

It is always a good idea to start to make preparations for work experience as early in the school year as possible. Although this may seem a long way off, the process can take some time and employers usually prefer a good deal of notice to prepare for work experience so it is a good idea to start the process as soon as possible. Also, several other schools will be chasing placements so reserving a place early is essential.

Work Experience is an excellent way to introduce young people to the world of work and should enable them to:

- gain an insight into the workplace
- work alongside adults as part of a team
- gain practical skills
- develop employability skills
- develop independence, confidence and self-esteem
- develop their CV.

Students should source their own work placements wherever possible through parents, family friends or local companies but the school may be able to help in some instances providing the student is committed and agrees to engage in the process. Once you have found a placement please ask the employer to complete the attached form and return it to school as soon as possible.

We are now using UNIFROG (www.unifrog.org) to manage the administration for the programme including collecting information from the employer about risk assessments and health and safety as well as obtaining agreement from all parties including parents and carers.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will get the process started by adding the placement to their UNIFROG account (they will find the Placements tool on their UNIFROG homepage).
- 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.**

Finding out more:

- UNIFROG have created a set of guides about placements which you can find here <https://www.unifrog.org/placement/guides>
- Within this set of guides, this is the best one to start with (it includes a short animation of how the whole process works). <https://www.unifrog.org/placement/guides/how-to-use-the-placements-tool>

- Next, we recommend looking at the following because it includes advice on how to find a placement.
<https://www.unifrog.org/placement/guides/for-students-a-guide-to-work-placements>

Next steps:

- Please read the placement guides on UNIFROG, and then start contacting possible hosts for the placement
- If you have any queries or concerns please contact Jean Holmes at the school – jeanholmes@ymca.southend.sch.uk or telephone 01702 987820

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