



PARENT HUB • CURRICULUM INFORMATION

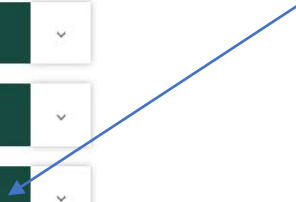
CURRICULUM INFORMATION

Please click on the menus below for an overview of what is coming up next term

- YEAR 7
- YEAR 8
- YEAR 9
- YEAR 10
- YEAR 11
- GCSE CURRICULUM INFORMATION

Please collect a QR code at the end of the session

GCSE Support Crib Sheet is here:



Work Experience (WEX)



Who:

Year 10

When:

Monday 10th – Friday 14th June 2024 (5 days)

Work Experience (WEX)



WEX aims to provide all young people with an opportunity to:

- ✓ Obtain a **wider awareness of the world** of work as part of their general education.
- ✓ **Learn outside the classroom.**
- ✓ **Increase their economic understanding.**
- ✓ Get a taste of growing up and **developing independence.**

WEX can be one of the most transformational experiences young people have during their education.

The Student Experience



Work Experience cohort –
'23!

The WEX Process



1. Read through the Millais WEX Student Booklet.
2. Login to Unifrog (and parent contribution of £10 for this platform – Parentpay).
3. Secure a placement.
4. Gather details from the host.
5. Upload placement information to Unifrog.
6. Unifrog will then do the rest! (video)

1. Read through the Millais WEX Student Booklet.

Students
will have a
copy of this
on their
TEAMS
Work
Experience
Channel



Millais Work Experience

Mon. 10th – Fri. 14th
June 2024

A Guide for Students on
Work Experience



If in doubt:

- Ask a fellow [student](#)
- Ask a [parent](#)
- Contact Mrs Jones caroline.jones@millais.org.uk

How this booklet will help you:

This booklet will contain (hopefully) all the information you will need regarding Unifrog AND Work Experience.

Contents of the booklet:

- What is Unifrog and how do I login?
- Work Experience Summary Timeline
- How you I find a placement?
- How do I use Unifrog?
- Placement Journal - Helpful preparation before starting Work Experience.
- Work Experience Launch letter to Parents/Carers

What is Unifrog and how do I login?

Every Year 10 student has access to Unifrog

Unifrog is basically a [careers](#) and post 16 and post 18 platform designed to support learners in making informed decisions about their futures. Each student has their own personal account that provides a wide range of information related to their interests and aspirations. Key features of the platform include:

- Exploring Pathways – personality quizzes, career and subject profiles and webinars
- Recording – self-reflection about extracurricular activities and key employability skills
- Opportunities – search tools showing live vacancies/courses/placements for apprenticeships, universities (in the UK and abroad), FE, virtual work experience etc.
- Applications – tools to help students build applications for a range of pathways (e.g., CVs, Personal Statements, Common App Essays)

Year 10 will have PD lesson where they are formally introduced to the site and its utility. We really hope they enjoy using this tool.

As of Monday 22nd January, each Year 10 student will be sent a login code to their school email.

Students access the platform by clicking the link in their welcome email, where they create a password and can begin using the platform.

Students will then be able to login to Unifrog using **their school email address** and the password they have selected (we advise you use the same password for school and Unifrog). Student can login from any computer, [tablet](#) or smartphone

2. Login to Unifrog (and parent contribution of £10 for this platform – Parentpay).

As of Monday 22nd January, each Year 10 student will be sent a login code to their school email.

Students access the platform by clicking the link in their welcome email, where they create a password and can begin using the platform.

Students will then be able to login to Unifrog using **their school email address** and the **password they have selected** (we advise you use the same password for school and Unifrog). Student can login from any computer, tablet or smartphone.

There is also a parent login where you can give Unifrog a go!



3. Secure a placement.

The expectation is that students (with parental support) will organise their own placements.

Do start with your interests – but do not worry if you can't find a match. Any work placement is valuable for the experience of work!

Try....

- Friends and family.
- Your own place of work.
- Local businesses / organisations.

If you don't ask – you definitely don't get!

As long as you can get there – anywhere goes!

3. Secure a placement.

Support offered:

- * Lunchtime LRC help – 1 day a week
- * By arrangement – 1-1 help after school
- * Database
- * PD lessons / workshops – WEX preparation

4. Gather details from the host.

- **The information you need to gather is:**

1. Name of placement (e.g. Lottie's Bakery)

2. Placement start date and end date: (10th June – 14th June 2024)

3. Describe the time commitment: (e.g. 8am – 5pm)

4. Employer placement lead name:

5. Employer placement lead email:

5. Upload placement information to Unifrog.

Exploring pathways

Careers library

✕ Careers favourited

Go to tool >

Subjects library

✕ Subjects favourited

Go to tool >

Know-how library

✕ Guides favourited

Go to tool >

Webinars

Hear directly from the experts

Go to tool >

Read, Watch, Listen

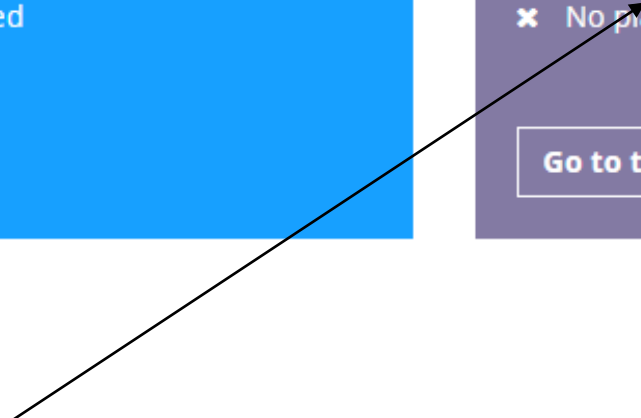
✕ Profiles favourited

Start >

Placements

✕ No placements added

Go to tool >



Unifrog Guide

<https://www.unifrog.org/placement/guides/how-to-use-the-placements-tool>

* Placement coordinator

---- pick one ----

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

* Name of placement business / organisation

eg Lottie's little bakery

* Placement start date

-- day --

-- month --

-- year --

Placement end date

-- leave blank if

-- leave blank if

-- leave blank if

* Describe the time commitment

eg Full time

* Employer placement lead: name

eg Tim Cook

* Employer placement lead: email

eg tcook@apple.com

Important: this must be correct, or we won't be able to progress the placement.

* Employer placement lead: email (again)

eg tcook@apple.com

How to fill in your Student Initial Form

Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form.

Afterwards we'll ask the placement lead at the employer to fill in the next form.

* In person or Virtual

In person

Only fill in a form if it is In Person (as in you are in an establishment with an employer) at this [stage](#)

Placements tool or Activities tool? The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

Virtual or in person? If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

* Placement coordinator

Ms Jones

You will only be able to choose [me](#)

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

* Name of placement business / organisation

Lottie's Bakery

* Placement start date

17 July 2023

These are our [dates](#)

Placement end date

19 July 2023

* Describe the time commitment

Full Time (9am - 5pm)

* Employer placement lead: name

Tim Cook

Please make sure that the email is accurate!

* Employer placement lead: email

tcook@lbakery.com

Important: this must be correct, or we won't be able to progress the placement.

* Employer placement lead: email

tcook@lbakery.com

* Employer placement lead: phone number

United Kingdom (+44) 88888888

* Placement country

United Kingdom

* Placement address

100 Pudding Lane

* Placement postcode / zip code

EC34 RHB

* Is this the workplace where you'll be based throughout the placement?

Yes

* Will you live at home as normal during the placement?

Yes

* How will you travel to and from the placement?

I will take the train to London

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

No

Only fill in any special needs if it will affect your placement.

* Parent / guardian (who must also be your emergency contact)

Ms Smith

* Parent / guardian email

csmith@yahoo.co.uk

Important: this must be correct, or we won't be able to

Again - please check that this is accurate! Otherwise, the email will not be sent to your parent to get permission for the [placement](#)

* Parent / guardian email (again)

csmith@yahoo.co.uk

Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

* Agree

Yes, I agree to all four points above.

Make sure that you tick this AND CLICK THE ADD PLACEMENT BUTTON!

Finished? mark as finished and notify employer to fill in their initial form?

Add placement or cancel changes

6. Unifrog will then do the rest!

Kingslea Primary School

Added 17 May 23

Scheduled for: **17 July 23 - 19 July 23** Type: **In person**

Comment +

Delete 🗑️



Convert to interaction >

- 1 **Student initial form** Completed on 17 May 2023
- 2 **Employer initial form** Completed on 19 May 2023
- 3 **Parent / Guardian agreement** Completed on 19 May 2023
- 4 **School permission** Completed on 22 May 2023
- 5 **School during-placement check-in** Completed on 16 January 2024
- 6 **Employer review form** Completed on 21 July 2023
- 7 **Student reflection form**

Is this placement over? When it is, Neha will complete this Student reflection form!

Email sent: 20 July 2023 09:27:23

Reflection form due 19 July 2023

Dress code	Smart - no jeans. PE kit on PE days. We'll let you know which days they are.
Is PPE or other special safety equipment required?	No
Working hours	8:20-4:15
Eating and refreshment arrangements	Please bring your own lunch and water bottle. Water provided.
Confirm that your Employers' Liability Insurance policy covers work placements	Yes, it covers work placements
Insurance provider, policy number, expiry	QBE, YO83462QBE0122A, 28 Sep 2023
Employers' Liability Insurance certificate	 scanner@kingslea.org.uk_20230421_102728  19 May 23
Confirm you have Risk Assessment that is written down, up to date and appropriate (including taking into account having a young person working at the organisation).	Yes, I confirm that the statement is correct
Risk Assessment last reviewed	Autumn 22
Confirm you have a Health & Safety policy that is written down, up to date and appropriate (including taking into account having a young person working at the organisation).	Yes, I confirm that the statement is correct
Health & Safety policy last reviewed	Autumn 23
Confirm that your company will abide by data protection and privacy law	Yes, the company will abide by the data protection and privacy law in the placement country
Confirm you will follow the safeguarding policy	Your organisation will abide by the safeguarding policy: The Employer placement lead (and whoever else is directly

And then
enjoy!

ANY
QUESTIONS
?