



## Work Experience 2024

### Student and Parent FAQ

#### How do we complete the Unifrog information?

Firstly, log in to Unifrog using the welcome email sent to student school email addresses. Go to the 'Exploring Pathways' section and click on 'Placements'

Exploring pathways

The screenshot shows the 'Exploring pathways' dashboard with the following tiles:

- Careers library** (yellow): Careers favourited. Go to tool >
- Subjects library** (purple): Subjects favourited. Go to tool >
- Know-how library** (red): Guides favourited. Go to tool >
- MOOC** (teal): Make your first shortlist. Start >
- Webinars** (orange): Hear directly from the experts. Go to tool >
- Read, Watch, Listen** (blue): Profiles favourited. Start >
- Placements** (purple): No placements added. Go to tool >

Click on the green 'add new placement' button.

#### Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms. Want an overview of how organising a placement works? [See the whole process >](#)

The screenshot shows the 'Placements' page with the following content:

- Information icon (i)
- 0 placements added so far**
- Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.
- + Add new placement** button

Complete each section with the relevant information about your placement. Placements must be in person, and the placement coordinator is Mrs Brown.

#### Who do we contact if we have problems accessing school email?

Please get in touch with your Head of Year, the ICT team or your ICT teacher.

#### When do we need to have the Unifrog information completed by?

As soon as possible! It's wise to get the information in as soon as you can to allow us to check and verify the placement and to advise you what to do if the placement isn't suitable. Over 300 students will be doing work experience and we need ample time to check them all thoroughly. A suitable deadline to aim for will be February half term.

#### Can students complete placements with parents or close relatives?

Yes! We know that any change of routine can cause anxiety so having a familiar face to work with can reduce that stress. Even if the placement is not in an employment area that the student might be interested in, the opportunity to learn valuable transferrable skills will be hugely advantageous.

**Can students do work experience in school?**

We would prefer for this not to happen, but we understand that in some cases it may be best for the student. Please see or email Mrs Brown before approaching school staff to ask for a placement.

**What is the provision for students with SEND?**

Students with specific needs should discuss work experience with their Key Worker. A bespoke programme can be worked out to support students and families.

**My child will be out of their comfort zone. What provision will be in place to support their mental health?**

We understand that the process can be unsettling for some students - this is a completely normal reaction. We will support all students by giving full instructions at the time they need them and reminders to keep them on track. We will ensure they have plenty of time to complete the actions required of them. We will have drop in sessions in the careers office so they can talk about the process with people who understand what is required of them. All students have access to mental health ambassadors and we will make sure that wellbeing checks are part of the work experience process.

**Is there a timeline for us to work to?**

<b>December - February</b>	Search for placements and upload details on to Unifrog.
<b>March</b>	Allocate placements to students who have been unable to find their own.
<b>February - April</b>	Active tutorials, preparation for work placements, final checks on placements and health and safety verification.
<b>May</b>	Placements begin.