



10 January 2024

Dear Parent / Carer

All students in Year 12 are going to be on work experience for 5 days, however there are two possible opportunities when this can be undertaken:

- Week A – Monday 24 June 2024 to Friday 28 June 2024
- OR**
- Week B – Monday 1 July 2024 to Friday 5 July 2024.

During those two weeks, lessons will be on as usual and their teachers will have the opportunity to offer a more personalised experience; students will have one week where each day is spent with their host employer, whilst the other week will be in the academy following their usual timetable.

I am keen for students to gain a greater understanding of the world of work; it gives them the chance to learn about what type of job they might enjoy, develop their skills, and enhance their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) should source their own work experience placements. The careers department will do its best to support students in finding a placement but because we have limited resources, we expect to only be able to help a few students.

We are using Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the work experience placement – 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.

### Work experience placement logistics:

- The student needs to agree the placement with the employer **first**, and then the student will get the ball rolling by completing a “**Work Experience Student Request Form**”, which is available in the Careers Office.
- Once the Careers Department has carried out necessary checks, they will be called in to add the employer details accurately to their Unifrog account.
- The Unifrog system will email to the employer information and a form; it contains questions about health and safety, safeguarding, risk assessments and insurance.
- Once the employer submits the required information, the parent / guardian will be sent an email by the Unifrog system containing a summary of the work placement and employer's responses. The parent/carer will answer some questions about the work placement and give permission for the child to attend.
- After the parent submits the relevant information, the Careers Department will receive an email summarising all responses. They will carry out final checks, undertake a site visit if necessary, and then fully authorise the work experience placement.

**Please turn over**





## Work experience placement support:

- 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.

We wish you the best of luck with supporting your child to find a placement. Please do make use Unifrog's guides to help you. If you have any questions about work experience, please contact Miss Mclean, Work Experience Placement Officer, at [cmclean@sandwellacademy.com](mailto:cmclean@sandwellacademy.com).

Yours sincerely

*C Mclean*

**Claudette Mclean**  
**Work Experience Placement Officer**

