



19 November 2024

Dear Parent/Carer

Year 12 Work Experience 30 June - 2 July 2025

At the Year 12 Information Evening in September, we explained that completing a work experience placement is part of the Year 12 curriculum and that all students in Year 12 are asked to organise a placement for the period Monday 30 June - Wednesday 2 July 2025. Students are not expected in school during those three days.

Work experience gives students the opportunity to explore sectors of personal interest for future careers and study. It allows them to develop valuable transferable personal skills that can make a real difference when applying for jobs and higher education. Having such experience can help set them apart from other candidates as a motivated and committed individual, allowing them to understand and develop competencies as well as confidence in the workplace.

Students should source their own work experience placements, and we would like Year 12 students to start to do so now. We have talked to students about how to approach this and have shared resources with them to support them in doing so.

We use Unifrog (www.unifrog.org) to manage the administration of work experience placements - for example, collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from parents/carers for the placement to go ahead.

Students need to agree the placement with the employer **first**, and then **students** will get the ball rolling by completing the *Student initial form* on the Placements tool (available on their Unifrog home dashboard). Once students have completed this form, the Unifrog system will then email in turn the employer, the parent/guardian, and the school, to collect the necessary information and permissions. For the process to work, **it is essential that students add the initial information about the placement accurately.**

If you wish to find out more about the process:

- 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.

We have shared this information with students and have also given them a set of Work Experience FAQs. Students are welcome to talk to me if they have any questions about looking for work experience. The school's careers adviser, Ms Laura Franklin, is available for careers

advice if required. If students have questions about using the Placements tool, they should contact Mrs Thackray at cthackray@ahs.bucks.sch.uk.

Thank you for your support with this valuable experience. Please do not hesitate to contact me if you have any questions.

Kind regards

Mrs Michelle Sutton
Next Steps and Careers Lead