

Dear Parent/Carer,

**Year 12 Work Experience Week commencing Monday 15th July 2024**

We would like to inform you that all year 12 students need to go on a compulsory work experience placement for two weeks from the 15th July until the 26th July.

Work experience is a valuable opportunity to learn new skills and develop them in a work based context. The two weeks are not aimed at training for a specific career, although ideally it will involve an area of potential career interest. Fundamentally it is a time for our students to be motivated and challenged, and to gain an insight into the world of work. All employers value staff who are enthusiastic, reliable, able to take the initiative, get on with others, and are willing to learn. The work placement will provide personal experience of these important qualities.

We are using Unifrog ([www.unifrog.org](http://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. Please make yourself familiar with the [placement tool](#).

Students need to agree to 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).

The Unifrog system will then email the employer, the parent / guardian, 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.

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.

It is advisable that a placement is found quickly as many of the larger, professional organisations have already promised work experience to other students.

If you have any queries please contact me on [amanda.unger@cleevepark-tkat.org](mailto:amanda.unger@cleevepark-tkat.org) or via the school office.

Yours sincerely

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**[www.cleevepark-tkat.org](http://www.cleevepark-tkat.org)**

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