and a great tool for preparing students for their post-16 pathways, which is why all Year 10 students are expected to complete this week.

Thank you in advance for your support,

Emmet J. McGauran
Assistant Headteacher for Personal Development
Carnforth High School