



October 2023

Dear Parent/Carer,

All students in Year 10 will be going out on work experience from 01-05 July 2024. During this period there will be no lessons 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 gain some experience in the workplace. We know it can be one of the most transformational experiences young people have during their education.

Students should source their own work experience placements. The school will do their best to find placements for any students who have been unable to find their own, but because we have limited resources, we expect to only be able to help a few students.

In January, students will have an assembly on the work experience process, including why work experience is important and how to make the most of this opportunity.

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). . Please see attached Student 'Initial Form' which gives details of the information that students will need when adding the placement to their Unifrog account.
- The Unifrog system will then email the employer, the Parent and the school, to collect the necessary information and permissions. For the process to work, **it's 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 start having conversations with your child on where they may like to go and what their interested are.
- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact Maria Beale, Careers and Work Experience Coordinator mbeale@purbeck.dorset.sch.uk

If you have any queries at all or need any help with sourcing a placement please do not hesitate to contact me.

Yours faithfully

Maria Beale

Careers & Work Experience Coordinator