Can You Help?

Could you help support our Work-Experience Programme?

Please do get in touch.

Year 10: Tuesday 23rd April – Thursday 25th April 2027

Year 12: Monday 28th June – Friday 2nd July 2027

Why is Work Experience Important?

Gatsby Benchmarks 5 and 6

‘Encounters with employers’

‘Experiences of workplaces’

But most importantly, Work Experience allows students to:

‘link their curriculum learning to the world of work, develop **work-ready skills** and **experience and evaluate** a placement in an industry of interest’

Students from last year's Work Experience:

- **All of our students thrived – the employer feedback was outstanding**
- **97% of students said that they enjoyed WEX**
- **65% said that WEX had helped them to decide on a future career**
- **98% felt that they chose the right company for WEX**

'I had one of the best weeks of my life and I am so grateful to have the opportunity to go out and experience a workplace - I loved it!'

What is Unifrog?

For Work Experience, we use Unifrog to log all the placement details.

All students have a log in.

Parents do not need a log in to access Work Experience information; Unifrog will email them on the email address their child enters.

Arranging a Placement

- Students will need to develop skills of independence by finding the placement themselves but we are here to support them with this.
- The most effective way is through family and friends/contacts or Googling local businesses. You can also use the Unifrog Apprenticeship Tool.
- Students will have sessions on how to apply via CARE and will be given model emails re: how to ask for placements. They will also have an assembly talking through everything that they need to know.

*Students need to be **realistic** – think transferable skills – and **persistent** – follow up the email with another or a phone call*

All of these are good skills to help with job applications once they have left school!

Arranging a placement

- Aim High! Students should think about the Careers sectors that they might be interested in.
- Whilst placements in some sectors can be tricky to arrange, there will be alternatives and sectors which offer the same key skills.
- There will be support in school via Form Tutors and Mrs Holmes and Mrs Munford, our Careers Advisors, who can help your child complete the online forms and give support with finding placements where all other possibilities have been explored.
- Students **must not** give out any personal information, including phone numbers. Use school email addresses.

DBS Checks for Year 12 Students only

- There are certain workplaces where Year 12 students will need to obtain a DBS check before they attend. Year 10 students cannot obtain a DBS check because they are under 16.
- The employer will indicate this on the Unifrog Placement on line form, but it is often schools, care homes etc.
- It is the Year 12 student's responsibility to ensure that they obtain a DBS that is the correct type – the employer may ask for a Volunteer DBS (free) up to an Enhanced DBS (£41).
- Students need to be clear which one they need and then can apply via school. They need to pay the cost themselves.
- DBS checks can take a long time and we cannot hurry them up, so please apply asap, if you need one.

Placements we can't authorise:

Students cannot work:

- anywhere that there is a risk to your health because of extreme cold, heat or vibration - for example by working with a drill or in a freezer.
- with dangerous chemicals, machinery or up ladders/scaffolding.
- in a commercial kitchen (such as fish and chip shop), nursing home providing personal care, chemist, factory, shop selling alcohol, delivering milk, telephone sales, fairground or arcade, collecting/sorting rags and refuge, cleaning windows above 3m.
- Before 7am and after 7pm if they are under 16 and before 6am and after 10pm if they are under 18.

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Sole Traders, Small Employers and Family Members

- There are some different rules for Sole Traders and family members.
- For our Work Experience, **we will insist** that sole traders, small employers (5 or fewer staff) and family members have **Employer Liability, a Health and Safety Policy and a Risk Assessment**.
- Placements will be reviewed on a case-by-case basis, but **if they do not meet our safeguarding threshold, we will not authorise the placement**.
- There are also rules around travel in a company vehicle, and we will review this on a case-by -case basis too.

The Placement Process

Step 1 **Students**	**Students** contact employers via school email account and employers confirm they are happy to have them, on the specified dates. **Parents** complete the Evolve consent form.
Step 2 **Students**	**Students** then complete the Placement Form on Unifrog. They **MUST** enter details carefully, especially the employer's contact information.
Step 3 **Employers**	Unifrog emails **employers** who complete their section, including insurance and Health and Safety information, as well as safeguarding protocol, working hours, placement location and brief overview of the tasks involved.

The Placement Process

Step 4 Parents/ Carers	**Parents/Carers** are emailed by Unifrog and asked for consent. Ensure that you enter information regarding your child's SEND/Medical need, to ensure that the placement can run successfully. Read all of the Employer's information and make sure that you are happy with the placement and the level of risk, before you consent.
Step 5 School	**School** is emailed with placement details and completes the final checks before approving the placement. Where appropriate, further discussion may be had regarding the placement and school may also contact employers to discuss individual student's needs. **Students** will be informed via Unifrog when the placement is approved.

An Employer's Responsibility to our Students

Health and Safety Executive:

'As an employer taking on a young person for work experience, you have the main responsibility for their health and safety. Always check they know how to raise health and safety concerns.

Under health and safety law, work experience students are your employees, like any other young person you employ.'

Our Safeguarding Procedures

- We have robust safeguarding procedures in place
- Students are not allowed to go to a placement where there is only one member of staff (exceptions apply for some family members)
- Employers agree to our Safeguarding procedures – if they don't provide the right documents or they cannot commit to safeguarding your child, **we will NOT allow the placement**
- We will make contact with employers and students during the week to check how the placement is going
- Employers are expected to also inform us if a student does not attend the placement on any day/leaves the placement without permission
- **In most cases, employers and their employees DO NOT have to have a DBS check but they do have to safeguard our students**

Parent/Carers' Responsibilities

- Supporting your child in finding/applying for a placement – you have experience in the world of work!
- Reading and completing the parent section of the Unifrog placement information carefully before you consent.
- Informing the school and employer immediately if a student's SEND or medical information changes.
- Ensuring that your child takes appropriate medication to the placement (including spares).
- Ensure contact information given to school and the employer is up to date.

Parent/Carers' Responsibilities During the Week

- Parents/carers are responsible for how students get to and from the placement, and for them if they choose to go off site during the day (i.e. for lunch).
- Please inform school **and** the employer about any absence by 9.15am on the first, and each subsequent, day.
- Checking that your daughter/son feels comfortable during the placement. If something does not feel right, contact school immediately on 01527 872375 or ahw@northbromsgrove.worcs.sch.uk. If this happens outside of school hours, contact Social Services (9am-5pm) **01905 822666** or Emergency Duty Team (outside office hours) **01905 768020.**
- Ensure that accidents have been reported to the employer and then to school straight away at ahw@northbromsgrove.worcs.sch.uk

Where can I find support and Information?

- Tonight's presentation, along with tips for finding a placement and User Guides for Unifrog, will be available on the School website next week
- Students have a comprehensive programme of preparation over the course of this term
- Contact the Careers Team on year10workexp@northbromsgrove.worcs.sch.uk
- year12workexp@northbromsgrove.worcs.sch.uk

Deadlines

The deadline for applying for placements is:

Year 10: Monday 8 February 2027
Year 12: Monday 24 May 2027

- We will authorise placements as soon as we can, but there may be extra checks going on behind the scenes, which take time. Students will receive a confirmation email when the placement has been approved
- Please allow us the time to complete the appropriate checks
- Please use these email addresses for any queries:

year10workexp@northbromsgrove.worcs.sch.uk

year12workexp@nortnbromsgrove.worcs.sch.uk