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RR/KRE

9th November 2023

Dear Parent/Carer

Our CEIAG (Careers Education, Information, Advice and Guidance) Program for Year 10 students includes a Work Experience Week with a local employer. We feel that this is an important part of your child's education as they prepare themselves for the world of work. This academic year's work experience will take place during the week commencing Monday 8th July 2024. In this week there will be no classes – each day all students will 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 CV. We know it can be one of the most transformational experiences young people have during their education.

We strongly encourage students to take a full and responsible role in securing a suitable placement. Contacting employers and attending interviews, where appropriate, are all a valuable part of the scheme, but we appreciate that some students may well need support on occasion. They have had an assembly explaining about the process today.

We are using Unifrog (www.unifrog.org) for the first time this year 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 access Unifrog by clicking on the joining email that they have all received to their Outlook emails, in the past week. Once they do this it will prompt them to set up a password and then they will be able to access the site.
- 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/carers, 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.**
- Students should aim to find a placement by the 19th January 2024.

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.

/cont'd

Richard Rose Morton Academy, Wigton Road, Carlisle CA2 6LB

† 01228 822644 • e info@rrma.org.uk • www.rrma.org.uk



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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 Susan Graham (Work Experience Coordinator) or Rachel Robinson (Assistant Principal and Careers Leader) for more information.

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

Yours sincerely

Susan Graham

Rachel Robinson

Susan Graham
Work Experience Coordinator

Rachel Robinson
Assistant Principal and Careers Leader