

Year 13 Wednesday Afternoon Work Experience Placements – September 2026

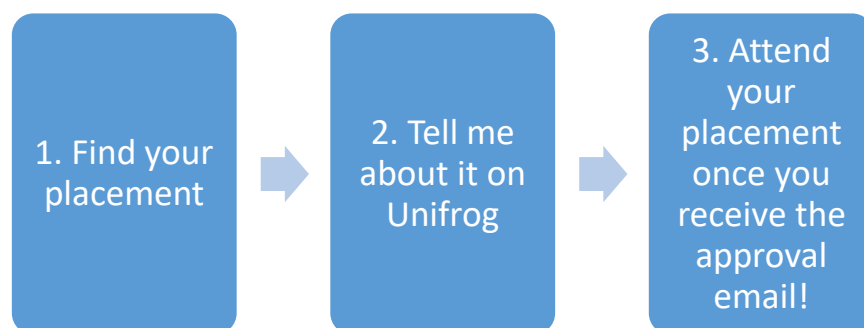
King Edward VI Camp Hill School for Girls – Information for Students

Before you can start your placement you must work through the following steps AND have had your placement approved by your parents and the school on Unifrog. Students who have not gained an approved placement by 28th September will be transferred to PE and start these lessons on 30th September.

Key dates

Date	Action for students	Notes
2 nd September	Y13 students not in school	No students on placement
9 th September	Students who do not yet have approved/agreed placements to meet Dr Rose/Mr Shaw in the Hall at 1.35 pm to register and have some reminders!	Students with approved placements may attend
16 th September	Students without approved/agreed placements to register with Dr Rose/Mr Shaw in the UCR at 1.35 pm and then use the time to arrange placements.	Students with approved placements may attend
23 rd September	Students without approved/agreed placements to register with Dr Rose/Mr Shaw in the UCR at 1.35 pm and then use the time to arrange placements.	Students with approved placements may attend
30 th September	All students with placements must start today at the latest.	Students without approved placements by 9 am on Monday 28 th September will be in PE from this date
24 th March	Final placement date – students will be asked to state where they will be working for the remaining Wednesday afternoon's before stand down.	

Before you can start your placement you must work through the following steps AND have had your placement approved by your parents and the school on Unifrog. Students who have not gained an approved placement by 28th September will be transferred to PE and start these lessons on 30th September.



1. Find your placement

- **Start to do this now** – it will take longer than you think unless you have a previously organised contact!

- Come to a meeting with me in the hall at 1.35 pm on **Wednesday 9th September (unless your placement is fully approved; in which case you can attend the placement)**
- Make sure you can get to your placement, leaving school at 12.45 pm on Wednesdays
- Arrange a start date either
 - a) Wednesday 9th September
 - b) Wednesday 16th September
 - c) Wednesday 23rd September
- Until your placement has started, after registering with me on the above dates you may have the remaining time during these afternoons to go out and confirm placements.
- Ensure that you arrange an end date for your placement – 24th March 2027.

2. Tell me about your placement using Unifrog

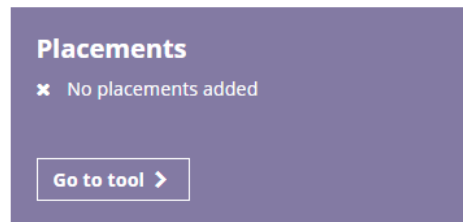
This will be completed online using the Unifrog Placements Tool in the same way as you shared information about your Y11 and Y12 placements BUT please put me (**Mr Shaw**) as the placement Co-ordinator. Your placement cannot start until your employer has provided the information needed and your nominated parent and myself have approved the placement. Once this has been done you will receive an email to confirm that the School permission form has been completed. This is rigidly adhered to as it is part of your ongoing curriculum time.

Instructions

- a) Sign in to Unifrog
- b) Select “Go to Tool” on the Placements Tile

+ Add new placement

- c) Click on



In order to complete the Student Initial Unifrog Form, you will need to know the following information, and **MUST** have already agreed the placement with the employer.

PLACEMENT DETAILS – This information will be needed by Unifrog.	
Name of Placement Business/Organisation:	
Start date	Placement start date: Either Wed 10 th September, 17 th or 24 th September. Placements cannot start until the employers have completed their forms so please allow at least 2 weeks from the date you add your placement to the starting date. You will also need to contact your employer and remind them to fill in their form – this is where the system takes time!
End date	Placement end date: Wednesday 24 th March 2027
Placement Co-ordinator	Mr Shaw
Estimated total hours – how many hours will you spend on the placement	Eg 2 hours a week for 25 weeks = 50 hours
Describe the time commitment	Please state Wednesday afternoons, term time only from(include your arrival and leaving time)

Will you meet the employer in person (not on a video call) at any point during the placement	If any time (however small) the answer is YES Otherwise NO We expect these placements to be in person so the answer should be YES!
Placement country	
Placement Address:	
Placement Postcode:	
The Unifrog Form will then ask you to complete the following questions; so make sure you have the answers to hand. • Is this the workplace where you will be based throughout the placement? • Will you live at home as normal during the placement? • How will you travel to and from the placement?	
What are your objectives for the placement?	Include a simple statement about what you expect to gain from completing the placement.
Employer Placement Lead: name (This person will be asked to complete the employers section of the process)	This must be the main employer contact's name (any errors here will mean that there is likely to be a delay in the employer form being completed).
Employer Placement Lead: email (Unifrog will ask for this twice – you must make sure it is correct)	This must be the email address of the person above. Please warn them to check their emails for a message from Unifrog (and their spam folder). If they have any issues (or the email address is wrong; please talk to Mr Shaw) who will be able to support you – but you must be proactive with this bit!
Employer placement lead telephone number	
You will then be asked to provide: • Your date of birth (this is because some companies/providers need you to be a certain age when the placement is undertaken) • Whether you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement? (No details are needed at this point) • The name of a parent/guardian who will be your emergency point of contact while you are on your placement and their email address (so that they can be contacted to approve your placement). As the email address is absolutely necessary – you will need to provide it twice	

Once you have completed this information; read the rest of the student initial form (shown below) and complete as appropriate.

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.

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

Add placement or cancel changes

Then click on the 2 boxes (agree and finished) – then Add placement! Your details will then be sent to the email address you provided for the employer.

Once this basic information is submitted to Unifrog you will get an email confirmation, and the employer will be asked to complete their form; once this is done your parents will be emailed to complete their section.

Once you have an agreement in principle for your placement to take place, please email your prospective employer with the information about the form that they need to complete (Employers Form Information Sheet) so that they can ensure they have the relevant documentation they will need to complete the form which will be shared with them as soon as you have added your placement onto Unifrog.

Once the Employer has completed their form on Unifrog your parents will be emailed and asked to complete the Parent/guardian agreement.

The Parents Form as part of the Unifrog Process will ask for confirmation of the following information:

- Name, email address and phone number
- Their relationship to you
- Does the student have any special needs, illnesses or injuries that may affect the placement?
- Confirm you're aware that the placement provider will have primary responsibility for the health and safety of the student and the school/college's role is to satisfy itself that the placement provider is acting responsibly
- Agreement for the student to take part in the placement

Once all of this has happened and I have given you permission to attend (on Unifrog), then the placement is confirmed. You will be emailed by the system as the process continues and moves through the stages; so please look out for Unifrog emails!

Once you are on the placement - Mrs Akhtar and other school staff will check in on you from time to time to see how you are getting on. **Please remember that it is your responsibility to let your placement know if you are unable to attend at any point.**

At the end of the placement your employer will do a review and you can also complete the student reflection.

Dr Rose/Mr Shaw
Careers Lead

King Edward VI Camp Hill School for Girls – Information for Parents

The Parents Form as part of the Unifrog Process will ask for confirmation of the following information:

- Name, email address and phone number
- Their relationship to you
- Does the student have any special needs, illnesses or injuries that may affect the placement?
- Confirm you're aware that the placement provider will have primary responsibility for the health and safety of the student and the school/college's role is to satisfy itself that the placement provider is acting responsibly
- Agreement for the student to take part in the placement

Thank you for the support you are giving your child as they are completing their Work Experience placement over the next 2 terms. This placement is part of our enrichment curriculum and whilst it takes place off-site the students are undertaking the placement as representatives of the school. We hope that you will encourage them to be their best selves during this time as contacts made during this placement may be of use to them in the future. In addition, where a placement goes well, the company/provider is far more likely to accept another student in the future.

As part of our contract with the employers, it is our expectation that your child attends as arranged, and that if they cannot do so that you contact the employer and the school to report the absence. We will be asking the company to let us know if the child does not attend and they have not been informed by a parent. They will be asked to email us for the first non-explained attendance and to contact the school and speak to Mrs Akhtar if this continues. The school will reserve the right to cancel the placement and ensure that the student stays in school on a Wednesday afternoon if attendance falls below these expectations.

As this is a long-term placement, we will contact the employers at least once per half term to check that the placement is going as planned.

Once the placement is completed both the employer and the student will need to complete a reflection form. The form will be emailed to the student, and it will ask them to provide the following information (this is not shared with the employer):

- One thing they have learnt through doing the placement
- What they did during the placement that they are most proud of
- How doing the placement impacted on their future plans
- Were their learning goals met?
- How likely is it that they would recommend this placement to a friend?
- What could have been improved about the placement?

The employer will also receive a review form asking for feedback about the student's attendance, attitude, reliability and so on during the placement; so that there is a full reflection around the process.

If your child reports any concerns in relation to the placement, please contact me at the school.

Mr Shaw
Careers Lead

King Edward VI Camp Hill School for Girls – Information for Employers

Thank you for hosting one of our students for this placement until Easter. We have reminded them and their parents that it is our expectation that the student attends the placement as arranged, and that if they are not able to do so that they contact both you and the school to report the absence on the day that the absence occurs. If you have not heard from the parent by the time the student should have arrived for their weekly placement, we would ask that you contact the school using the following email address (enquiries@chg.kevibham.org) to report the students absence. If the absence continues and there is a second unexplained absence, please contact the school (0121 444 2150) and speak to Mrs Akhtar. The school will reserve the right to cancel the placement and ensure that the student stays in school on a Wednesday afternoon if attendance falls below these expectations.

As this is a long-term placement, we will contact you at least once per half term to check that the placement is going as planned.

Once the placement is finished, Unifrog will send you an email asking you to complete the Employer review form, we hope that you will be able to find the time to do this.

- The Employer review form lets you share feedback about the placement. The student and placement coordinator can see the feedback that the employer gives in this form, but the parent/guardian cannot.
- In the form you are asked if you would hosting another student from our school and if so, whether you are interested in hosting a student for a virtual placement, for an in person placement, or for both. Your answers to this question are only visible to staff at our school.
- The form will also ask you again about whether you want to be in the Unifrog-wide Placements contacts database.

Thank you once again, please feel free to contact me at the school if you have any questions or concerns about your role in the placement.

Mr Shaw
Careers Lead

Unifrog Employers Form

This is a list of the information an employer will need to provide to complete their section of the Unifrog form to allow placements to progress. Please send a copy of this page to the employer once the initial form is completed.

Once a student has submitted their initial placement form, you the prospective employer will need to complete the Employers Form. This form will ask the following questions, however if an employer is a Unifrog Partner or has hosted a placement using Unifrog in the last 6 months many of the boxes will be pre-populated.

- Organisation's name
- Employer placement lead name, job title, email address, phone number
- To confirm the placement start and end dates, time commitment, address and whether this is where the student will be based throughout the placement
- Organisation's sector
- Number of employees
- What languages do students need to be able to speak?
- Have you hosted a placement before?

- Overview of placement
- Is the student likely to ever be with one adult without any other adult present?
- Does the student need a criminal records (eg DBS) check? (Only if over 16)
- Does the placement and its environment carry any specific health risks additional to a typical low risk workplace?
- Dress code?
- Is PPE or other special safety equipment required?
- Working hours (for the student on the placement)
- Eating and refreshment arrangements
- Confirm that your Employers Liability Insurance Policy covers work placements
- Provide details of your Insurance Provider, Policy Number and expiry date
- Upload the policy
- Confirm that your organisation has a Fire Risk Assessment
- 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)
- Confirm that the placement will follow Covid safety guidance
- 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)
- Confirm that your company will abide by data protection and privacy law
- Confirm you will follow the safeguarding policy

Thank you for providing this information; it will help us to ensure that our student is cared for appropriately whilst they are on the placement with you.

Dr Rose/Mr Shaw
Careers Lead