



November 2023

Year 12 WORK EXPERIENCE July 2024

Dear Parents/Carers

As part of Southmoor Academy's work-related learning curriculum, we are offering students in Year 12 the opportunity to participate in a work experience placement in **July 2024**. It is a great opportunity for all students to spend some time with an employer or other organisation, allowing them to experience as far as possible the hours, working conditions and regulations they may encounter when they go to work themselves. The dates of the one-week placement for this year are: **Monday 8th July to Friday 12th July 2024**.

Students are encouraged to arrange their own placement. From now, students can start contacting local businesses to find a suitable placement.

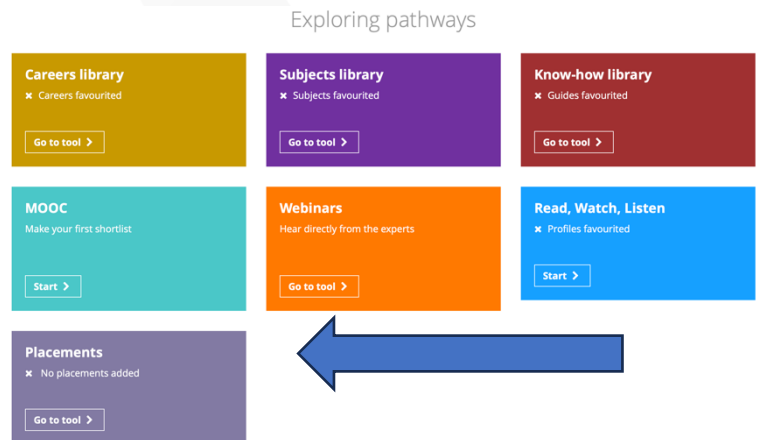


For the first time this year we are using the **Placements** tool on our new Unifrog careers platform to manage the work experience system. There are no longer any paper forms to be returned and all documents will now be completed online which means that students, employers, and school can follow the process in real time. Students will be given detailed instructions during their Personal Development lessons and with form tutors on how to complete the process; however, the relevant points to get started are summarised below.

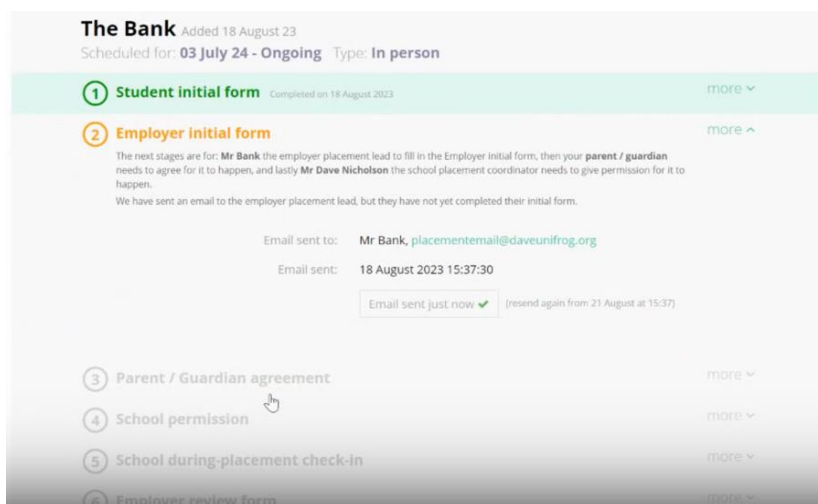
1. When a student has confirmed a placement with an employer, the student must log on to their Unifrog account and go to the **Placement** tool. Then click on '**Start New Placement**'.

2. Students must then complete the 'Student Initial Form'. **The following details are important:**

- The placement is 'in person'
- Placement Coordinator is 'Mr Gowans'
- Placement start date is 8th July 2024
- Placement end date is 12th July 2024
- Describe time commitment – student will need to get this information from the employer. For most students it will be 'Full time', but some students might be working 'evenings'. The employer will need to give students this information. If students are not sure, they can enter TBC (to be confirmed).
- Employer placement lead: name and email address must be correct
- Parent/guardian details: name and email address must be correct



3. Once students have completed the form (they can leave and come back later to the form if they need to get more information), you must click *Form Finished?* **and** *Add Placement*. Once they have clicked these buttons, the automated process starts.
4. Students will then see a screen which shows the progress of their Placement. It is possible to edit the 'Student Initial Form' at any time from this screen.
5. The employer will be sent an email with a form to complete for more information about the placement and for various documents to be uploaded. Students will be able to monitor the progress of this using the **Placements** tool.
6. Once the placement has been fully agreed by the employer, Parents/Carers will be sent an email which will ask for agreement. No login is needed for this – it will be completed using an online form.
7. The school will then check all the Health & Safety requirements and sign off the placement when completed. Again, students will be able to monitor the progress of this.



The final deadline to complete the 'Student Initial Form' is **Friday 14th June 2024** to allow for all Health & Safety, Risk Assessment and Insurance checks to be completed before your child can take part in a placement. Without these checks being completed, your child will be unable to complete their placement. Students can start creating Placements at any time from now. Where placements are deemed unsuitable in terms of health and safety, the student will not be allowed to attend that placement.

If students are having any difficulty setting up their placement using the 'Student Initial Form', they can speak to Mrs Robinson, any member of the Sixth Form team or me and we can support with this. If students have forgotten their Unifrog password at any time, they can reset themselves by going to <https://www.unifrog.org/sign-in> and clicking 'Reset password'. If you have any concerns or queries please do not hesitate to contact Mr N. Carter, Sixth Form Pastoral Leader, or me via the school office or email (careers@southmoormat.co.uk), or refer to the work experience section on our school website which contains more information.

Yours sincerely

Mr S. Wareham
Assistant Headteacher – Student Progression (Careers Leader)