



Please note:

- This evening's presentation is being recorded and will be shared via our school website. Only the staff presenting will be on camera.
- If you participate in the Q&A session after the presentation and DO NOT want to be included in the recording, please speak to a member of staff.



Please sign in:
register at the back



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Work Experience

Year 10 and 12 Parents' Information Evening

Mrs Savage – Leader for Life Skills



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Work Experience

- Years 10 and 12, all students
- “In person” placements (WFH is fine, but students need to be supervised).
- 10th -14th July unless alternative dates approved (e.g. Yr 12 Thailand trip)
- Days of working can be flexible around WEX week (e.g. Tuesday – Saturday) to fit with placement’s days. Similarly, hours don’t have to be 9-5 – just specify on Unifrog if they’re split or late shifts.



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WEX Launch and Guidance

Information students have received



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In Life Skills lessons

- All Year 10 and 12 classes have spent all their lessons this term using Unifrog and wider online sources to research and contact potential placements.
- Everyone completed Unifrog's skills, personality and work environments profile quizzes to begin receiving personalised recommendations of careers which might be suitable.
- Advice given on how to research and approach potential placements
- Hard copies of checklists have been given out to allow students to continue researching in their own time.
- Rules on mobile phone use relaxed in our lessons and students encouraged to call potential placements in supportive conditions.
- Referrals made to Careers Advisor where necessary.



In Form Time

- For Year 10, 2 registration sessions a week given over to 1-1s or WEX research (3 LS lessons)
- For Year 12, 1 registration session a week given over to 1-1s or WEX research (6 LS lessons)
- Regular monitoring of Unifrog to ensure placements are queried, checked and approved asap
- Referrals made to Careers Advisor where necessary.



Online

On each class' Google Classroom:

- WEX Checklist 1 (information to have to hand when contacting employers)
- WEX Checklist 2 (information to request from employers once a placement has been agreed, in order for students to accurately complete their section of the Unifrog form)
- Email template for first contact online
- Signposting of resources on Unifrog (shortcuts in the Placements Tool)
- Tips for finding a placement (powerpoint from Careers Advisor)



What is Unifrog?

- Unifrog believe that destinations - where students end up after school - is even more important than their academic performance. They partner with schools to support students to progress into the best opportunity for them.
- Unifrog do this by providing a one-stop-shop where students can explore their interests, then find and successfully apply for their best next-step after school.

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The Unifrog tools

Access all tools on Unifrog to learn what options are available, access good quality information, and search for opportunities to support your child.

Exploring pathways	Recording what you've done	Searching for opportunities	Drafting application materials	Making applications
Careers library	Activities	UK universities	UK Personal Statement	Post 18 Intentions
Subjects library	Competencies	US universities	Classes	Locker
Know-how library	Interactions	European universities	Subject References	Applications list
MOOC		Oxbridge	CV / Resumé	
Personality profile		Canadian universities	Writing tool	
Interests profile		Asian universities	Common App Essay	
Read, Watch, Listen		Australasian universities	US recommenders	
Webinars		ME and African universities	Notes for Reference writers	
		Irish universities		
		Special Opportunities		
		Events		





Unifrog

- Every student has a profile, created in class, with a unique login. They can access the website anywhere, anytime.
- The Placement Tool is a central location for students, employers, parents/carers and teachers to monitor, record and evaluate their work experience placements.
- Every stage is reviewed by Form Tutors and the Leader for Life Skills before final approval.
- [How to use the placements tool](#)



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Unifrog: Student View

- This is what Life Skills teachers have demonstrated in lessons.
- [Unifrog Student View](#)



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Employer's Form:

Details for you to complete:

* Placement business / organisation	<input type="text" value="Gary's Games"/>
* Your name	<input type="text" value="Gary Nintendo"/>
* Your email	<input type="text" value="jencruise@gmail.com"/>
* Your job title	<input type="text" value="eg Director"/>
* Your phone number	<input type="text" value="-- country code --"/> <input type="text" value="Phone number"/>
	<small>We'll pass this to the student and the school.</small>
* Placement start date	<input type="text" value="10"/> <input type="text" value="July"/> <input type="text" value="2023"/>
Placement end date	<input type="text" value="-- leave blank if --"/> <input type="text" value="-- leave blank if --"/> <input type="text" value="-- leave blank if --"/>
* Describe the time commitment	<input type="text" value="Full time"/>
* The business's / organisation's main sector	<input type="text" value="---- select ----"/>
* Number of employees	<input type="text" value="---- select ----"/>
* Placement address	<input type="text" value="Super Mario Street, Hyrule"/>
* Placement postcode / zip code	<input type="text" value="N1NT3ND0"/>
* Is this the workplace where Jen will be based throughout the placement?	<input type="text" value="Yes"/>
* Has your business / organisation hosted a placement before?	<input type="text" value="---- select ----"/>
* What languages do students need to be able to speak?	<input type="text" value="eg English and basic French"/>



* Overview of the placement

Words: 0. 50 minimum recommended.

Cover: to whom the student will be reporting, and what activities the student will be doing [See example](#) v

Get fully clued up on how to structure a successful placement using [our guide](#)

* Is the student likely to ever be with only one adult, without another adult present?

It's best practice to avoid this ever happening. If you think it's unavoidable, we will show this to the parent and the school coordinator so that they can take it into consideration when giving their agreement.

* Does the student need a criminal records (eg DBS) check?

This is unnecessary for most placements; given the additional effort and expense it entails, only ask for it if it is necessary. Learn more in [our guide](#)

* Does the placement and its environment carry any risks additional to a typical low risk workplace?

A normal office would be a low risk workplace, while a construction site, a farm or a laboratory would carry risks greater than a low risk workplace.

* Dress code

* Is PPE or other special safety equipment required?

* Working hours

* Eating and refreshment arrangements



Confirm that your Employers' Liability Insurance policy covers work placements

You have insurance that safeguards your organisation against legal and compensation expenses from employee claims, and covers work placements. [What's this?](#)

- * Insurance Yes, I confirm that we have Employers' Liability Insurance, and that it covers work placements
 My organisation is exempt from needing Employers' Liability Insurance

* Employers' Liability Insurance provider

eg Hiscox

* Employers' Liability Insurance policy number

eg GB123456789

* Employers' Liability Insurance policy expiry date

-- day --

-- month --

-- year --



Confirm that your organisation has an appropriate Risk Assessment

I confirm that the organisation has a Risk Assessment that evaluates the potential risks in working for the organisation, which is up to date and appropriate (including taking into account having a young person working at the organisation). [What's this?](#)

- * Risk Assessment Yes, I confirm that the above statement is correct

* Risk Assessment last reviewed

eg 1st January 2023



Confirm that the placement will follow Covid safety guidance

Your organisation should take safety measures that follow the latest government guidance regarding managing the risk from Covid

* Covid guidance Yes, I confirm that our organisation will follow the latest government Covid safety guidance

Confirm that your organisation has an appropriate Health & Safety policy

I confirm that the organisation has a Health & Safety policy that sets out its general approach to how it manages health and safety, including saying who does what, when and how. It is up to date and appropriate (including taking into account having a young person working at the organisation). [What's this?](#)

* Health & Safety Yes, I confirm that the above statement is correct

* Health & Safety policy last reviewed

eg 1st January 2023

Important:

You must email a copy of your Employers' Liability Insurance to Ms Jen Carter at

jen@unifrog.org

Please email a copy of this document right away.

This is standard practice for all in person placements

Confirm that you agree to abide by data protection and privacy law

Your organisation agrees to abide by the relevant laws in place in the placement's country, for example the UK GDPR and the GDPR. [What's this?](#)

* Data protection and privacy law Yes, I confirm that our organisation agrees to abide by the data protection and privacy law in the placement country.



Confirm you will follow the safeguarding policy

The Employer placement lead (and whoever else is directly interacting with the young person on the placement) should be mature in their attitudes and able to establish good professional relationships with young people;

Physical contact should be avoided where possible, with the understanding that sometimes it is unavoidable, for example when it is necessary to show someone how to operate machinery;

If a student doesn't show up to their placement, or they have an accident during the placement, or the student commits a significant act of indiscipline, you must let the School placement coordinator know right away;

If a young person confides to an adult personal information that gives rise to concern for the young person's safety or the safety of others, the adult should:

- Be open to listening and be non-judgemental;
- Not promise to keep anything secret;
- Write down what the young person said in as much detail as they can, and as soon as possible pass on the information to the School placement coordinator.

* Safeguarding Yes, I confirm our organisation will abide by the safeguarding policy

Finished? mark as finished and notify parent to fill in their agreement?

Update



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Parent/Guardian Form:

Details for you to complete:

* Your name

* Your email

* Your relationship to Polina

* Your phone number

We'll pass this to the school / college.

* Does Polina have any special needs, illnesses, medical conditions, allergies or injuries that may affect the placement?

Confirm you're aware that the placement provider (ie the employer) will have primary responsibility for the health and safety of the student; the school's role is to take reasonable steps to satisfy themselves that the employer is acting responsibly.

For insurance and health and safety purposes, young people on placements are considered the same as normal employees of the host organisation. [What's this?](#)

* Responsibility

Yes, I confirm that the placement provider has primary responsibility for the health and safety of the student, and the school's role is to satisfy itself that the placement provider is acting responsibly

Do you agree to [redacted] going on the placement described above?

Remember to check all the information above before agreeing.

* Agree

Yes, I agree to Polina going on the placement described above.

Finished?

mark as finished and notify school for their permission for the placement to take place?

Update



Who to contact for further support or questions

- Form Tutor
- Life Skills teachers (Mrs Savage, Mrs Leeson, Miss Magrath, Mr Nelson, Mr Broughton)
- Jenny Lal (Careers Advisor) – parents can request an appointment for their child and can attend virtually or in person if they wish.



Jenny Lal – Careers Advisor

- 6th Form drop-ins every Wednesday lunchtime in the 6th Form Library
- KS4 drop-ins every Thursday lunchtime in the Learning Resources Centre
- 1-1 appointments available during school time every Tuesday, Wednesday and Thursday – email Jenny directly or ask Form Tutor for referral.
- jenny.lal@moultonschool.co.uk



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FAQs



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Is there a database of placements for students to pick from?

- This is only the second year of running WEX, so our database is a work in progress. Unifrog is collating one as we speak!
- We **do** have a list of placements attended by Year 10 and 12 students last year. **HOWEVER**, almost all of these placements were with family members or friends of those students, so would be unlikely to offer a placement this year.
- The Year 12 database is available on the Year 12 Work Experience Summer 2023 Google Classroom.
- Mrs Savage has a list of companies who took Year 10 students on placement last year – this has not been shared with students but is available to view in the Life Skills office for those who need inspiration!



What if my son/daughter can't find a placement?

- We aim to ensure that all our Year 10 and 12 students can attend a work experience placement this July. Those who have not submitted a form by the 1st March will automatically be referred to Jenny Lal for a 1-1 appointment and she will oversee their progress.
- If necessary, students can complete a placement in school.



What if the placement cancels at the last minute?

- We will do our best to find an alternative placement from our database or from our personal networks.
- If necessary, we should be able to provide a placement in school and we would authorise an alternative week at the start of Year 11/13 or over the summer if the employer offers alternative dates.



What is my child is ill or unable to attend during Work Experience Week?

- If a student is unwell or unable to attend the placement during work experience week, they should let their employer and the school know first thing in the morning on each day of absence.
- If they are unfortunate enough to be absent for the whole placement, we would work with the student, parent/carer and employer to try and arrange an alternative week.



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Any Questions?

Thanks very much for your support!



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