



United Sixth Form

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Respect - Equality - Ambition - Community - Hard Work & Determination



8th October 2024

Dear Parents/Carers,

Year 12 Work Experience – 10th to 14th February 2025

As part of United Sixth Form Careers Education, Advice, Information and Guidance programme, it is our intention for all year 12 students to participate in a week of unpaid work experience between 10th February 2025 and 14th February 2025. Students have been introduced to the work experience process during assembly and their tutor programme.

We believe that work experience will give year 12 students an authentic experience of working life and create a space for them to think about what they would or would not like to do in the future. A work experience placement will also provide students essential experiences that can be used in their university, work or apprenticeship applications for the future. The experience will also give them the opportunity to develop their character and core skills, through working with other people, meeting different expectations, and solving problems, including planning transport to and from work.

Students (with the support of their families) should source their own work experience placement. For any student who is unable to source their own work experience placement, the careers team may be able to support, but please note we have limited resources so cannot guarantee a placement will be found. We are therefore asking for your support in organising a quality work experience placement for your child. You may want to approach your own employer, friends, family or contacts who work in sectors which are of interest to your child. Alternatively, you may want to support your child in making an approach to an employer that is of interest to them, to ask if they would be willing to offer a week's work experience. If a student is unable to secure a work experience placement, they will need to attend sixth form during the week.

We are using Unifrog (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.

Within their tutor programme, Year 12 students will be guided on how to use Unifrog to log their placements. They will also be given guidance on how to write a covering letter/email. Students have already logged into Unifrog at the beginning of term and should know their login details.

Key Information:

- Students need to agree the placement with the employer **first**, and then students will start the process 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/carers, and the school, to collect the necessary information and permissions. **It is therefore essential that students add the initial information and contact details for the placement accurately.**

Principal: Michelle Dyer

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The deadline for uploading their placements to Unifrog is Friday the 22nd November.

Further information:

- Unifrog have created a set of useful guides 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 guide](#), because it includes advice on how to find a placement.
- The legalities of work experience can be found on [this link](#).

Next steps:

- Please read the placement guides on Unifrog, and then support your child in contacting possible hosts for the placement.
- If you have any questions, please contact careers@avonbourneacademy.org.uk

We wish Year 12 the best of luck in finding a placement.

Yours sincerely,

Hilary Pether
Careers Advisor

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