



# KINGSBRIDGE COMMUNITY COLLEGE

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Principal: Tina Graham

CEO: Matthew Shanks

[www.kingsbridgecollege.org.uk](http://www.kingsbridgecollege.org.uk)

17<sup>th</sup> March 2023

Dear Students, Parents and Carers,

## YEAR 12 WORK EXPERIENCE 17-21 July 2023

As part of their 'Next Steps' Programme and to help students prepare for making decisions about their future, all Year 12 students will participate in either a virtual or face to face work experience opportunity, ideally, during week commencing 17<sup>th</sup> July. All students have had a work experience presentation at College today to explain what is involved and the process. Please read this letter carefully which details everything you need to know to successfully secure a placement.

Students should source their own work experience placements, but there is plenty of help and support. We are using Unifrog ([www.unifrog.org](http://www.unifrog.org)) 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.

If a face to face experience is proving difficult to secure, virtual work experience can also be applied for and we can recommend the different platforms available. A further valuable resource is our student padlet [HotSW Careers Hub Student Padlet](#), which includes lots of great work experience suggestions and opportunities which take place throughout the year. Students will be able to apply for authorised absence from college in order to attend their virtual work experience and this will be authorised on a case by case basis.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then 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 or carer, 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 [charlotte.barker@kingsbridgecollege.org.uk](mailto:charlotte.barker@kingsbridgecollege.org.uk) or via the college on extension 2509.

Students with high quality work experience develop relevant skills desirable for top universities, higher level apprenticeships or employment. In order to make this a worthwhile experience, the support from families is greatly appreciated. Students will be asked to complete tasks to record their experiences and the external employer or organisation is asked to provide feedback which will all be accessible and recorded on Unifrog – a valuable record to be used for future applications.

Thank you for your continued support.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'E. Fairclough', followed by a small dot.

**Ms E Fairclough**  
**Assistant Principal**  
**Director of Sixth Form**