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St Michael's
Catholic Academy



A Proud Member of
**BISHOP
HOGARTH**
Catholic Education Trust

Head Teacher: Clare Humble

12 January 2024

Dear Parents and Carers,

Year 10 Work Experience 7-9 May 2024

At St. Michael's, we are delighted to be able to share with you that we are now once again, offering our Year 10 students, the opportunity to take up a work experience placement. The placement will take place on the dates stated above and we seek your help and encouragement in supporting your child in securing a work experience placement.

Relevant work experience is increasingly viewed as an essential part of any good application for further and higher education and the world of work. Work experience will help your child to stand out in an increasingly competitive jobs market and in their further and higher educational applications.

Our work experience programme will take place from Tuesday 7th to Thursday 9th May 2024. Students will participate in a preparation programme prior to their work experience. As part of this preparation, please encourage your child to discuss their placement with you. If you feel that any issue raised during these discussions may need to be followed up by the academy, please do not hesitate to contact me or their form tutor to discuss these things further. On their return to the academy after their placement, they will take part in a structured de-brief and follow-up programme.

To support the placement of students, we are using Unifrog (www.unifrog.org), a specialist on-line program that helps to guide students and support their applications. Unifrog will also help 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 add the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage). Students can access Unifrog from any device.
- The Unifrog system will then email the employer, the parent/carer, and 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.**

As parents, I know you will want to be as informed about this initiative as you can be. To find out more, Unifrog have created a set of guides about placements which you can find at <https://www.unifrog.org/placement/guides>

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Within this set of guides, the best one to start with is <https://www.unifrog.org/placement/guides/how-to-use-the-placements-tool> For advice on how to find a placement this can be found at <https://www.unifrog.org/placement/guides/for-students-a-guide-to-placements-work-experience>

Please read the placement guides on Unifrog, and then start contacting possible hosts for your child's placement. If you have any questions, contact Mr Naeem Butt at nbutt@stmichaels.bhcet.org.uk or your child's form tutor. The deadline to have work experience secured is **Monday 18 March 2024**.

This is an exciting opportunity for students to develop their skills in their chosen field and to find out more about the career they are aiming for.

If you have any connections to local businesses, organisations and industry and would be willing to take a student on work experience, please contact me on the email above.

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

Yours sincerely

Mr. Naeem Butt
Careers Lead

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