



Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

13th May 2024

Dear Parent/Carer

Work Experience – 24th – 28th June 2024

Current Year 12 students will take part in a week of work experience during the week of **Monday, 24th June to Friday, 28th June**. Work experience aims to provide all students with an opportunity to:

- Gain first-hand experience of the world of work and develop excellent employability skills for the future;
- Apply academic knowledge to a vocational context;
- Gain networking experience and make valuable contacts;
- Increase their economic understanding.

The value of this programme is enhanced when pupils take as much responsibility as possible for planning and **finding their own placements**.

In the past, students have found the process of selecting their own placement (by approaching employers (usually by telephone or in person) a most important part of this programme.

Please support your son/daughter with this if necessary but let them go through this process themselves. If you have any concerns, please do not hesitate to contact the school office.

Students have already been made aware of the work experience dates and have been asked to start finding a suitable placement. It is vital they now start organising their placements as soon as possible, so that a valuable position can be found.

Once a work experience placement has been found and confirmed students should log-in to their **Unifrog** accounts, and complete the information in the 'Placements' section, having chosen 'Add a New Placement'. **Students have used the Unifrog portal previously and should already have an account set up.**

The link to the relevant webpage is here:

[Placement - Student - Unifrog](#)

Once this form has been completed, **Unifrog will contact employers automatically**, for them to complete the necessary administration (such as liability insurance, and risk assessments). There are also video tutorials on the website that offer additional information about the process.

To summarise the process:

1. Student should find a suitable placement.
2. Use the above link to open the relevant page on Unifrog (the 'Placements' page on www.unifrog.org)
3. Select 'Add New Placement' and fill out all sections of the form, followed by 'Add Placement' at the bottom to confirm.

Students will also be given a briefing session on the process, including how to complete the Unifrog form, in the next few days. I will be in touch with you again nearer the time to ensure that everything is place.

Yours sincerely

Mr John

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Head of Careers

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