

October 2022

## Work Experience Placements 2022-23

At Princethorpe College we know that Work Experience is an important part of any young person's journey, and it has long been a part of our Careers Programme. The difficulties in obtaining placements since the Covid pandemic, have led us to make a few changes in both our guidance to young people and their parents, and also in how we administer the system.

A good work experience placement can give huge insight into an area of work, but it can also develop skills such as communication, self-confidence, initiative and teamwork.

We expect all of our students to complete at least one work experience placement of around a week, but they can, if they wish, undertake more than one placement or placements of longer duration. These placements can take place during any of the school holidays.

We understand that, owing to the upheaval of the last couple of years, the opportunities for work experience have been severely compromised and therefore we are especially encouraging students in 6<sup>th</sup> Form to complete work experience if they haven't already done so. This can help enormously with university and careers planning over the next couple of years.

Normally, students are expected to find their own placement(s) through friends, family or through other initiatives; once a placement has been found then the information will need to be added to our new Placements Portal.

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). Please choose my name as the school contact from the drop down list.
- 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 students have forgotten their Unifrog login details then they should use their school email address and click the forgotten password link.

**Senior School** (11-18 years) at Princethorpe College

**Junior School** (4-11 years) at Crescent School

**Junior School and Little Crackers Nursery** (2-11 years) at Crackley Hall

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.

Some pupils, might prefer to start with a virtual work experience placement and these too, can be very valuable in giving insight into a particular career sector. These still need to be entered on the Unifrog Placements tool as this will provide a record of what work experience has been completed. There are a great number of these placements available through the following link:

<https://www.springpod.com/virtual-work-experience>

Please do not hesitate to contact me if you have any queries. My email address is [jacquiquinney@princethorpe.co.uk](mailto:jacquiquinney@princethorpe.co.uk).

Yours sincerely

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