

Q. Why do work experience?

A. Work experience is a statutory requirement. It gives students valuable insight into the world of work, encourages them to develop their enterprise skills and helps inform them of potential careers. It is also a chance for students to develop and show evidence of vital employability skills such as self-confidence, communication and independence and possibly explore career areas they are considering for the future.

Q. When do students take part in the work experience programme?

A. The Programme runs from **Monday 12th July – Friday 16th July 2027.**

Q. Is it compulsory for all students to take part in the work experience programme?

A. Yes, the programme runs in term time and all students must take part during the above week. Any absence must be reported via the usual procedure.

Q. Do students need permission to take part in the programme?

A. Yes, parents and carers must provide consent on Unifrog once the employer has agreed and completed the Unifrog form.

Q. Does the school find placements for students?

A. To ensure that students get a placement with a company/sector that they are keen to explore we ask students to find their own placements. Any opportunities shared with the school will be communicated to students via the Careers Noticeboard and Student Bulletin. However, we receive very few opportunities, so students are expected to find their own work experience.

Q. How does the school support students during the time they are trying to find a placement?

A. There will also be an assembly on the work experience programme, as well as PSCE lessons covering the application process. Unifrog is an excellent resource to support with applications.

Q. How can Parent's & Carers support the process?

A. We would appreciate you spending some time exploring any contacts your child can use and helping them research local companies which may be able to provide a placement.

Q. What if the student cannot find work experience in an area they are keen to explore?

A. Work experience enables students to build on key employability skills. If students can't find work experience in a career area that really interests them, they should look at the skills they need in their ideal job and then find a placement in another career area that may be easier to find work experience in, and that will allow them to build the same key skills.

Q. Can work experience be virtual?

A. No, an in-person work experience placement is expected during the WHSG designated work experience week.

Q. What happens if the student finds a work placement outside the WHSG designated work experience week?

A. Finding an extra placement is a really worthwhile and that additional experiences will help you to make some more informed decisions about your future career. These should be loaded on the Placement section on Unifrog.

However, we strongly recommend that any extra placements should take place during school holidays. If the student wishes to take a placement during school time, they would need to request permission as per the usual absence procedure. Please note, these requests will be authorised on a case-by-case basis and permission may not be granted. **If the extra placement is authorised, the student will still need to look for a**

placement during the school work experience week in addition to anything else you have done/will be doing.

Q. What should the student do when they find a placement?

A. Students should navigate to the "Placements" section on the Unifrog homepage, enter the details of their placement, and designate Mrs. L. Parkinson as the named Coordinator.

Q. Does the school visit the placements to carry out a health and safety check?

A. The Department for Education and the Health and Safety Executive guidelines advise that we do not visit employers to carry out a risk assessment. Instead, we assess placements following desk top assessment procedures via the Unifrog platform. During the placement, the student is likely to receive a phone call from a member of staff as a check-in.

Q. How do you assess a company for work experience?

A. Before confirming the placement, employers have to confirm on the Unifrog platform that they have employer liability insurance in place, a written health and safety policy and that they have assessed the risk to workers under the age of 18. We also ask employers to provide details of the type of work the student will be doing whilst with them.

Q. What if the student agrees a placement with an employer who does not have employer liability insurance?

A. Some smaller companies or those employing only relatives may not have employer liability insurance. In this instance, we would be required to carry out additional checks and seek additional parental permission for the placement to take place.

Q. Are there any limitations on the distance of placements?

A. As we are not required to visit employers there are no limitations on distance for UK placements.

Q. Can the student undertake work experience with a company outside of the UK?

A. Due to varying health and safety laws outside of the UK only placements within the UK will be authorised. The exception, would be when the placement is organised by a British company e.g. Blue Stamp Travel.

Q. What happens when a placement has been checked by the school and meets all of the requirements?

A. Once the placement is authorised by the school, Unifrog will notify the parents/carers and the employer that the placement has been approved and can proceed.

Q. How will the school help prepare students for their work experience placement?

A. Before the start of the placement students are briefed on how to get the most out of their work experience and also how to ensure they keep themselves safe whilst on placement.

Q. Does the school inform the students work experience employer if they have a medical condition?

A. Parents and students are asked to inform the employer of any medical conditions via the Unifrog forms. Due to confidentiality the school does not pass on any medical information that it holds on students.

Q. Is there a work experience debrief?

A. Each employer is sent a debrief form via Unifrog and will be asked to carry out a student debrief at the end of the placement. Students will be able to log any employability skills learnt during the placement on their work experience log and this can be referred to during the debrief with the employer.

Q. I don't seem to have received any emails from Unifrog?

A. If anyone involved says they aren't getting the automated emails that the system generates, they should check their junk folders and add noreply@unifrog.org to their safe sender / whitelist.