

# Work Experience Process 2024/25



March 2025

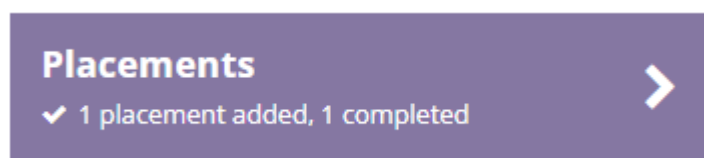
Dear parent/guardian,

Many thanks for all your hard work in organising placements for our Work Experience Week on 23<sup>rd</sup> – 27<sup>th</sup> June. **The deadline for initially organising a placement was 28<sup>th</sup> February, which has now passed.** Whilst the week itself is a few months away, we now have key admin work to do now to ensure that placements happen successfully and safely.

## If Your Child Has Organised a Placement

If your child has entered a placement provider's details into Unifrog already, the system will be emailing the employer to ask for confirmation of key documents. These include insurance information, health and safety information, risk assessment information and an agreement to follow our safeguarding policy.

**Your child can see whether the employer has completed this yet** on Unifrog by logging into their Unifrog account and looking under the 'Placements' tool on the home page:



### 1 placement 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](#)

If the employer has not yet completed their part, or if they do not provide the required documents, then the placement cannot proceed to be approved. **Please encourage your child to politely follow up with their prospective employer.** They can do this by clicking on 'nudge email:'

[Send nudge email >](#)

Or, better yet, they can follow up by **telephoning the employer** and politely asking them to complete the required information.

After this, **Unifrog will email you as the parent/guardian to confirm that you are happy with the placement.** Please ensure you complete this step, as otherwise the placement cannot proceed to be approved.

Lastly, the school will then make the final decision on whether the placement can be approved. **If the employer is asked to provide evidence of documents such as Employer's Liability Insurance (ELI) or risk assessment and do not do so then the placement will not be approved for legal and/or safeguarding reasons.** At this point we will endeavour to work with your child to find an alternative placement.

## **If Your Child Has Not Yet Organised a Placement**

Now that the deadline has passed, we are able to see which students have not yet managed to secure a placement. We are continuing to work with students who came to us before the deadline to ask for assistance.

To add a further layer of support for those who have been struggling to secure a placement, **we are extending the deadline to get placement details onto Unifrog until Friday 21<sup>st</sup> March.**

Students who are not out of school during the Work Experience Week will be expected to attend school, where there will be lessons in core subjects and specific sessions around careers and employability.

Thank you again for your support,

**Emmet J. McGauran**  
Assistant Headteacher  
Carnforth High School