



Ormiston Victory Academy

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September 2024

Year 12 Work Experience Week 14-18th July 2025

Dear Parents and Carers,

All students in Year 12 are going to be on work experience from Monday 14th to Friday 18th July 2025. 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 (in discussion with their families) should source their own work experience placements. The careers guidance and sixth form team will do their best to find placements for any students who have been unable to find their own, but because we have limited resources, we expect to only be able to help a few students.

We are using Unifrog (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 / guardian, 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, please email us on workexperience@ormistonvictoryacademy.co.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 sincerely,

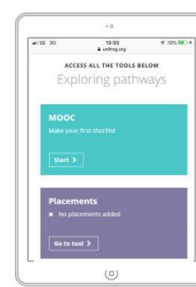
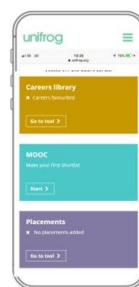
Mrs O Ballentine
Vice Principal

Mr R Arger
Careers Leader

Mrs S Adcock
Careers Mentor/Admin

Guide to Entering Placements on Unifrog

- Go to **unifrog.org** and sign in with your school email address & password. If you haven't used this yet, your default password is Ormiston1. If you forget your password, request a password reset link via email.
- Whether using a PC or smartphone, search for the lavender coloured box called **Placements**
- Ensure you have all relevant information ready to complete the placement form. You will need to complete this **after** a business has offered you a placement and not before.



In the placement tool:

- Press '**Add new placement**' and you will be presented with the '**Student initial form**'
- Select '**In Person**'
- Select school placement coordinator as '**Mr Arger**'
- Complete the **business name** and details for your **placement contact** within the business
- Placement start and end dates must be **Monday 14th July 2025 to Friday 18th July 2025**. No other dates will be accepted.
- You will need to include the **telephone number and address** of the business on this form.
- How you will **travel to and from** the placement
- **Parent/guardian name and email address** must be entered here as well, so that they can agree to the placement.
- **Agree** to terms and ensure you have filled everything in correctly.