

7 September 2023

Dear Parent/Carer

Re: Year 12 Work Experience

When your child is in Year 12, all students are given the opportunity to spend time working in the local community or virtually as part of our Employability and Next Steps Programme. The placement can be carried out at any point within the academic year of 2023-2024. Students need to find a placement that is between 2-5 days long; students may of course do extra days during the holidays arranged directly with parent consent, rather than through school.

Students can email nextsteps@fromecollege.org if they need any additional information or support. Once students have found their placement, they will need to complete the placement form on <https://www.unifrog.org/>. This will then activate the medical and consent forms to families and companies to ensure everything is in place for the visit. Students will be shown how to complete the forms in school, but I have also included a link to the videos that explain how to complete the placement form.

<https://cdn.unifrog.org/video/hfxcu5f6a6/480.mp4>

<https://cdn.unifrog.org/video/25r9oaxa11/480.mp4>

If a student has not already activated their Unifrog account, they will need to go to <https://www.unifrog.org/>, click on 'sign in' and then click on 'resend welcome email' which can be found underneath the log in bar.

Students are encouraged to find their own placement with support from their families. Placements should be chosen to give students experience in the type of job they may like to pursue as a career, **not what is easiest to arrange**. Consider what the student may do after Year 13. It is vital they take this opportunity to gain an insight into whether they would enjoy this career.

If students have a specific career that is difficult to access due to our location or their age, there are companies who run virtual work experience placements throughout the year that students can attend whilst based at home. The following websites are great for finding virtual work experience placements.

<https://www.springpod.com/virtual-work-experience>

<https://www.speakersforschools.org/vwex/>



As Frome is a small community, we encourage students to think about work further afield and consider towns where family and friends travel to work to help with transport.

Because we are keen that students arrange and explore a career of interest to them, rather than one which feels comfortable or easy to arrange- there are 2 types of placements which are not permitted:

- 1) Students may not attend placements at their previous school. If they have already mentioned teaching as a career of interest, they may attend placement in a school which they have not attended as a pupil.



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- 2) Students may not work directly with parents. They may attend a company which the parent works for, if they are genuinely interested in this career, but must report to a different person within the business. The aim is to give the student a realistic insight into being an employee.

Students will need to contact employers and follow up, as often people are busy and do not reply. This will help them gain skills in persistence and politely chasing up. It can take applying to several placements to be successful, which replicates the job market where it takes effort, resilience and tenacity to secure employment.

Employers must hold “**Employer Liability Insurance**” for pupils to be insured. They should have this if they have more than 5 people working for the company, however individuals do not. Parents should research the reputation of the company selected to ensure you are happy your son/ daughter is attending a reputable placement.

For further information about how to complete forms, apply for a placement and contacts who have helped with placements in the best, please see the attached booklet.

The deadline for the online Unifrog forms is 28 March 2024.

Work Experience is always a steep learning curve for students, but equally it is an extremely positive and fruitful time for all students who approach it with enthusiasm. It provides key experience for their CV and for helping students gain insight into a career. We look forward to your support in helping to make it a successful placement for your child.

Yours sincerely



Charlotte Gale
Careers Lead