



Wallington High School *for Girls*

HEIRS OF THE PAST, MAKERS OF THE FUTURE

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Dear Parents/Carers,

RE: Year 12 Work Experience Programme

Work Experience gives students valuable insight into the world of work, encourages them to develop their enterprise and employability skills and helps them explore potential careers. The Department for Education's careers strategy requires students to have had two experiences of a workplace by the age of 18, additional to any part-time job they may have. The work experience placement enables the student to experience the rigours of the workplace and offers an opportunity for them to sample different working environments, which in turn may help them to select a career path, subject options or university course. Numerous university courses and apprenticeships are in high demand, and meaningful work experience can serve as a strong indicator of a student's genuine commitment to pursuing them further.

This year, all Year 12 students will participate in a mandatory work experience programme scheduled for **15th July to 19th July, 2024**. The responsibility of securing work experience placements rests with the student and their families. The school's careers team will make efforts to assist students who are unable to find placements independently, but given resource limitations, their capacity to provide help will be limited.

To streamline the administration of the work experience programme, we have adopted Unifrog (www.unifrog.org) as a central platform. Unifrog facilitates various aspects of the process, such as collecting essential information from employers, including Risk Assessment and Health & Safety policies, and obtaining parental consent for the placements. It is important to note that any work experience undertaken outside the designated school dates should not be recorded on the Unifrog Placements tool. Instead, we will guide students to log such experiences in another section of the Unifrog system.

Important Logistics for Student Placements:

- 1. Placement Agreement:**
Before proceeding, students must obtain approval for their placement from the employer.
- 2. Recording Placement on Unifrog:**
To initiate the placement process, students should add the placement to their Unifrog account.
On their Unifrog homepage, students will find the "Placements" tool for this purpose.
For coordination, please designate Mrs. L Parkinson as the named Placement Coordinator.
- 3. Unifrog Email Notifications:**
Following the recording of the placement, the Unifrog system will automatically send email notifications to key stakeholders including; the employer, parent/guardian and School.

These emails will serve to collect essential information and permissions required for the placement to proceed.

4. Accuracy of Initial Information:

To ensure a smooth process, it is crucial that students provide accurate and complete information about the placement when recording their placement.

Finding out more:

- Unifrog has created a set of work experience placement guides, available [here](#), encompassing a concise animation explaining the placement process and a detailed step-by-step guide.
- For advice on how to find a placement, we recommend reading Unifrog's guide to finding and being successful in a placement found [here](#).
- Further information and any placements can be found on the online [WHSG careers noticeboard](#).

Next steps:

- Please read the placement guides on Unifrog and encourage your child to start contacting possible employers for the placement. We would appreciate you spending some time exploring any contacts your child can use and by helping them to explore and research local companies which may be able to provide a placement.
- Please ensure your child has found a placement and logged this onto Unifrog by **Monday 15th April 2024**.
- You may be able to offer a work experience placement to another WHSG student; if this is the case, please contact Mrs Lisa Parkinson at the address below.
- If you have any questions, please look at the Q and A sheet or contact [Mrs Lisa Parkinson Careers Coordinator](#).

We wish you the best of luck with supporting your child to find a placement.

Yours faithfully,

Mrs L Parkinson
Careers Coordinator