

Wildern School  
Wildern Lane  
Hedge End  
Southampton  
SO30 4EJ

7<sup>th</sup> July 2023

Dear parent / guardian,

Re: Experience of a workplace

As part of our Year 10 careers programme, all students have the opportunity to attend an experience of a workplace visit for 2 consecutive days between 17<sup>th</sup> June 2024 – 19<sup>th</sup> June 2024 (either 17<sup>th</sup> & 18<sup>th</sup> or 18<sup>th</sup> & 19<sup>th</sup>).

Experience of a workplace 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.

Students (and their families) should source their own experience of a workplace placements. The Careers department will do their best to offer guidance for any students who have been unable to find their own.

We are using Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the experience of a workplace 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 - see guide below).
- **For the first question - It is imperative the student chooses an 'In person' placement.**
- 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.**

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.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact Mrs Jeffries, Placement Coordinator, Wildern School, [s.jeffries@wildern.org](mailto:s.jeffries@wildern.org)

Students must organise their own placements by the end of November in order for the necessary legal, admin and safety checks to be completed. Placements are subject to a Health and Safety check by the school to confirm whether the placement is suitable.

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

In addition to the above, Mr Fenner has recorded a video presentation that has been shown to all students during their Education for Life tutor sessions. The link to this video is [here](#) and can be found on the Wildern Careers YouTube Channel. We have also provided a step by step visual guide to registering your placement with Unifrog to make the process even clearer for you. Finally, the slides shown at the recent WINK Experience of a Workplace event can be found on the [Careers Page of the Wildern Website](#).

If you have any further queries, please contact [careers@wildern.org](mailto:careers@wildern.org) and we will gladly assist you.

Yours sincerely,



**Mr L Fenner**  
**Senior Leader of Learning for Careers**

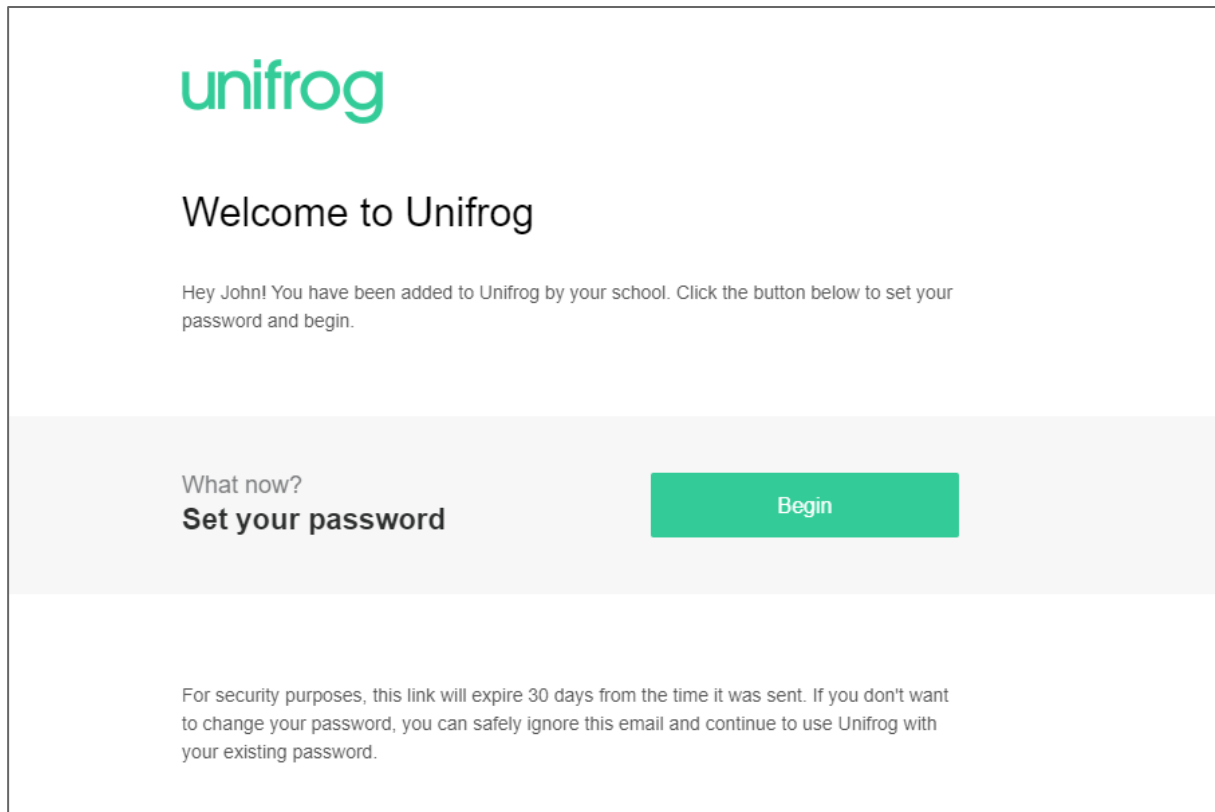


**Mrs S Jeffries**  
**Careers Coordinator**

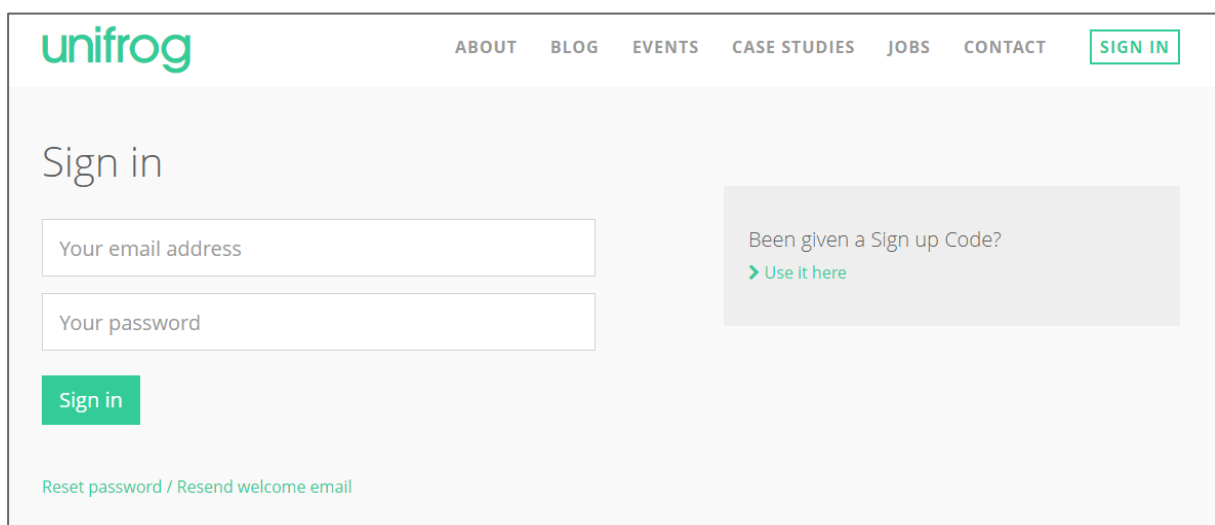
## Unifrog Step by Step guide

Unifrog is going to be used a lot during the students time at school and can be accessed to reach careers information and advice, as well as for registering careers related experiences. For now though, we will be using the 'Placements tool'.

1. Students have been sent an email via Unifrog to their school email account. The email requires students to click a link and set a password.



2. Once the password is set, it will take them to the Unifrog website and ask students to log in using their school email and password they have just set.



- From the homepage, scroll downward until you reach this menu and make sure that 'All tools' is selected.

**ACCESS ALL THE TOOLS BELOW**

Students aged 11-15 have the option to see only tools appropriate for their age, and can click 'all tools' to see everything. Older students see everything as standard.

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[Ages 11-14](#) [Ages 14-16](#) [All tools](#)

- Scrolling down further, please select the 'Placements tool'.

[Start >](#)


[Go to tool >](#)

**Placements**

✕ No placements added

[Go to tool >](#)

- And from the next page, select 'Add new placement'.



**0 placements added so far**

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

[+ Add new placement](#)

6. The final element is the actual form and this is where you will need to have a fair idea of the contact details and proposed dates before completing this.

Key elements:

- In person/virtual **has** to be set to **In person**
- Placement coordinator is **Mrs Jeffries**
- Start and end date should cover the agreed 2 day period of the placement
- Time commitment should be **‘Experience of a Workplace’**

\* In person or Virtual

**Placements tool or Activities tool?** The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

**Virtual or In person?** If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

\* Placement coordinator

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

\* Name of placement business / organisation

\* Placement start date

Placement end date

\* Describe the time commitment

\* Employer placement lead: name

\* Employer placement lead: email

**Important:** this must be correct, or we won't be able to progress the placement.

\* Employer placement lead: email (again)

**Do you agree to:**

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

\* Agree  Yes, I agree to **all four points** above.

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Finished?  mark as finished and notify employer to fill in their initial form?

or [cancel changes](#)