



THE PARENT'S GUIDE TO

WORK EXPERIENCE

Please read this information carefully so you know all the information regarding this year's work experience.



INTRODUCTION

This year, your child is lucky to have the opportunity to take part in our Work Experience Programme. This is an important part of their curriculum, helping to develop skills and gain insight into a potential career pathway.

It will also make them stand out in their applications for further study and employment when they leave us.



Y10 at Hobbycraft for Work Experience

Your child is expected to contact employers and arrange their own placement for work experience.

This is to prepare them for job searching and applications in the real world. We will support them with contacts, letter writing, applications, CVs and much more, but they are responsible for finding their placement.

HOW TO HELP



Encourage

Many students put off getting started. Encourage them to start thinking about their placement and do some research.



Reach out to contacts

Approach employers by email, phone or in-person. Family and friend contacts are by far the most successful way to source a placement.



Maria gaining work skills at Keele University



Josh on Work Experience at AT Brown Coaches



Think outside the box

Many of our students have big ambitions - which is fantastic! However, some industries such as the NHS and office-based employers like Lawyers are not accepting placements.

Other placements will give valuable skills for the future. Please encourage your child to explore all options.



Confirm and register

When found, confirm the dates with the employer then input on to Unifrog.

Placements will not go ahead unless the paperwork is fully complete.



HEALTH & SAFETY INFORMATION

ALL employers who agree to a student placement must provide us with their:

1. Health and Safety information
2. Employer's Liability Insurance
3. Risk Assessment details



Year 10 on Work Experience at Hagar

This is the same expectation even if:

- they go out of area
- they are with family
- the employer is self-employed

This ensures that we keep both the employer and your child safe.

www.hse.gov.uk/young-workers/employer/work-experience.htm





HOW TO REGISTER A PLACEMENT

The student must log in to Unifrog using their school email address ending in @students.lct.education

Once a placement is confirmed, complete the form on Unifrog www.unifrog.org/student/placement

Complete the form and click submit. This will start a chain reaction of permission forms sent to various people for completion.

Once the form is signed by the employer with all relevant insurance information, the parent and myself, the student is ready to go on placement.



HERE TO HELP



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<https://newroad.lct.education/support-and-pastoral/employability-and-careers/>

