

Tuesday 16th January 2024

Dear Parent / Guardian,

All students in Year 10 and Year 12 are going to be on work experience from 8th to the 12th July 2024. Each day, all students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (with support from their families) should **source their own work experience placements**. The careers guidance team including Year 10 and 12 Tutors will do their best to provide support for any students who have been unable to find their own, but this resource is limited.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example 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 get the ball rolling 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 is essential that students add the initial information about the placement accurately**.

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact Mrs Watts (Careers Lead) or your child's Group Tutor

Thank you in advance for supporting your child to find a placement. Please do make use of Unifrog's guides to help you and refer to the Work Experience Section on the QPHS website.

Kind regards,

Mrs A Watts
Careers Lead