

15/1/24

Dear Students & Parents / Guardians,

Subject: Year 11 Work Experience – Monday 1st July to Friday 12th July 2024

Your son has been engaging in numerous careers activities since he started this crucial year: Employer talks, Post-16 Pathways presentations, Options Evening, Taster lessons and many more.

A very important element of careers education is getting real-life practical experience to raise our pupils' employability skills and prepare them for the world of work. Work experience is the perfect time for students to enhance their work-readiness skills, many of which your son is already developing through all the careers and co-curricular activities he has been involved in.

On Thursday 5th February, Y11 students will have an assembly by an OW, Partner at a world's Big 4, talking to them about the importance of Work Experience for their next steps.

Further to our letter from July 2023 to help you plan this academic year, we would like to remind parents that all pupils need to take part in our Y11 Work Experience programme (after the GCSE exams) and they should complete 5 days' worth of work experience from the options below:

* Monday 1st July	*Monday 8th July
*Tuesday 2nd July	*Tuesday 9 th July
*Wednesday 3rd July	*Wednesday 10 th July
*Thursday 4th July	*Thursday 11 th July
*Friday 5th July	*Friday 12 th July

(Any 5 days from the above list, and the **deadline to secure a placement is Tuesday 7th May 2024**).

The placement should be in person. If this isn't possible, as a last resort, we will approve virtual placements.

To reflect what happens in the real world, pupils should seek work experience placements on their own accord, being resourceful by contacting familial, social & employer networks. Please encourage your son to secure a placement sooner rather than later so he can turn his focus to the summer GCSEs.

Some great places to look for opportunities are detailed at the bottom of this letter.

We are using our careers platform [Unifrog](#) for our Work Experience, and it comprises 3 essential elements:

1. Completion of an online Unifrog Work Experience form (explained further below)

2. Undertaking the Work Experience placement and completing the Unifrog Work Experience Journal. This will be an electronic written record that will contribute to your son's portfolio of information, which can be used for University applications or future career progression.
3. Thanking the host and Requesting a Reference where possible.

Please be aware that the School cannot accept responsibility for your son's health and safety while he is on his placement. His duty of care will be entirely your responsibility.

Please carefully read the following instructions with your son:

1. Make sure your son has his Unifrog log in details: log onto www.unifrog.org and sign in using his school email address and password. If he cannot remember his password, please click on password reset to generate a new one. Check the junk email folder if the email doesn't come into the inbox.
2. Make sure your son has the information below to be able to progress to Step 3 (and complete the online form):
 - School placement coordinator name (this is Mrs Sweta Thakrar)
 - Name of the business/organisation
 - Employer placement lead name and email address
 - Placement address
 - Is this the workplace where he'll be based throughout the placement?
 - Will he live at home as normal during the placement?
 - How will he travel to and from the placement?
 - Does he have any special needs, illnesses, or injuries that need to be known?
 - Parent/guardian details (they must be your emergency contact)
 - Does he abide by confidentiality, safety, and employer requirements?

Until you have all the above information, you cannot proceed to the next step.

3. Follow the instructions on [this](#) video in completing the Unifrog work experience form.
4. Once your son's form has been completed, Unifrog will trigger a form to be submitted to the employer. You can alert your employer in advance to expect the form after your submission (keeping an eye on their Junk folder) and they can also see [Employer information](#) to help them.
5. Once the employer has completed the form, the School will receive notification that your son's Work Experience Placement has been secured.
6. Reminder: all this needs to be completed by Tuesday 6th May 2024 so final checks can be completed.
7. When your son has completed his work experience, he should complete the Work Experience journal on Unifrog, by following the instructions on [this](#) video.

While this is a tech-heavy process, we believe it is reflective of the journey your son will follow in the world of applications, UCAS, apprenticeships, etc., so there is no time like the present to get him used to stakeholder/employer engagement and ownership of application processes.

As a parent, your key responsibilities are to:

- read this information & make sure your son has secured a placement by **Tuesday 6th May 2024**.
- give consent via the Unifrog form
- support your son in finding a placement
- ensure your son can travel to and from the placement, so please ensure placement locations are appropriate
- inform the employer of any absence from the placement within 30 minutes of the usual start time
- encourage your son to complete his electronic Unifrog Work Experience Journal
- be responsible for the duty of care for your son from Monday 1st July 2024 to Friday 12th July 2024 (both inclusive) as he will not be expected at school during this time

If you have any questions about the Work Experience Programme or would like to discuss the above information further, please do not hesitate to contact us.

We hope your son will find his work experience opportunity a fulfilling one!

Good luck and thanks,

Your sincerely,

Mrs. Sweta Thakrar
Careers Lead (swt@rgshw.com)

Ms. Fiona Morley-Smith
Careers Administrator (fzm@rgshw.com)

Work Experience Providers in case you do not have your own networks:

www.investin.org (students pay for this but there are also opportunities for a couple of bursary places for RGS Pupil Premium students; remaining students can use RGSHW10 for a 10 % discount code)

<https://bucksskillshub.org/work-experience>

<https://www.springpod.com/>

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

<https://young-professionals.uk/>

<https://pathwayctm.com/events/>

<https://www.theforage.com/>

<https://www.thebrokerage.org.uk/>

<https://www.studentladder.co.uk/work-experience/#>

<https://amplifyme.com/> (students pay for this)