



18<sup>th</sup> November 2024

Dear Parents, Carers and Students

All students in year 12 are going to be on work experience from 21<sup>st</sup> to 24<sup>th</sup> July 2025. In this period there will be no classes – each day all students will be at the workplace of their host employer.

In preparation for work experience, on the 19<sup>th</sup> November all year 12 students will have an introduction to Unifrog during an assembly, as part of their life skills.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) should source their own work experience placements. Students will receive help with this in their PSHE lessons this half term. The careers team and form tutors will do their best to help find placements for any students who has struggled to find their own, but because we have limited resources, we expect to only be able to help a few students.

We are using Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage). They will receive help in school to guide them with this.
- The Unifrog system will then email the employer, the parent / carer, and the school, to collect the necessary information and permissions. For the process to work, **it is essential that students add the initial information about the placement accurately.**
- *Please note placements that have extended periods of working on a one to one basis in the workplace will require the supervisor to have a DBS certificate. This can cause delays and we would advise you to avoid placements where this is the case.*
- *Only employers with Employee Liability Insurance will be approved*

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact [sixthform@queenelizabeths.derbyshire.sch.uk](mailto:sixthform@queenelizabeths.derbyshire.sch.uk) or **Natalie White** [whiten@qegs.email](mailto:whiten@qegs.email)

We will set a target date of **Friday 21<sup>st</sup> February 2025** for all students to find a work experience placement and complete Unifrog.

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides to help you.

Kind regards,

A handwritten signature in black ink, appearing to read 'L Walker', is positioned above the printed name.

Mr L Walker  
**Head of Sixth Form**