Ormiston Victory Academy
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Dear Parents and Carers,

I am writing to provide an important update regarding Year 10 Work Experience and to remind families of the arrangements for securing placements.

Following updated government guidance, the duration of work experience placements has been **reduced from five days to three days**. Work Experience will still take place during the same week; however, students will now attend their placements from **Wednesday 23rd to Friday 25th June 2027**. This change applies to all Year 10 students.

Work experience remains a valuable opportunity for students to explore career interests, develop employability skills, build confidence and gain an insight into the world of work.

What Students Need to Do

Students are responsible for arranging their own placement, with support from family and academy staff where needed. All placements must be recorded through **Unifrog**, which we use to manage employer checks, risk assessments and parental consent.

Students should:

- Contact employers and secure a suitable placement for **23rd-25th June 2027**.
- Log in to **Unifrog** using the "Sign in with Microsoft" option and access the Placements tool.
- Enter their placement details as soon as possible.
- Ensure all required information has been submitted by **Friday 29th January 2027**.

The earlier students begin contacting employers, the greater their chance of securing a placement in an area that interests them.

Students who do not secure a placement will be expected to attend school during the work experience week.

If you have any questions or require support with finding a placement, please contact us at **workexperience@ormistonvictoryacademy.co.uk**.

Thank you for your continued support.

Warm regards

L Adcock

Miss L Adcock
Careers Administrator

Mr R Arger
Careers Leader

Mrs O Ballentine
Vice Principal for Quality of Education

Work Experience: How to Call Employers & Enter Placements on Unifrog

How to Make a Call to an Employer
Calling an employer may feel nerve-wracking but it shows confidence and could help you secure a great placement!

Before You Call

- Research the business – what do they do? Where are they based?
- Write down:
  - Business name.
  - Phone number.
  - Contact name (if known).
- Have a pen and paper (or phone) ready for notes.
- Be polite, clear and speak in a quiet place.

Example Script: *"Hello, my name is [Your Name] and I am a Year 10 student at Ormiston Victory Academy. I am looking for a work experience placement from 21st to 25th June 2027 and wondered if you offer placements to students?"*
If YES: "*Great! Could I speak to the person who arranges work experience or send details by email?"*
If NO: *"Thank you for your time—I really appreciate it. Have a great day."*
If they want more info: *"I can enter your contact into our school system, Unifrog, which will email you full details."*

Top Tips
• Speak clearly and confidently.
• Always be polite and thank them for their time.
• Take notes during or after the call – you will need their name and email address for Unifrog – don't add the placement until they have said YES.
• Follow up with an email if needed.
• Ensure any emails you send to employers are polite and professional.
• Check punctuation and grammar when communicating.
• Use your school email address for work experience.
• Check your emails regularly for replies or information they may send you about your placement – don't forget to respond and thank them!

Guide to Entering Placements on Unifrog

1. Go to www.unifrog.org
2. Press the 'sign in with Microsoft button' and use your academy email address.
3. Click the purple **Placements** box (from the home page).
4. Press **Add Placement.**
5. Select **'OViA Work Experience'** as school placement coordinator.
6. Enter full employer details: Business name, address, phone number, email address.
7. Use placement dates: **23–25 June 2027.**
8. Submit all details by **Friday 29th January 2027.**

Need Help?

- Visit the Unifrog Placement Guide and the Academy Website
- Or email – workexperience@ormistonvictoryacademy.co.uk

Final Thought: Calling an employer shows independence and professionalism — qualities they value highly. You've got this!