

17 February 2023

Dear Parent/Carer,

YEAR 12 WORK EXPERIENCE

I am pleased to confirm details of the Year 12 work experience this year. All Year 12 students will have the opportunity to participate in this from **Monday 26th June until Friday 30th June 2023**. 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.

Previous students have found most benefit from arranging their own self-placements in areas of work they are most interested in pursuing as a future career; therefore, it is the responsibility of the students to find their own placements. The work experience can be arranged online or in-person.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme which collects 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).
- The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that students add the initial information about the placement accurately**. If they do make a mistake, they must delete the placement and start a new one.

Finding out more:

- Unifrog have created a set of guides about placements which you can find by [clicking here](#)
- For a brief overview of how the whole process works [click here](#)
- For advice on how to find a placement [click here](#)

All Year 12 students have received the essential information required to begin to allocate themselves a work experience placement. Please [click here](#) to view the presentation they were given this morning in assembly. We hope this will be a good reference point for you to discuss their work experience with them.

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We hope that students will be able to find themselves work experience relevant and specific to their career goals and we encourage students to seek an experience that will enhance their employability in their chosen field. For students that are having difficulties with finding a self-placement, the school can provide careers guidance by making an appointment at Student Services. We also have a small database of employer contacts who have provided work experience previously, if a student really has no success finding their own placement they can come and speak to Mrs Hughes.

If you have any enquiries regarding work experience or would like to offer a work experience placement to one of our students, please contact Mrs Hughes on lhughes@lymmhigh.org.uk

Yours sincerely,



H JENNINGS (Mrs)
Head of Sixth Form, Assistant Headteacher



J MULLIN (Mr)
Assistant Head of Sixth Form