

Work Experience Process 2023/24



January 2024

Dear parent/guardian,

I wrote to you in November to make you aware of our Work Experience plans for this academic year. **All students in Year 10 need to be out on Work Experience during the Work Experience Week, which is Monday 24th – Friday 28th June.**

That previous letter, which outlines how you and your child need to use the Unifrog platform (www.unifrog.org/sign-in) to organise their Work Experience placement, can be found on our school website here: <https://www.carnforthhigh.co.uk/school-life/careers/> within the 'Work Experience' section.

Due to the competitive nature of Work Experience placements, it's important that you work with your child to organise a placement as soon as possible (many thanks to those who have already begun this process).

A guide to support students is also available on our website. Students were given this guide, shown how to identify placements, how to contact placements and how to add the details to Unifrog during Enrichment Day 1. They have also been reminded about this in assemblies, including earlier this week.

In short, students need to:

- identify a sector in which they would like to work (e.g. 'law' or 'plumbing')
- contact businesses in this sector to see if they will accept them for the Work Experience Week
- if accepted, get the employer's name, email address and the address of the business
- enter these details into the 'Placement' tool on Unifrog
- Unifrog will then contact the employer to check that everything needed is in place, including Employer's Liability Insurance and Risk Assessments (if the employer cannot show that they have these things then a student will not be allowed on placement)
- Unifrog will then contact you as the parent to confirm that you agree to the placement

To ensure that there is sufficient time to check all placements in advance of Work Experience Week (and make alternative arrangements, etc. if there are any issues) there is a deadline for the organising placements.

You need to ensure that you your child has entered the details of their chosen Work Experience placement onto their Unifrog account by Friday 29th February.

If you need further help or guidance with the Work Experience process (and can't find what you're looking for on our website) I am available to contact for support at this email address:

emcgauran@carnforthhigh.co.uk.

Thank you in advance for your support,

Emmet J. McGauran

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