21st September 2023

Dear Parents/Carers,

**Year 10 Work Experience**

As part of our commitment to our careers provision, this year Campion School are planning to run work experience for Year 10 students. This event will be beneficial, helping to shape career ideas, whilst also enabling students to recognise the relevance of the school curriculum in the workplace.

Interactions with employees, employers and work environments are proven to assist the development of employability skills and awareness of the world of work.

The work experience will take place over a period of five days, **Monday 1st July** to **Friday 5th July 2024** inclusive.

To organise and manage the administration of the work experience placements we will be using Unifrog, the school’s online careers and destinations platform. This site enables employers to complete vital information and upload all necessary documentation, for example, the Employer’s Liability Certificate, Risk Assessments and Health and Safety Policies.

In order to gain a sense of independence, as well as practising the skill of finding employment, students will be required to source and contact the employers themselves to secure a placement. To prepare students for this task, they will receive helpful guidance on how to approach employers through a PSHCE lesson.

I have also attached below a link which gives further advice to students on how to find a placement:

[www.unifrog.org/placement/parent-guides/for-students-a-guide-to-placements-work-experience](http://www.unifrog.org/placement/parent-guides/for-students-a-guide-to-placements-work-experience).

Students will need to secure a placement with an employer **before** starting the process with Unifrog.

Once students have an agreed placement they will need to log into their Unifrog account (<https://www.unifrog.org>) and input the employer’s details, along with your details.

During this process students will be requested to input their date of birth and any additional needs they may have, e.g. medical needs. Please be aware that these details will be forwarded to the employer so that they can ensure sufficient insurance is in place for the placement.

It is essential that students input the initial information about the placement and your details accurately. An assembly will be held for students detailing the key points they need to be aware of when inputting the details on Unifrog.

Once completed, Unifrog will then contact the employer to request the relevant documents from them, before contacting yourself for your consent to the placement. Finally, Unifrog will then send all the documentation and consents to the careers team at Campion to review and for approval.

In order to approve the placement, documentation from all parties will need to be completed no later than **Friday 26th April 2024.**

Unifrog have set a number of guides to help students and parents/guardians understand the process. The following guide is a short animation explaining how the whole process works: [www.unifrog.org/placements/parent-guides/how-to-use-the-placements-tool](http://www.unifrog.org/placements/parent-guides/how-to-use-the-placements-tool).

If you would like further information on Unifrog and the process, guides for parents/guardians can also be found at [www.unifrog.org/placement/parent-guides](http://www.unifrog.org/placement/parent-guides).

Should you require any further information or have any questions please contact me on 01604 833900, or alternatively, email careerslead@campionschool.org.uk.

Yours sincerely

Mrs N Capon

**Careers Co-ordinator**