

10 May 2024

Dear Parent/Carer

During the Summer Term our Year 10 students will have the opportunity to participate in a three-day Work Experience placement.

The Work Experience dates for **Carisbrooke College** are: **Tuesday 16 - Thursday 18 July 2024.**

- Through engaging in work experience, our aim is that students will be able to:
- Learn more about life and responsibilities in a working environment
- Recognise the transferable skills, qualities and attitudes required for success in the workplace
- Learn more about career, education and training opportunities available
- Consider their suitability for a career in a particular sector
- Evaluate and refine their own career plans
- Identify their personal strengths and areas for further development

Students are encouraged to find their own placement in an area of potential career interest. To do this, they may need to enlist the help of parents/carers, relatives and family friends. In school we have discussed how students can also identify and approach potential placement providers themselves to try to secure relevant work experience.

We are also reaching out to local employers to offer work experience opportunities in a range of career sectors, so it may be possible to secure placements for students who have not been able to find appropriate opportunities.

**Please note that students not participating in work experience attend school as usual.**

**We will not be able to authorise placements unless all administrative requirements are completed before the given deadlines.** This includes parental consent and information from the employer. For full instructions on how to register for Work Experience, please see below.

### **1. My child has arranged their own Work Experience placement**

Work Experience will be managed through the UNIFROG Careers platform. Students should log into their UNIFROG account and access the 'Placements' tool.

There are 4 stages of the registration process before the placement can be approved:

- Student Initial Form
- Employer Initial Form
- Parent Agreement Form
- School Agreement Form

Students should begin by providing information about their placement on the Student Initial Form as follows:

<b>Information Required</b>	<b>Responses</b>
In person or virtual placement	In person
T level	No
Placement Coordinator	Careers Office
Name of placement business/organisation	
Placement start and end date	Tuesday 16 - Thursday 18 July If it is not possible for the placement to take place over the full three days, please state the dates when the placement will take place. The placement should not take place at any other time without prior approval of the Careers Office <a href="mailto:careers@iwef.org.uk">careers@iwef.org.uk</a>
Time commitment	Likely full-time
Objectives for this placement	What students would like to experience/achieve/gain from their placement
Employer lead name	The name of the student's contact within the organisation
Employer lead email	Email of the main contact person
Placement country	Should be United Kingdom only
Placement address and postcode	Please look this up if unsure
Workplace throughout the placement	Select 'Yes' if the student will be based at this workplace all of the time. Select 'No' if they will be in other locations.
Will the student live at home as normal during the placement?	It may be the case that the student is not living at their main address for the duration of the placement. If this is the case, please provide details.
Travel arrangements during the placement	Walking, car journey with parent, bus etc
Date of birth	
Special needs, illnesses, medical conditions, allergies, injuries	
Parent/guardian contact	
Parent/guardian email	
Share feedback with employer	No
<b>Remember to check the 'Agree' and 'Form Finished' boxes otherwise the application will not progress to the next stage.</b>	

Following submission of the Student Initial Form, the application will progress to the employer who will supply further details using the Employer Initial Form. The employer will also verify that they have Employers' Liability Insurance, Risk Assessments in place, and a Health & Safety policy. They will upload copies of these documents to the Placements tool.

Please note that it will not be possible to undertake a placement with an employer who does not hold Employers' Liability Insurance (for example, a sole trader). However, it may still be possible for students to undertake work experience with public organisations who are exempt (for example, local government). Students will not be permitted to undertake a placement with a person who works alone, for safeguarding reasons. Placements in any of the following contexts are also not permitted: on water, in the air, at height, in confined spaces, in gambling locations, behind the bar in public houses selling alcohol, in an off-licence, within a business using or selling guns, in a tattoo/body piercing studio, in a fireworks outlet/display company, with dangerous substances, in an e-cigarette shop, labouring on a building site.

Once the Employer Initial Form is marked as complete, parents will receive an email inviting them to complete the Parent Agreement. Please check your email regularly for a communication from UNIFROG and remember to check your Junk/Spam email. When this is complete, the Careers Office at IWEF will check that all arrangements are acceptable. Once the School Agreement is completed on UNIFROG, the placement will be authorised to proceed.

The UNIFROG system provides a streamlined approach to the administration, checking and monitoring of placements. We would appreciate it if parents ensure that Steps 1 and 3 of the process (the Student Initial Form and Parent Agreement Form) are completed in a timely fashion. You may also wish to forward the 'Letter for Employers - Administration process for IWEF Work Experience' to placement providers, since it outlines important information about the programme and administration processes.

## **2. My child would like to participate in Work Experience but has not been able to obtain their own placement**

We are keen to engage with the local business community and other professionals to provide quality careers support for all of our students. A number of organisations may be in a position to offer placements to students who have been unable to secure their own work experience.

Students who are in this position can complete the following Google Form, providing details of their area(s) of potential career interest. <https://forms.gle/he5t7szZ2qze2SmX8> **Please note that completion of this form does not guarantee that we can provide a placement.** We will advise students by email if a suitable placement is available.

**The deadline for completion of the Student Initial Form on UNIFROG or the IWEF Placement Request Form is Friday 14 June.**

Should you require further information about Year 10 Work Experience please email: [careers@iwef.org.uk](mailto:careers@iwef.org.uk)

Yours faithfully



Mrs Sarah Coetzee  
Careers Leader