



Penryn  
College

"Achieving through Challenge"

Tuesday 8<sup>th</sup> November 2022

Dear Parent/Carer(s)

All students in Year 10 are going to be on work experience from Monday 20<sup>th</sup> to Friday 24<sup>th</sup> March 2023. In this period there will be no classes – each day all students will be at the workplace of their host employer.

Work experience 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 work experience placements. The careers team will do their best to help find placements for any students who have been unable to find their own, please ask any students who are struggling to pop up to the library at their earliest opportunity.

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.

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).
- The Unifrog system will then email the employer, the parent/carers, 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 at <https://www.unifrog.org/placement/parent-guides>
- We recommend looking at <https://www.unifrog.org/placement/parent-guides/a-guide-to-placements-work-experience> because it includes advice on how to find a placement.



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Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, or need any help or advice, please contact the Careers Team by phone on 01326 372379 ext 1268/1259 or by email [careers@penryn-college.cornwall.sch.uk](mailto:careers@penryn-college.cornwall.sch.uk)

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.

Yours faithfully,

Kim Snowdon  
Careers Lead  
Penryn College

