



Central Academy

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Part of United Learning

NWH / EWA

19th October 2023

Dear Parent / Carer

Work Experience – 25th – 28th March 2024.

All students in Years 10 & 12 are going to be on Work Experience from 25th – 28th March 2024. During this period all students will be expected to be at the workplace of their host employer.

Work Experience gives students the chance to learn about what type of job they might enjoy, and develop their skills & knowledge as well as their CV. We know it can be one of the most transformational experiences young people have during their education and is extremely beneficial to any young person to have this opportunity.

Students (and their families) should source their own work experience placements. The Academy Careers Co-ordinator will do her best to support students in finding a placement, although we will be encouraging all students to do this independently.

We are using Unifrog (www.unifrog.org) to manage the administration of the Work Wxperience 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).
- The Unifrog system will then email the employer, the parent / carer, and the academy, 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.

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.

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Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact Nicola Whyte - our work experience lead on nicola.whyte@rrca.org.uk

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

Yours faithfully

Ms Whyte

Career Co-Ordinator / Works Experience Lead

the **PiXL** club

TeachFirst
Innovation Partner 2014

ASCL Association
of School and
College Leaders



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